

• DISTRICT AND BUILDING INFORMATION •

COMMUNITY UNIT SCHOOL DISTRICT #3, FULTON COUNTY

North Fulton Wildcats



Cuba Middle School Cardinals



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District Office Hours

Office hours are from 8:00 a.m. to 4:00 p.m. Staff can be contacted at (309)785-7122 (MSHS), 785-8054 (Elem) and 785-5021 (Unit). The offices are not open Saturdays, Sundays, or holidays.

THE MISSION OF CUSD #3 FULTON COUNTY IS TO:

- Provide a safe, positive, and innovative learning environment, which challenges students to exceed the minimum standards set by the State of Illinois,
- Help students develop personal responsibilities, and
- Guide students to become successful members of the local community and the global society.

The purpose of this handbook is to acquaint students and their families with the rules, regulations, procedures and other relevant information necessary to govern the orderly operation of the school. This book has been designed to help promote student progress, to define behavior expectations, enhance communication, and provide for the psychological and physical safety of students through appropriate rules and regulations.

A large portion of this book covers disciplinary procedures. When disciplinary issues arise, it is the goal and responsibility of teachers and administrators to work with students, parents, and other support personnel to help the student correct his or her behavior. The ultimate goal is to protect the welfare of the school community as well as to help the student develop self-discipline. By the time students reach the middle and senior high school levels, they should begin to accept some of the duties and responsibilities that go along with being a good citizen.

This handbook will not cover all situations and is only a summary of board policies governing the district; board policies are available to the public at the district office. In the event something arises not mentioned, the administration reserves the right to make all necessary decisions (7:190). Further, the provisions set forth here are not to be considered as irrevocable contractual commitments between the school and the student. Rather, they reflect the current status of the rules, practices and procedures as currently practiced and are subject to change without notice. All policies have been communicated to persons expected to execute and comply with them. The district is governed by Board of Education policies, which are referred to in this handbook and are available to the public in one of the district's offices.

We would like to extend our wishes to all of you for a successful and rewarding school year. We challenge students to stretch academically and enrich their total school experience by (1. finding some way to help in the community, (2. by taking advantage of the many activities offered, (3. by contributing in a positive way to the tradition and spirit of CUSD #3.

Again, welcome to the Home of the North Fulton Wildcats and Middle School Cardinals, where spirit, pride, tradition, respect and responsibility are the bywords of a school in which the entire community takes pride. Best Wishes from the Staff and Administration at CUSD #3.

A HISTORY OF THE C.U.S.D. #3 SCHOOLS

The first school in Cuba was a log building, constructed early in the 1850's. In 1854, Professor Hermance built a two-story school, two blocks north of the square; by 1856 there were 140 students, each paying tuition ranging from four to six dollars. When this school was torn down, its materials were used to help construct a three-room brick structure on a lot donated by Henry Berry (at the present site of Cuba Elem.). Grades one through six were in one room, seventh and eighth in another, and the entire high school in the other. In 1913, the old building was torn down and a new one erected. Added to this school was a gym in 1930 and a cafeteria in 1949, and until 1955 this complex included grades K-5 when the Cuba Elementary building on Polk Street was built. In 1970 a building with a 600-student capacity was erected to accommodate grades 6-12. The old high school was demolished during the summer of 1971 and the space was used as the west parking lot. In the fall of 1990 the Smithfield School was closed and 5th grade was moved to the Middle School while all K-4 students were housed at Cuba Elementary. In April, 2001, a referendum was passed providing for the use of state grant money and local funds to build a new 7-12 attendance center south of Cuba. The new building opened in the fall of 2004. The former Middle-Senior High School building now houses grades Pre-K - 5.

Chapter 1 - Introductory Information & General Notices

Here you will find policies that are designed to put parents, students and visitors on notice of the general rules and regulations of the school and district.

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board office, located at:

652 E Main
Cuba, IL 61427

The School Board governs the school district, and is elected by the community.

The School Board has hired the following administrative staff to operate the school:

Current School Board members are:

Sue McCance, President
Gene Wallace, Vice-President
Deb Deakin, Secretary
Chuck Corsaw, Member
Connie Davis, Member
Brian Gorsuch, Member

Mrs. Angela Simmons-Kenser , Superintendent/Cuba Elementary Principal
Mr. Jeff Braun, Principal, Cuba Middle-Senior High
Mr. Jay Brenner, Assistant Principal, Cuba Middle-Senior High
Mrs. Amber Nelson, Psychologist
Mrs. Bridgette Dennis, Special Education Coordinator

Visitors

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

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

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

Cross-Reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

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: Mrs. Angela Simmons-Kenser, Superintendent

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

Suicide and Depression Awareness and Prevention

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

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

Cross-Reference:

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

Animals on School Property

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

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. Cuba Elementary has active Parent Teacher Organization (PTO). This group meets once a month to discuss how they can support the school. Please contact the office (785.8054) if you are interested in participating.

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Treats & Snacks [K-8]

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 785-7122 (MHS) or (309)785-8054 (CES).

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

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

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

Care of Students with Diabetes

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

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

Cross Reference:

Pending

Emergency School Closings

There may be instances when school will be closed due to inclement weather. On other occasions, it may be impossible for buses to travel the full route. In either case, the information will be announced on local radio stations including, WBYS-Canton, WKAI-Macomb, and WAAG-Galesburg. Please listen to the radio and do not call the school. If your contact information is current, you will be contacted by our automated phone message system, and information will also be available at www.cusd3.net, the district's website.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Cross-Reference:

PRESS 4:170, *Safety*

Video & Audio Monitoring Systems

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

Cross-Reference:

PRESS 4:110, *Transportation*

Accommodating Individuals with Disabilities

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

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

Chapter 2 - Attendance, Promotion & Graduation

Herein are policies dealing with student academic expectations, including attendance, grading, homework, promotion and high school graduation.

Attendance

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

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

Attendance Procedures

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS1, or other reason as approved by the principal.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 309-785-8054 (Elementary) or 309-785-7122 (Middle Senior High) before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Cross-reference:

PRESS 7:70, Att

Excused Absences

Student absences are considered excused only under the following circumstances:

Death in the immediate family	Observance of religious holidays
Illness of the student	Medical appointment
Home emergency	Court appearance
Contagious diseases	College visitation for seniors (2 days max.)

A student's absence is to be confirmed by a telephone call from the parent or guardian by 10:00 a.m. on the SAME day of the absence. Those parents or guardians whose working hours and/or circumstances prevent them from telephoning the school may make arrangements with the office to present a signed note instead of a telephone call. Other forms of acceptable verification of absence are:

1. An appointment card or letter from a doctor, dentist, clinic, hospital, lawyer, court or state official or college visitation,
2. An official document for appearance to testify in court.

If the student has been absent and the parent has neglected, or forgotten to call the school, the student will be on the "Unexcused List" (see the next section). A doctor's note is required for 3 or more consecutive absences or 8 total days absent. Only 8 absences can be excused by parents per year. If your child has a fever, they must remain home until they are fever free. This is to ensure they do not contaminate the other students. The absences following a fever will not count against the 8 absences allowed to be excused per year. It is the student's responsibility to take the following steps to correct the situation:

1. Bring a note signed by the parent/guardian with the date(s) of absence and the specific reason for the absence. If a student does not present a note, the student will be required to telephone a parent/guardian at the expense of the student to clear the absence.
2. Present the note to the office before the start of first period classes on the day the student returns to school.

Unexcused Absences

Unexcused absences will be, in general, any absences not covered in the preceding section. However, for clarification, the following is a partial list:

1. Oversleeping and/or missing bus, shopping, babysitting, getting driver's license, job interviews, ing, hair appointments, etc.
2. In general, any absence that can normally be taken care of outside of school hours.
3. Truancy from school or class.
4. Leaving school without permission from the main office.
5. Leaving class without permission from the teacher.
6. Abusing passes to and from classes.

Students will be assessed a detention equal to the time they are skipping from school for each occurrence. Students will be assessed a minimum of a one-day in-school suspension for being truant an entire day. Parents will be notified regularly of truanancies.

Tardiness

Tardiness is defined as any late arrival of a student beyond the scheduled time that a class begins. Students who are tardy to school will report to the office for a tardy slip. Excused tardies are the decision of the designated person in the office. Each situation is unique and will be dealt with accordingly. If a student is tardy s/he will be issued the following on per quarter basis:

1. When a student accumulates 4 tardies, the students will be issued a 1 hour after school detention.
2. When a student accumulates 6 total tardies, the student will be issued an In School Suspension.
3. Each accumulation of 3 thereafter will result in ISS.

For the purpose of the attendance bonus at the end of the semester, two (2) tardies will equal one class period. If buses are delayed because of inclement weather, bus students will not be counted tardy. Students should be excused in ample time to reach their next class. If it becomes necessary to hold students after class, the teacher should send the students to their class with a written excuse. Should questions arise regarding excused tardiness, teachers should check with the originator of the excuse.

Truancy

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

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

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

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

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

Cross Reference:

PRESS 7:70, *Attendance and Truancy*

The State of Illinois defines a "truant" as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy includes being absent from school without parental knowledge, leaving the school without proper authorization, or being in the building or on school grounds but absent from a scheduled class without proper authorization. Absences may be declared truant even when the parent/guardian has knowledge of the absence. The administration reserves the right to decide the validity of any absence. Please note that students who leave the school without proper authorization (sign out) will receive a detention equal to the amount of time they skip school. The State of Illinois defines a "truant minor" as a student to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

Students 17 years of age and older who accumulate more than ten (10) days of unexcused absences during the school year may be recommended for expulsion after a staffing has been held. Students 17 years of age and older who accumulate more than ten (10) consecutive days of unexcused absences during a semester may be dropped from the school's attendance roster. If a student is dropped from the attendance roster, the student may not re-enroll at the high school during the same semester. The student will be eligible to register at the beginning of the next semester.

Anticipated Absences

Parents are to notify the school office no later than one full day prior to a planned, anticipated absence of two (2) or more days, such as family trips, student functions away from school, conferences, etc. Students will then be required to contact their teachers individually to arrange for assignments and have a planned absence form signed by each teacher and returned to the main office. The principal or his designee will decide whether or not an anticipated absence will be excused or unexcused.

Field Trips

Field trips are frequently taken as part of a course's curriculum. If a student is getting an "F" in another class, s/he may be denied the opportunity to go on the field trip. Likewise, participation in end-of-the-year field or class trips will be governed by eligibility based on discipline, and a contract signed by both the student and his/her parent or guardian. School rules apply on all field trips.

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

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

Cross-references:

PRESS 6:240, Field Trips

Guidelines for Chaperones

Field trips are an extension of the school day and intended to provide an additional learning opportunity. As a chaperone, your role is to support the district staff in their decisions while supervising all aspects of the trip. District staff reserves the right to refuse your assistance on any trip.

- All Chaperones are required to have a criminal background check on file in the district office.
- Chaperones are expected to remain with assigned students at all times.
- Chaperones, supervising students, are expected to utilize the provided district transportation unless there is a reason that prevents them from doing so. These must be cleared through the building administrator prior to the trip.
- Make arrangements for other younger siblings. You are responsible for a group.
- Smoking tobacco, e-cigarettes, the use of alcohol or any illicit drug is not allowed.
- Dress appropriately.
- Keep cell phone usage to a minimum. Do not post pictures of students on social media sites (We may not have permission).
- Use appropriate language.
- You are responsible for a small group of students, do not allow them to stray from your group.
- Do not merge with another group as the teachers have grouped students according to various factors.
- Inform teachers immediately should students become uncooperative. District staff is responsible for discipline of all students.
- At no time may you dispense medication to a student. This includes non-prescription medication, aspirin, allergy medication and cough drops.
- All injuries and illnesses, regardless of how minor, need to be reported to the classroom teacher.
- Refrain from buying anything for students or loaning students money.
- Due to known or unknown allergies, do not feed the students, this includes gum, candy, etc.
- Students are expected to follow the building/district expectations.

Leaving School During the School Day

Should it become necessary for a student to leave school due to illness or appointment, they must sign out in the main office before leaving. Failure to sign out will result in the issuance of one (1) detention.

Classification of Students (High School)

High School students are classified on the basis of the number of credits earned and not on the number of semesters spent in high school. If a student is short on credits and earns enough to be reclassified, s/he may initiate an appeals process to be reclassified at the end of the first semester. The appeal must be initiated with the guidance counselor within three (3) weeks of the first semester grades being issued. A student's classification may cause the student to be ineligible for activities such as Prom, class trip, ordering class ring, or other grade appropriate activities. Earned credits will also determine homeroom placement, class meeting attendance, location of locker, and picture location in the yearbook.

Students must have earned the following credits by the beginning of each school year to be classified:

Freshman	Successful completion of the 8th grade or placement by school officials
Sophomore	6 units of credit
Junior	12 units of credit
Senior	18 units of credit

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

Release Time for Religious Instruction/Observance

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

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Cross Reference:

PRESS 7:80, *Release Time for Religious Instruction*

Make-Up Work

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

Cross Reference:

PRESS 7:70, *Attendance and Truancy*

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

Cross Reference:

PRESS 6:280, *Grading & Promotion*

Homework

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

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

Exemption from Physical Education Requirement

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

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit (Fall only);
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Cross Reference:

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

Credit for Alternative Courses and Programs, and Course Substitutions

2.90 - Credit for Proficiency, Non-District Experiences and Course Substitutions

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Online credit recovery or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Cross Reference:

PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

College Courses & Dual Credit (High School)

Students must meet minimum college requirements to enroll in and receive high school and/or college credit for College Internet Courses and Dual Credit Courses. Without prior approval, the credit awarded by the junior college, college, or university will not be used for high school credit. Dual credit may be offered, as courses are made available by the local community college. The following provisions apply:

- The class must be taken as part of the regular school day (7 classes).
- The course must be approved in advance by the guidance counselor and the high school principal.
- The student assumes responsibility for all fees and transportation.
- The course is completed according to the local school calendar,

- The course will count toward GPA/class rank at .5 credit per class.
- All students must be enrolled in seven classes with a minimum of 4 classes per day at Cuba Senior High School. (Ref. C.U.S.D. #3 Policy Book, 6:310)
- Courses taken outside the regular 7-class schedule (night classes and summer college classes) will not count toward GPA or class rank.
- Transcripts will be furnished at the end of each semester to high school officials to determine continued eligibility.
- Students may drop a dual credit course and return to a regular high school course at any time before the college's final drop date.
- If the student drops a college course by the college's final withdrawal date, then he/she may enroll in the appropriate high school course with the current transfer grade. Students who drop dual credit.
- Please keep the following in mind as you enroll for dual credit:
- Taking courses for college credit is optional. If you are taking more than 15 hours of dual credit, you should first check with the college or university you plan to attend to ensure that the credits will transfer.
- This is your responsibility. You may want to get an agreement in writing as to how the credits will transfer—as general education electives or core requirements for your major.

If you take Composition 101 for dual credit, you should also plan to take Composition 102 in order to ensure that the college awards ENGLISH credit and not just elective credit.

Correspondence Courses (High School)

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a third to fifth year junior/senior status;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

They may be denied if scheduling allows for the course to be re-taken at school. (Ref. C.U.S.D. #3 Policy Book, 6:310)

Distance Learning Classes (High School)

These are courses that may be offered for either high school or college credit during the regular school day via cable or satellite transmission. If taken for college or dual credit the provisions listed above apply.

Also, the same provisions listed above apply to Western Area Career System courses. Also, Western Area Career System courses may count more than .5 credit.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Credit for Proficiency

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Driver Education (High School)

Students otherwise eligible to take a driver education course must receive a passing grade in at least 6 courses during the previous 2 semesters. Scheduling is arranged by birth dates and eligibility. (Ref. C.U.S.D. #3 Pol. Book, 6:60)

Drop and Transfer Procedures (All students)

A student who plans to drop or transfer from school must:

- Secure a clearance slip from the guidance counselor or main office.
- Have each of his/her teachers sign the clearance slip.
- Clear all library, classroom, athletic, physical education and miscellaneous obligations and have the staff member in charge of that activity sign the clearance slip.
- Clear out his or her locker.
- Return the clearance slip to the office for final approval before leaving school.

Enrollment (All Students)

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student’s birth certificate.
2. Proof of residence, as required by Board policy 7:60
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100.

Parental Requests For Teachers

The principal, with teacher input, establishes class lists for a new school year with a variety of factors to be considered. Classes are set dividing academic ability, boys and girls, behavior and personality differences equitably. Because of the many factors to be considered, parental requests for a particular teacher are not accepted.

Grading Policy (All students)

Grade reports will be issued to students at the end of each 9-week period. Progress reports, indicating academic deficiencies, will be issued at mid-term.

Grade Explanation:

Grades 3-12		Grades K-2
A (100 - 90%) Excellent	*No credit (NC) is awarded, transfers to an F after the allotted amount of time (see “Incomplete” below)	A standards based report card issued. Numbers are used to indicate levels of mastery. Satisfactory(S) or unsatisfactory (U) marks are used for PE and music.
B (89 - 80%) Good		
C (79 - 70%) Average		
D (69 - 60%) Poor		
F (59 - 0%) Failure		
I Incomplete*		
P Passing		

Grade Point Scale (Starting with the class of 2012):

<u>Non-weighted</u>		<u>Weighted</u>	
A	= 4.0 points	A	= 5.0 points
A-	= 3.6 points	A-	= 4.6 points
B+	= 3.4 points	B+	= 4.4 points
B	= 3.0 points	B	= 4.0 points

B-	= 2.6 points	B-	= 3.6 points
C+	= 2.4 points	C+	= 3.4 points
C	= 2.0 points	C	= 3.0 points
C-	= 1.6 points	C-	= 2.6 points
D+	= 1.4 points	D+	= 2.4 points
D	= 1.0 points	D	= 2.0 points
D-	= 0.6 points	D-	= 1.6 points
F	= 0.0 points	F	= 0.0 points

(The weighted grades scale will be implemented starting with the 2012 class. Weighted courses will utilize a 5.0 scale. Non-weighted will use a 4.0 scale.)

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

Starting with the Class of 2019, high school students must earn a minimum of twenty-four (24) credits for graduation and a maximum of twenty-eight (28) credits can count toward the final GPA. No more than 4 credits can come from Physical Education. As part of the minimum credits for graduation all students must satisfactorily complete the following:

Required credits for the Class of 2020 and beyond:

Driver's Education - .5 credit	Resource Management - .5 credit
English - 4 credits	Science - 3 credits
Fine Art Elective - 1 credit	Mathematics - 3 credits
Health - .5 credit	Social Studies Electives - 1.5 credits
Physical Education - 4 credits	US History - 1 credit (includes passing US and Illinois Constitution tests)
Civics - .5 credit (starting with class of 2020)	

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Daily physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program, or students who are exempted from participation in certain courses in accordance with State law. Also, minimum requirements for graduation must include: One year chosen from music, art, foreign language, which shall be deemed to include American Sign Language, or vocational education.

Cross Reference:

PRESS 6:300, *Graduation Requirements*

Honor Roll:(2012 & beyond)

High Honors	3.75 to 4.00
Honors	3.50 to 3.74
Honorable Mention	3.00 to 3.49

An Incomplete (I) or Failure (F) in any subject disqualifies a student from honor roll recognition.

Gifted/Talented Education

Students whose mental development is accelerated beyond the average or who have demonstrated a specific aptitude or talent in a given area, may be eligible for specially planned educational services. At the 9th-12th grade level college prep classes, distance learning, Internet, and some college classes are available for those students qualifying for advanced study. Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented. (Ref. C.U.S.D. #3 Policy Book, 6:130)

Grievance Procedure

A uniform grievance procedure is in place for students, parents, guardians, employees, or community members who feel their rights have been violated regarding (1. Title II of the Americans with Disabilities Act; (2. Title IX; (3. Section 504 of the Rehabilitation Act; (4. Sexual harassment; (5. The misuse of funds received for services; (6. Curriculum, instructional materials, or programs. Ask in the district office for a copy of the procedure. (Ref. C.U.S.D. #3 Policy Book, 2:260 and 6:260)

Class Rank for Graduation Purposes (High School)

High school class rank will be determined at the end of each semester based on the cumulative GPA, or all semester grades earned up to that point. For media publication purposes, the top ten will be determined at the end of seven semesters. The final calculation of class rank is subject to change, however, based on the grades submitted after final exams are complete at the end of the year.

Incomplete (All Students)

It is the responsibility of a student to meet the teacher's minimum academic requirements, including classroom participation, to earn credit. Failure to complete the minimum academic requirements will result in a grade of "F". Students who are absent are allowed two days for each day of an excused absence to turn in make-up work in order to receive credit. Long-range assignments that the student has known about are due the day the student returns unless arranged for differently in advance. Failure to complete course requirements will result in a grade of an "I" (Incomplete) for the quarter, which transfers to an "F" if the work is not made up within the allotted amount of time (two days for each day missed). Exceptions will be considered for medical excuses or serious extenuating circumstances as determined by the principal.

Independent Study (High School)

Students in grades 11-12 may request a program of independent study to expand their knowledge in curricular areas not offered as part of the District's basic program. Upon initial approval by the guidance counselor, a student must meet with the appropriate supervising teacher and determine a written plan regarding the general objectives, the educational activities, and the evaluation techniques to determine performance. The plan will then be submitted to the principal and the superintendent with final approval resting with the Board of Education. Students will be allowed a maximum of three (3) credits toward graduation through independent study. A student will be allowed no more than one (1) independent study credit from a single department or curricular area. Before receiving academic credit, students will be required to present

evidence of independent study completion to the Board of Education. Independent study requests must be submitted for approval no less than 30 days prior to the first day of the semester.

Promotion and Retention:

The general policy of the district is to encourage and assist students to move along in a normal grade progression. Students at the middle school level can be accelerated or retained depending on the individual needs of the student. The combined views of school personnel and parents are taken into consideration in making such a decision. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the PARCC assessments or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. (Ref. C.U.S.D. #3 Policy Book, 6:280)

The faculty and staff will do everything possible to help each student do the utmost to succeed. Parents of students who are doing failing work should make certain that the student is spending time at home each night preparing his/her assignments, developing good study habits, and attending school each day. The guiding philosophy for determining acceleration, promotion, or retention will be what is in the best interest of the child.

Any 8th grade student who receives an "F" or "I" (Incomplete) for a class average in two or more classes will not be allowed to participate in promotion exercises.

Schedule Changes (High School)

Schedule changes will be allowed only under extenuating circumstances, excluding dual credit courses, during the first two days of the semester. Any program changes are subject to the approval of the parents/guardians and the administration. Forms for program changes may be obtained in the guidance office. A student may drop a course, but the following conditions apply:

1. The withdrawal must fit into the student's planned program of instruction moving toward graduation (unless already considered a part-time student).
2. The withdrawal must be approved by the parents and guardians, the teacher, the student, and the guidance counselor. If necessary, the guidance counselor will initiate a conference between all parties.
3. The withdrawal must be done within the first two (2) days of the semester.
4. Any student may be refused permission to drop a class depending upon the circumstances involved.
5. Students who sign up for a yearlong course are not allowed to drop at the semester, unless special circumstances exist and are approved by the teacher and administration. Likewise, students cannot opt into a yearlong class at the semester.

Semester Examinations (High School)

High school students will take semester exams under the conditions stated below. These exams count 20% of the final semester grade. Each quarter grade counts 40% of the final grade.

1. Students who have been absent two days or fewer during the semester may be exempt from taking semester exams. Any combination of excused or unexcused class periods that equal more than sixteen (16) periods (14 class periods plus Advisory) will make a student ineligible for this privilege. Those students, who have maintained at least a 3.50 average or better in the course, may be exempt from taking semester exams. The final grade for students not taking semester exams will be an average of the two quarters. Any truancy, unexcused absence, in school suspension (ISS), out-of-school suspension (OSS) will count against the student's attendance record. Regardless of attendance, each student must pass both nine weeks of each semester to be exempt from taking semester examinations.
2. Students who are exempt from semester examinations because of attendance or a 3.50 or better grade point average are encouraged to take semester examinations for their educational value. For this reason, if an exempt student elects to take a semester examination, the semester examination grade will only benefit the student's semester final grade. That is, if a semester examination would lower the final semester grade average, it will not be used; and if a semester examination would raise the final semester grade average, it will be used. For students required to take semester examinations, the semester examination grade may either positively or negatively affect the student's final semester grade. If a required semester test is not taken, the requirements for the course are not completed and the student will not get credit for the course.

3. College Curriculum - Regardless of a student's attendance or grade average, some college courses require semester examinations.

Academic Incentive for Advisory

At the beginning of the year, all high school students will be placed in an Advisory. Each student has the opportunity to earn Advisory privileges and rewards based on their academic performance.

At the midterm of the 1st quarter, grades will be reviewed and students will be placed into one of three classifications: Class A, Class AA, or Class AAA.

Class A = Any student with a D or an F in any of their classes

Class AA = students who have at least a C- or better in ALL of their classes but who have missing assignments in one or more classes

Class AAA = students who have at least a C- or better in ALL of their classes and no missing assignments in any of their classes

Class A Guidelines:

Students in Class A have a D or an F in one or more classes and will remain in Class A until the next grade evaluation. Grades will be evaluated 7 times per year; at the midterm and end of each quarter.

- Students in Class A are required to report to their assigned Advisory teacher every day.
- Students must report with materials and/or work
- No passes to other teachers or to attend meetings, students must remain with their assigned teachers
- All classroom and school policies apply to advisory including Cell Phone Policy

Class AA Guidelines:

Students in Class AA have a C- or better in ALL of their classes but are missing work in at least one class and will remain in Class AA until they no longer have missing work. There will be a weekly check of students in Class AA to check on missing assignments.

- Students in Class AA are required to report to their assigned Advisory teacher every day.
- If a student is not missing any work, they will be classified as Class AAA for the following week and eligible for Class AAA privileges for that week.
- No passes to other teachers or to attend meetings, students must remain with their assigned teachers
- All classroom and school policies apply to advisory including Cell Phone Policy
- If a class grade for a Class AA student drops below a C- at any time (reviewed weekly) they will have one week to get their grade back up or they will be placed in Class A until the next grade evaluation.

Class AAA Guidelines:

Students in Class AAA have a C- or better in ALL of their classes and have no missing work are able to opt out of Advisory.

- Students in Class AAA can leave school (with parent permission) after reporting to their assigned Advisory teacher.
- Students in Class AAA who can opt out of Advisory but who are not leaving school will have the opportunity to report to a Class AAA Advisory where they will have more privileges, access to their electronic devices, and more of a student lounge atmosphere.
- If a Class AAA student chooses to remain with their assigned Advisory teacher, they are expected to follow the guidelines of Class AAA Advisory.
- If a class grade for a Class AAA student drops below a C- at any time (reviewed weekly) they will have one week to get their grade back up or they will be placed in Class A until the next grade evaluation.

Summer School (High School)

A student will receive high school credit for successfully completing a summer school course offered by the Regional Office of Education provided that:

- The course is approved in advance by the high school counselor and the high school principal.
- The course cannot be used to graduate early.
- The student assumes responsibility for all fees and transportation.

Transfer Students (All Students)

The procedure for granting credit to students transferring in is determined on a case-by-case basis and is outlined in the Faculty Handbook.

Weighted Courses

All 100 level college courses (or above) taken as Dual Credit offerings will receive “weighted” status. With “weighted” status, each letter grade bears one point higher value, with the exception of an F – which receives no credit or point value towards GPA. Please see below:

<u>Non-weighted</u>	<u>Weighted</u>
A = 4.0 points	A = 5.0 points
B = 3.0 points	B = 4.0 points
C = 2.0 points	C = 3.0 points
D = 1.0 points	D = 2.0 points
F = 0.0 points	F = 0.0 points

*Please note that the following classes offered at Cuba High School will also be weighted:

1. Ag Business Management
2. Calculus
3. Chemistry
4. Horticulture
5. Pre-Calculus
6. Probability and Statistics
7. Spanish IV
8. Trigonometry
9. Physics

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student’s permanent record and recorded as an international study experience.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Military Service

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

Volunteer Service Credit Program

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

Vocational Academy

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

Substitutions for Courses

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the district.

Cross Reference:

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact the building principal.

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to September 1st of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to September 15th of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Cross Reference:

PRESS 6:300, *Graduation Requirements*

Chapter 3 - Student Fees and Meal Costs

This chapter includes policies and procedures on student fees and meal costs. Included is a model "fee waiver" application.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present: [1]

- 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.

Within 30 days, unit office personnel will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 785-8054 (Elementary) or 785-7122 (MSHS).

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

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

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

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

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

School Breakfast & Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:00 a.m. Lunch is served every school day from 11 a.m. to 12:30 p.m., except when there is a 12:00 p.m. or earlier dismissal.

A student may bring a sack lunch from home or may purchase a school lunch.

Free or reduced price meals are available for qualifying students.

Lunch prices - \$2.30 regular; \$.40 reduced

Breakfast prices - \$1.85; \$.30 reduced

For an application, contact the building secretary.

Cross Reference:

PRESS 4:130, *Free and Reduced-Price Food Services*

Chapter 4 - Transportation & Parking

Cuba Elementary

The school has 3 visitor parking locations available during the school day.

Those dropping students off beginning at 7:45 am may do so at the south/main entrance and the north rear entrance. Vehicles may not park in the drop off locations. If you wish to park and come into the building, you may park in the west parking lot.

Students are picked up at the end of the day beginning at 2:50pm (Pre K, K) 2:55 (1, 2), 3:00 (3-6) at the north doors on Washington street. Two lanes of traffic should be formed. These lines must be moving continuously as they are fire lanes. If you wish to park and leave your vehicle or you have numerous students to pick up, park in the west lot. Bus students are dismissed to the cafeteria and busses depart Cuba Elementary from the west lot at approximately 3:10.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by police.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of approximate pick up and drop off times will be available during student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

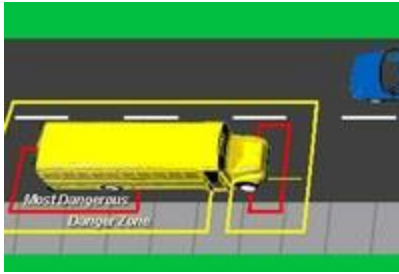
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

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



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

For questions regarding school transportation issues, contact: CUSD#3 Bus Garage: 785-4641, or CUSD#3 Unit Office: 785-5021

Cross Reference:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

Bus Conduct

Students are expected to follow all school expectations 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.

Cross-references:

PRESS4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

Students may park their vehicles in the lot designated area west of the middle-senior high building between the hours of 7 a.m. and 10 p.m.. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or

designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated to the south of the elementary and middle-senior high building are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Visitor Parking

The school has locations available for school visitor parking in the south parking lot.

Those dropping off and picking up children may do so in south location during the following hours: 7:45 - 8:05 am and 3:05-3:15 pm.

Chapter 5 - Health and Safety

This chapter contains student health and safety policies, including physical and immunization requirements, student medication procedures, and State-mandated safety drills. Included are model forms on "self-administration of student medication."

Required Health Examinations and Immunizations

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

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

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

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

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

Eye Examination

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

Dental Examination

All students entering kindergarten, second 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.

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School 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 a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Cross Reference:

PRESS 7:10-AP2, *Administrative Procedure – Accommodating Breastfeeding Students*

Guidance & Counseling

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Cross-Reference:

PRESS 6:270, *Guidance and Counseling Program*

Safety Drill Procedures and Conduct

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

Cross-References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

Communicable Diseases

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

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

Cross-references:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

Head Lice

The school will observe the following procedures regarding head lice.

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

Cross-Reference:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

Chapter 6 - Discipline and Conduct

Here you will find general student conduct requirements, student dress codes and cafeteria rules. Also included are new State mandated notifications on bullying and bullying prevention.

School Dress Code / Student Appearance

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Holes, rips, and tears in clothing aren't permitted above fingertip length. Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

- Hats, head coverings, headbands, sunglasses, jackets, coats, anything considered outside attire, and gloves are not to be worn in school during academic hours. Students must remove their head coverings upon entering the building. Students will wear shoes at all times. Roller shoes are not allowed.
- Students' clothing must cover undergarments. Tops that do not cover sufficiently are not allowed, such as outfits that do not meet at the waist, halter tops, tank tops, tube tops, unlined fishnet tops, etc. Specifically, tops must meet with pants when hands are raised above head and shirts must not reveal skin below your hand when placed at the collarbone. Also, sleeveless dresses/tops that do not cover a four finger-width on the shoulder are not allowed. Pants cannot be oversized and must be worn at the appropriate waistline.
- Any clothing that is disrespectful to the American flag is unacceptable.
- Clothing that is tight fitting or of such a nature to be suggestive or revealing, such as bicycle shorts, short shorts, leggings (not to be worn alone as pants) or short skirts, is not acceptable attire. "Hooters" t-shirts or shirts with other sexual connotations are not allowed.
- The length of shorts or skirts must be appropriate for the school environment [fingertip length].
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Cross Reference:

PRESS 7:160, *Student Appearance*

Bags

Purses, backpacks, book bags, or duffle bags are not allowed to be carried in class. They must be left in the locker.

Cell phones and Electronic Devices

1. Cell phones must be kept powered off and in lockers during the school day. (8:05 a.m. -3 p. m.)
2. Students may use electronic devices at extracurricular events if used appropriately. Electronic devices cannot be used in the locker room at any time.
3. Students who are in possession of electronic devices during school hours will be subject to the following:
 - 1st Offense – Device will be confiscated by staff member and returned to the student in the school office at the end of the school day
 - 2nd Offense – Device confiscated by staff member and returned to a parent or guardian.
 - Additional Offenses – Students will subject to additional disciplinary measures (detentions, suspensions, etc) as determined by building administration.

Refusal to follow these established procedures will be deemed as insubordination for which the student will be subject to appropriate disciplinary consequences including but not limited to prohibiting the possession of a cell phone/electronic device at school.

Student Discipline

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes 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 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, 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

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 alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items

which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal 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.

Cross-references:

PRESS 7:190, Student Discipline

PRESS 7:190-AP2, Gang Activity Prohibited

SUSPENSIONS

Due Process and General Procedures for Suspensions:

The Board of Education may directly or through its designee suspend or expel any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education; or
2. Conduct, which is disobedient and/or which substantially disrupts, impedes, or interferes with the operation of any public school; or
3. Conduct, which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity or;
4. Conduct, which constitutes the commission of a felony or which, if the student is a juvenile, would constitute the commission of a felony if committed by an adult.
5. Students will receive an informal hearing by the principal or his/her designee before a decision to suspend. The hearing process may be postponed if a student's presence poses a danger to people or property or an on-going threat of disruption to the educational process. (Ref. C.U.S.D.#3 Policy Book, 7:200)

Emergency Removal

The principal may remove a student without an informal hearing if the student's continued presence is an immediate danger or an on-going threat of disruption. In such cases, the notice and hearing shall follow as soon as practicable.

Informal Hearing Procedure

The principal/designee must attempt to inform the student personally of the charge(s). The student is given an explanation of the evidence. The principal/designee has authority to decide if the explanation will identify witnesses. The student is given reasonable opportunity to state his/her position.

Administrator Decision of Facts

After weighing the evidence, the principal/designee determines if the charge is supported by the evidence and the appropriate disciplinary action is in accordance with district policies and guidelines and professional judgment.

Effective Time of Suspension

Suspension becomes effective after the informal suspension hearing and notification of the parent/guardian/emergency person or at the end of the school day.

Notification of Suspension

Reasonable effort must be made to notify the parent/guardian/emergency person of the suspension. No student is to be sent home from school prior to the close of school without parent/guardian/emergency person contact being made. It is the responsibility of the parent/guardian to update the school as to telephone numbers/changes.

A letter of suspension is presented to the student and mailed to the parent/guardian containing:

1. The date and specific reasons for the suspension
2. The appeal procedures
3. The length of the suspension
4. A request that the parent/guardian contact the principal to arrange a mutually agreeable time for a conference prior to the readmission date.

The school board monthly reviews a list of students who have been suspended. During a period of suspension a student may not participate in any school-related activity and the student is not to be present on any school owned property without prior authorization of the principal.

Homework During Suspension

To ensure continuation of learning, suspended students are expected to complete schoolwork during their time of suspension (see Glossary for In-School and Out-of-School). Upon request, a suspended student may be given assignments during the period of suspension.

Student Reinstatement Conference

A parent, student, administrator conference may be requested prior to reinstatement following a suspension.

APPEAL PROCEDURES FOR SUSPENSIONS

Request for Appeal

1. A parent/student shall have the right to request a review of the suspension. To request a hearing, contact the principal/designee who initiated the suspension.
2. If the hearing with the school principal does not result in a resolution an appeal should go to the Superintendent and finally the parent/guardian may request in writing a hearing before the Board of Education.

Hearing Process

1. The student shall have an opportunity for a hearing, which is conducted by a hearing officer appointed by the Board of Education.
2. The Board of Education shall provide written notice to the parent/guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parent/guardian at the hearing.
3. During the hearing, the student and parents/guardian may be represented by legal counsel, present witnesses and other evidence and cross-examine adverse witnesses. The officer shall hear evidence on the issue of suspension.
4. The identity of student witnesses need not be revealed if in the judgment of the principal it would adversely impact the witnesses' school experience. If student witnesses are not identified, the principal shall carefully and thoroughly interview all witnesses and for a judgment as to the accuracy of the statements.
5. The hearing officer will allow the parties to clearly explain their respective points of view and to submit whatever evidence they have available that is relevant to the suspension.
6. After receipt of the hearing officer's report, the Board of Education shall decide the issue of guilt. If the Board of Education finds the student guilty as charged, it shall determine the appropriate level of discipline with consideration of administrative recommendation and the discipline code.
7. The decision of the Board of Education shall be in writing with a copy provided to the parent/guardian of the student.
8. A suspended student who is attending school while awaiting outcome of the appeal and whose suspension is upheld by the Board of Education, will begin the period of suspension the first school day following Board action.

Student Expulsion

Expulsion is the most severe punishment a school system may use. The Board may expel a student up to two years. A student who is determined to have brought to school a weapon, as defined by Section 921 of Title 18, United States Code (generally defined as firearms), shall be expelled for a period of not less than one calendar year. Expelled students may not enroll in or attend any educational program operated by the school district.

(Ref. C.U.S.D.#3 Policy Book, 7:210)

Due Process Procedures for Expulsion

1. Due process for expulsion follows the same procedures as for suspension. Administration will make a recommendation for expulsion to the Board of Education and issue a mandatory ten-day suspension.
2. A student facing expulsion may not attend school during the period of time the Board is considering expulsion.
3. A hearing will automatically be scheduled for any student being recommended for expulsion.

Hearing Process for Expulsion

The hearing process for an expulsion recommendation shall be scheduled in accordance to the suspension hearing process (see above).

Conditions of Expulsion

1. A student may not receive course credit for the semester in which the expulsion occurs.
2. In the event of an expulsion, the school will notify the parents and student of available private education options.
3. Expelled students may be readmitted to Cuba Community Unit School District #3, after the period of expulsion, but an expelled student may not attend school-sponsored activities nor be present on any school owned property for the duration of the expulsion.
4. A student with a handicapping condition may be expelled for engaging in conduct that would warrant such action for a non-handicapping student if the misconduct were not related to the handicapping condition.

Board of Education Review

A student who receives an excessive number of suspensions, or is involved in a Level 2 or Level 3 activity may be required to appear before a committee of the Board of Education, consisting of the Superintendent and two (2) appointed board members. In addition, upon being involved in further Level 2 or Level 3 activities, the student may be required to appear before the full board to consider expulsion for a length of time deemed appropriate by the Board of Education. Behavioral interventions for students with disabilities will be determined in accordance with the student's IEP.

Preventing Bullying, Intimidation & (Sexual) Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration 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 non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Nondiscrimination Coordinator:

Name: Angela Simmons-Kenser, Superintendent
Address: 652 East Main, Cuba, IL 61427
Telephone: (309)785-5021
Email: asimmons@cusd3.net

Complaint Managers:

Name: Jeff Braun, Principal	Name: Bridgette Dennis, Special Education Coordinator
Address: 20325 N. IL Hwy 97 Cuba, IL 61427	Address: 652 East Main Cuba, IL 61427
Telephone: (309) 785-7122	Telephone: (309) 785-8054
Email: jbraun@cusd3.net	Email: bdennis@cusd3.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.

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

Cross-References:

- PRESS 7:20, *Harassment of Students Prohibited*
- PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*
- PRESS 7:190, *Student Discipline*
- PRESS 2:260, *Uniform Grievance Procedure*

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Name: Angela Simmons
Address: 652 East Main Cuba, IL 61427
Telephone: (309)785-5021
Email: asimmons@cusd3.net

Complaint Managers:

Name: Jeff Braun, Principal	Name: Angela Simmons-Kenser, Principal
Address: 20325 N. IL Hwy 97 Cuba, IL 61427	Address: 652 East Main Cuba, IL 61427
Telephone: (309) 785-7122	Telephone: (309) 785-8054
Email: jbraun@cusd3.net	Email: asimmons@cusd3.net

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

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

Lunch & Cafeteria Rules/Expectations

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students will proceed to the cafeteria or designated lunch area, Students are responsible for cleaning the area in which they are seated, for disposing of any trash in the appropriate receptacle, and exiting the cafeteria to their assigned location. Students are expected to follow all school expectations during lunch.

Chapter 7 - Internet, Technology & Publications

This chapter includes a model acceptable use policy and Internet acceptable use sign-off. Also included is a policy on school-sponsored and non school-sponsored publications and websites.

Internet Acceptable Use

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

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

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

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

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

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

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

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

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

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

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

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

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

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

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on

the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools (not applicable to the high school).
 - f. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 - g. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Guidelines for School-Sponsored Publications, Productions and Websites [HS] [1]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Cross Reference:

PRESS 7:315 Restrictions on Publications; High Schools

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.

Cross References:

PRESS 7:140, Search and Seizure

PRESS 7:190-AP7,E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

Chapter 8 - Search and Seizure

Here you will find a comprehensive policy on student searches and seizures. The policy includes student rights under State and federal law and procedures for searching students and their possessions.

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, backpacks, 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.

Cross-reference:

PRESS 7:140, Search and Seizure

Chapter 9 - Athletic Rules & Code of Conduct

Extracurricular and Co-Curricular Activities (No Pass-No Play Rule)

Many co-curricular activities are offered for grades 5-12, including sports, Scholastic Bowl, speech, band and chorus contests, dances and social activities, etc. In order to participate in any extracurricular activity, students must understand that grades come first and they must comply with the activity's rules and the student conduct code.

The Parent-Teacher Advisory Committee, using input from the Athletic Director, coaches, and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by the Illinois High School Association. Co-curricular and athletic codes of conduct (if applicable) are school building specific (7:240, 7:240-AP).

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading, and dance force. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association or Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

IHSA [or] IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to the Interscholastic Handbook for Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

IHSA Performance-Enhancing Drug Testing Program

As a part of its on-going efforts to raise awareness and reduce the use of anabolic steroids and performance-enhancing dietary substances by student-athletes, the IHSA shall test a random selection of student-athletes. Student/Athletes whom test positive will receive IHSA sanctions imposed on the offending student/athlete.

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 High School Association or 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.

Cross Reference:

PRESS 7:305, Student Athlete Concussions and Head Injuries

Academic Eligibility

High School athletes/participants that are failing two or more classes will be declared ineligible for the following week. Eligibility applies by the semester for High School athletes.

Middle School athletes/participants must be passing all academic classes. Eligibility applies by the quarter for middle school athletes.

An ineligible student will be ineligible for participation in all contests for a period of one week.

A weekly check of student eligibility will be made. The eligibility list will be based on the student's grade as of the end of the day on Thursday. These grades will be submitted/pulled at 9:00 AM on Friday or the last attendance day of the week. This list will be distributed to coaching staff, athletic directors, teachers and administration of both schools. Student eligibility is then affected the following Monday. A student will remain ineligible from Monday through Sunday before becoming eligible again.

The eligibility process requires the teacher to answer the following question: If a student was to transfer to another school, presently what grade is the student achieving for the grading period?

Any student ineligible for the week will not be allowed to leave school early to attend an extracurricular activity, game, and/or meet.

Athletes/participants must turn in their equipment or make payment for lost equipment personally to their own coach. Any student failing to do so will not be allowed to participate in another interscholastic activity until this is done.

High school athletes/participants, excluding first semester freshmen, that fail two or more courses for the semester will be ineligible for athletics/activities the following semester.

Code of Conduct for Interscholastic Activities

The Board of Education, administration, and coaching staff feel that good citizenship and good behavior are important aspects of life if extracurricular activities are to fulfill their potential. Consequently, all participants are expected to be exemplary in these areas or the following actions will be taken.

Students are expected to exhibit their best behavior at all times. Students may be removed from any team or activity at any time by the school administration for misbehavior and/or any violation in this Extra-Curricular Code and/or the Interscholastic Handbook. Student participants who violate the Extra-Curricular Code may also be in violation of the Students Conduct and Discipline Code found in the Student Handbook. The rules set forth in this Extra-Curricular Code are in effect throughout the year, 365 days, 24 hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.⁷

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

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

The student shall not:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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

Drugs, Alcohol and Tobacco

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

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

[or]

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

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions,
 - The remainder of the season or for the next season; or

- The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations will be based on the following:

Level 1

The athlete/participant shows written proof of enrollment and successful completion of a substance abuse program for alcohol use or a counseling/treatment program for smoking, as recommended by a family physician/guidance counselor that consists of at least 3 hours of treatment. The athlete/participant will be suspended from participation for twenty percent (20%) of the scheduled contests or a minimum of two contests of the present and/or next/season. The penalty can carry over into the following sport season. Penalties can also carry over to the following school year. Penalties carried over into the following season or school year will be calculated on a weighted percentage. In the case of tournaments, one (1) tournament day equals one (1) contest. All conditions must be satisfied before reinstatement will occur in each offense. The student must attend all practices and all games and sit with the team in street clothes during the first two offenses.

Level 2

The athlete/participant shows written proof of enrollment and successful completion of a substance abuse program of alcohol/drug use or a counseling/treatment program for smoking, as recommended by a family physician/guidance counselor that consists of at least 6 hours of treatment. The athlete/participant will be suspended from participation for forty percent (40%) of the scheduled contests or a minimum of four contests for the present and/or next season. The penalty can carry over into the following sport season. Penalties can also carry over to the following school year. Penalties carried over into the following season or school year will be calculated on a weighted percentage. In the case of tournaments, one (1) tournament day equals one (1) contest.

Level 3

The athlete/participant shows written proof of enrollment and successful completion of a substance abuse program for alcohol/drug use or a counseling/treatment program for smoking, as recommended by a family physician/guidance counselor that consists of at least 10 hours of treatment. The athlete/participant will be suspended from participation for one (1) calendar year.

Level 4

The athlete/participant will be suspended from participating in all interscholastic activities for the remainder of his or her school career.

*This rule is enforced starting with the athlete/participant's initial enrollment in an activity during Middle School or High School. A student must complete any Middle School consequences before participating in High School. Infractions are cumulative through Junior High and then the count restarts at the High School level. Each infraction takes the athlete to the next level of consequences.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the building principal.

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

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

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

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Cross-References:

PRESS 6:190, Extracurricular and Co-Curricular Activities

PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities

PRESS 7:240, Conduct Code for Participants in Extracurricular Activities

PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of 21.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-references:

PRESS 6:190, Extracurricular and Co-Curricular Activities

PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

Spectator Conduct and Sportsmanship

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a Board of Education hearing. Examples of unsportsmanlike conduct include: overtly harassing an official or school personnel; using vulgar or obscene language; possessing or being under the influence of any alcoholic beverage or illegal substance; possessing a weapon; fighting or otherwise striking or threatening another person; failing to obey the instructions of a security officer or school district employee; and engaging in any activity which is illegal or disruptive. (Ref. C.U.S.D.#3 Policy Book, 8:40)

Parents and members of the public must refrain from entering the locker room, dugout or coaching area before, during or after a game. If a parent is interfering with the game or coaching from the sidelines, s/he may be asked to leave the facility. A chain of command should be followed for any parent wishing to lodge a complaint with a coach. An appointment should be made to speak with the coach first. If the concern is not resolved, then the principal or AD should be contacted prior to going to the Superintendent or School Board. A parent confronting a coach about an issue before, during, or after a contest can expect to be put off until such time that a meeting can be scheduled.

Chapter 10 - Special Education

This chapter contains numerous policies and procedures applicable to students with disabilities. Included are policies detailing student and parent rights and discipline of students with disabilities.

Education of Children with Disabilities

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

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

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

Cross Reference:

PRESS 6:120, Education of Children with Disabilities

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.

Cross Reference:

PRESS 7:230, Misconduct by Students with Disabilities

Exemption From Physical Education Requirement

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

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

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

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

Cross Reference:

PRESS 6:310, Credit for Alternative Courses and Programs, and Course Substitutions

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross Reference:

PRESS 6:300, Graduation Requirements

Request to Access Classroom or Personnel for Special Education

Evaluation or Observation

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

For further information, please contact the school principal.

Cross Reference:

PRESS 6:120, Education of Children with Disabilities

PRESS 6:120-AP2,E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes

Chapter 11 - Student Records & Privacy

Policies in this chapter include State and federal student record and privacy notifications. Also included is a policy for schools that collect student biometric information.

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. Behavior or attitudes about sex.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including:

(1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Cross-References:

PRESS 7:15, Student and Family Privacy Rights

PRESS 7:15-E, Notification to Parents of Family Privacy Rights

Student Records

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

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

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

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

- 7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent (only applicable to high school students).**

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

- 8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Cross-References:
PRESS 7:340, Student Records

Student Records:

The following statements serve as notification of the Illinois School Student Records Act to parents and students. The school maintains two types of records about each student.

Permanent Records:

The Law requires permanent records to contain: basic identifying information (students and parents names and addresses, birth date and place, and gender), the academic transcript (grades, class rank, graduation date, grade level achieved, and all scores on college entrance examinations), attendance record, accident report and health record, and record of release of permanent record information. The Law also permits, but does not require, that the permanent record may contain: honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record. Also, contesting student grades/transcripts must be made to the building principal within 30 calendar days of the completion of each semester for the challenge to be considered.

Temporary Records:

These consist of all information not required to be in the permanent record and may include: family background information, scores received on the State assessment tests administered in the elementary grades, individual or group intelligence test scores, aptitude test scores, reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observations, or interviews, elementary and secondary achievement level test results, participation in extracurricular activities, including any offices held in school sponsored clubs or organizations, honors and awards received, teacher anecdotal records, disciplinary information, special education files (including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals), biometric information, any verified reports or

information from non-educational persons, agencies or organizations, other verified information of clear relevance to the education of the student, and a record of release of temporary record information. (7:340, 7:340-E5)

The Federal Educational Rights & Privacy Act (FERPA):

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge their child's school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/Guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent(s)/guardian(s). (7:15, 7:15- E, 7:340, 7:340-E1)

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records. (7:340-E1)

Upon graduation, transfer, or permanent withdrawal of a student, the school will destroy temporary records after 5 years and permanent records after 60 years. The parent has the right to request a copy of such records at any time prior to their destruction. The cost for providing copies of student records to parents or students upon request will be 25 cents per page.

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.

Cross-reference:

PRESS 7:340, Student Records

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-reference:

PRESS 7:340-AP, Student Records

Chapter 12 - Parental Right Notifications

This chapter includes State and federally mandated notifications. Policies include rights of homeless families, pesticide application notification, and rights of parents to access information about their child's teachers.

Teacher Qualifications

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

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

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

Cross-References:

PRESS 5:190, Teacher Qualifications

PRESS 5:190-E1, Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: PSAT, SAT, Illinois Science Assessment (ISA), and Illinois Assessment of Readiness (IAR).

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

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

Cross-Reference:

PRESS 6:340, Student Testing and Assessment Programs

Homeless Child’s Right to Education

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

Assistance and support for homeless families includes:

Educational organizations and schools:

Food bank and meal programs:

Local service organizations (Goodwill, Salvation Army, etc.):

Family shelters:

Medical services:

Other support:

Cross-References:

PRESS 6:140, Education of Homeless Children

PRESS 6:140-AP, Education of Homeless Children

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Cross-References:

PRESS 6:60-AP, Comprehensive Health Education Program

PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

Parental Involvement (Title 1)

The school annually has a meeting for all Parents/Guardians, which takes place on Meet the Teacher Night/Open House at 6:00 pm, at Cuba Elementary School.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Pre-K:	Contact: Mrs. Bridgette Dennis	785-8054
Special Education:	Contact: Mrs. Bridgette Dennis	785-8054
Agriculture:	Contact: Mr. Krystina Clark	785-7122
Band/Chorus	Contact: Mr. Samuel Stauffer	785-7122

The school provides Parents/Guardians with access to:

- school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Angela Simmons at 785-5021.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Angela Simmons at 785-5021.

The state's resources on parental involvement can be located at <http://illinoisparents.org>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross-reference:

PRESS 6:170, Title I Programs

English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Language Learners program, contact Angela Simmons at 785-5021.

Cross Reference:

6:160, English Learners

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.

Cross-References:

PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

PRESS 8:95-E2, Verification of School Visitation

Pesticide Application Notice

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

Elementary - Kathy Beaty

785-8054

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

Cross-Reference:

PRESS 4:160-AP, Environmental Quality of Buildings and Grounds

Mandated Reporters

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

Cross Reference:

PRESS 5:90, Abused and Neglected Child Reporting

Unsafe School Choice Option

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

Cross-Reference:

PRESS 4:170, Safety

Sex Offender Notification Law

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

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

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

To attend conferences to discuss issues concerning their child such as retention or promotion.

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

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

A violation of this law is a Class IV felony.

Cross-Reference:

PRESS 4:170-AP2, Criminal Offender Notification Laws

• SECTION 13 - GLOSSARY •

RESTRICTIVE CONSEQUENCES DEFINED:

(Listed from least to most severe):

ALTERNATIVE EDUCATIONAL PLACEMENT - An alternative placement may be used when removal from a classroom is necessary but tutoring or assignment help can continue. A short-term placement will take place under the supervision of an adult where monitoring or tutoring can continue.

CLASSROOM TIMEOUT - A classroom timeout is used for classroom disruptions and requires the student to remove him/herself to the office where s/he will be assigned to a supervised time out area for the duration of the class period. Work is to be completed during this time.

DETENTION - Keeping a student before or after regular school hours for a reasonable time or detaining a student during school hours, such as lunchtime. Any staff member may assign detention(s) to a student. After school detentions will be served from 3:10 - 4:10 p.m. Failure to serve a detention within one week from the date issued will result in a maximum disciplinary action of a one-day out-of-school suspension. Students must arrange for their own transportation home following the detention. Students will be required to use the detention period for study and there will be no talking or sleeping allowed. Detentions must be served within one week of being issued.

IN-SCHOOL SUSPENSION (ISS) - To remove a student from his/her regular class schedule for a designated time; student is supervised in a specific location within the building. In-school suspension rules will be furnished with the suspension notice. Students will be allowed to hand in daily homework assignments with full credit for work on time.

OUT-OF-SCHOOL SUSPENSION (OSS) - A student may not attend school, school-sponsored activities or be on any school owned property for the duration of the suspension. Daily assignments may be turned in, but will not receive credit. Long-term assignments due during the suspension will not be penalized if handed in the day of the student's return to school.

EXPULSION - The permanent exclusion of a student from school attendance and school activities for a period of time as determined by the Board of Education. The Board may expel a student up to two school years. A student found to have brought a weapon (firearm) to school shall be expelled for no less than one calendar year. A student may not attend school, school-sponsored activities or be on any school owned property for the duration of time s/he is expelled.

OTHER DEFINITIONS

ABUSIVE LANGUAGE - Name-calling, racial slurs, or derogatory statements addressed to others.

AGE-APPROPRIATE - Able to be understood or appreciated by someone at a certain age, in a language they can understand.

ARSON/ATTEMPTED ARSON - By means of fire, cause harm to property of any person or participate in or enable the burning of property of any person.

ASSAULT - Physical abuse of another, but not mutual combat.

BATTERY - Use of excessive force causing serious bodily harm to another person.

BEHAVIOR CONTRACT - Formal or informal agreement between a student, teacher, and parent stating behavioral expectations and positive and negative consequences. Usually in written form.

BOMB THREAT - Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.

BREAKING AND ENTERING - Forceful entry into the property of another or into any portion of school property

BULLYING - an act of repeated aggressive behavior in order to intentionally hurt another person, physically or mentally.

Bullying is characterized by an individual behaving in a certain way to gain power over another person. Behaviors may include: name calling, verbal or written abuse, exclusion from activities, exclusion from social situations, physical abuse, or coercion.

BURGLARY - Unauthorized entry into a building that involves a theft.

CHEATING - Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.

CLASSROOM BEHAVIORAL MANAGEMENT PLAN - A plan developed by teachers and students that outlines classroom rights and responsibilities. The plan should be submitted to building administration.

CONFERENCE - A meeting involving the student, parent, counselor, support personnel and/or administration.

CONFERENCE WITH ADMINISTRATION, PRO-ACTIVE - A conference held between the student and one or more school officials. Teachers may request this intervention after earlier Level 1 Interventions have not proven successful.

CONFLICT RESOLUTION - An approach to resolve conflict in which individuals talk uninterrupted so they hear each side of the dispute. A trained peer mediates and an adult supervises this discussion.

CONTACT WITH PARENT/GUARDIAN - Contact of the parent/guardian through a meeting, telephone call, or letter to support student performance.

CORPORAL PUNISHMENT - (See Chapter 6, Corporal Punishment)

CULTURE - Ways of life of individuals or a group of individuals.

DAMAGE TO PROPERTY - Causing damage to, or defacing school property, or property of others.

DEROGATORY REMARK - Use of religious, handicapped, sexual, ethnic, or racial slurs, pictures, objects, gestures, etc.

DISCRIMINATORY CONDUCT - Using words, pictures, objects, gestures, or other actions demeaning to any religious, handicapped, ethnic, or racial individual or group.

DISOBEDIENCE - Refusal or failure to comply with a direction or instruction of a staff member.

DISTRACTION - Actions that divert the concentration or attention of others.

DRESS CODE - (See Chapter 6, Dress Code)

DRUGS/ALCOHOL - Selling, giving, possessing, having under one's control, or using any controlled substance or alcoholic beverage; possession or control means on one's person or in a locker, car, desk, or hidden in any location on or next to school property. Also includes any transfer of a prescription drug and using or having under one's control any related paraphernalia in the sale or use of drugs.

DRUG, LOOK-ALIKE - Distribution of any substance represented to be a drug or alcohol.

EQUIPMENT, MISUSE OF - Using any school-owned equipment in an inappropriate, unsafe or illegal manner. Personal use of equipment is not allowed unless prior permission is obtained from a staff member.

EXPLOSIVES - Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive.

EXTORTION - Forcing another to act against his/her will; taking property from a person by force or threat of force.

FALSE REPORT - Making a report to a staff member, outside agency, or 911 call that is unfounded or untrue.

FALSIFICATION OF DOCUMENTS, FALSE IDENTIFICATION or FORGERY - Using another person's name or identification as one's own or altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and the making of deceptive phone calls to impersonate or misrepresent identity.

FIGHTING - The exchange of mutual, physical contact, such as pushing, shoving and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined.

FIRE ALARMS - Unless an emergency exists, a student will not willfully sound a fire alarm or cause a fire alarm to be sounded. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Includes misuse of fire extinguishers on school property.

FIREWORKS/INCENDIARY OBJECTS - Use, possession, or sale of firecrackers, smoke bombs, matches, lighters, and similar materials.

GAMBLING - Playing any game of skill or chance for money or anything of value.

GANGS, RELATED BEHAVIOR - Participation in any activity that serves to advertise or promote gang activity, including the wearing and displaying of jewelry, clothing, signs, or other indicia of gang (7:190-AP2)

GOOD NEIGHBOR POLICY - Showing consideration toward neighbors' and merchants' property when walking to and from school or other activities. Consideration is shown by not littering, loitering, using offensive language, or damaging property.

GROSS MISCONDUCT OR DISOBEDIENCE - Acting in such a way that is excessively offensive or unacceptable by school and community standards.

GROUP VIOLENCE - More than one student on a side engaging in physical contact to inflict harm or inciting others to do so.

HARMFUL OBJECTS - Any device, object, or substance that can be reasonably considered sufficient to cause serious harm.

HARASSMENT/BULLYING - Intimidating, threatening to coerce, or in any way creating a hostile environment for another student(s). Also engaging in any kind of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. (Ref. C.U.S.D. #3 Policy 7:190)(7:180)

HAZING - Disturbing consistently, by pestering or tormenting, or subjecting someone to abusive or humiliating tricks or ridicule. Any intentional, knowing, or reckless act directed against another student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. (Ref. C.U.S.D.#3 Policy 7:192)

1. **INAPPROPRIATE PHYSICAL CONTACT** - Includes behavior such as kissing, fondling, long embracing, etc.
2. **INATTENTION** - Not engaged in the lesson.
3. **INDECENT GESTURE** - Making gestures which convey a grossly offensive, obscene or sexually suggestive message.
4. **INSUBORDINATION** - Willful failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
5. **INTERFERENCE WITH SCHOOL PERSONNEL** - Preventing or attempting to prevent school personnel from engaging in their responsibilities through lying, threats, violence, harassment, or physical action.

6. LEAVING WITHOUT PERMISSION - Failure to attend assigned class without permission or excuse, leaving the building, classroom, or assigned area without obtaining prior approval of the teachers and/or administrator.
7. LITTERING - Throwing or scattering debris in improper locations.
8. OBSCENITY/PROFANITY - Language, conduct or behavior offensive to accepted standards of decency and modesty.
9. OFFENSIVE MATERIALS - Displaying or distributing materials that are patently offensive sexually, racially, or religiously.
10. ON-SITE ALTERNATIVE PROGRAM - Program housed within the student's normal attendance center school that would offer an alternative to the standard classroom.
11. PLAGIARISM - Copying from an existing source claiming it is your own or using the source inappropriately without giving credit to the author,
12. RESTITUTION - There are two types of restitution: (a. Repair or replacement of property, or to pay the reasonable cost of repair or replacement; (b. A process for solving a problem and repairing relationships.
13. RECKLESS BEHAVIOR - Behavior that is a danger to self or others, includes the use of vehicles on school property.
14. ROBBERY - Taking property from a person by force or threat of force.
15. SEXUAL HARASSMENT - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or communication of a sexual nature. May include, but may not be limited to; subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body or otherwise creating an intimidating, hostile, and offensive environment.
16. SEXUAL MISCONDUCT - Using words, pictures, objects, touching, gestures, or other actions relating to a sexual, suggestive, or obscene message or a person's gender, that results in the person's embarrassment, discomfort, or reluctance to participate in school activities.
17. STOLEN PROPERTY, POSSESSION OF - Having in one's possession property, which has been stolen, or possession without permission of property belonging to another.
18. SUPPORTIVE CONFRONTATION - The art of confronting problem situations and people, yet in constructive and helpful ways.
19. TEMPER TANTRUMS - A fit of anger that disrupts or endangers the student or others.
20. THEFT - Taking property belonging to an individual or the school without permission, such as removing items from another's desk or locker without permission.
21. THREATS/INTIMIDATION - An expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice.
22. TOBACCO, USE/POSSESSION - Use or possession of tobacco in any form at school or school-sponsored activities.
23. TRESPASSING - Entering any school facility or onto school property without proper authority, includes any school entry during a period of suspension or expulsion. Trespassing also includes entering a school other than where a student is registered.
24. VANDALISM - Intentionally or recklessly causing damage to or defacing school or property of others, such action causes disruption of educational process and/or school activities.
25. VERBAL ABUSE - Offensive language or behavior directed toward staff or student.
26. VERBAL CORRECTION - Verbal direction by staff member to state the expected behavior.
27. VULGAR AND ABUSIVE LANGUAGE - Using language that is grossly offensive, unacceptable, or inappropriate.
28. WEAPON - A weapon is any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection because of its potential use to cause injury or bodily harm. Weapons include but are not limited to any type of knife, any type of firearm, any type of imitation or look-alike firearm, BB guns, chains, razors, clubs, mace or other chemicals or gas, etc. Possession of a weapon is prohibited on School District premises or any other premises where an official school function is being conducted. Possession is defined to include, but not be limited to, having a weapon found: in a space assigned to a student such as a locker or desk, on the student's person or property (on the student's body, in student clothing, in an automobile) under the student's control; or having a weapon accessible or available, for example, hidden on school property.
29. WEAPON OR INSTRUMENT, THREATS WITH - Threatening to use an instrument, tool or weapon to inflict harm.
30. WEAPON, USE OF A LEGITIMATE TOOL AS A WEAPON - Using legitimate tools and instruments, such as pens, pencils, compasses, combs, etc., with an intent to inflict bodily harm upon another or to force another to act against their will.

NORTH FULTON FIGHT SONG

Go North Fulton!
The game is on the line.
With our colors flying
We will cheer you all the time!
Rah! Rah! Rah!
Go North Fulton!
Fight for Victory.
Spread far the fame of our fair game.
Go North Fulton, win that game!
(Band)
Go North Fulton Go!
(Band)
Go North Fulton Go!
Red & Black! Cat's Attack!
Go North Fulton Go!
(Repeat Verses 1 & 2)