



CHARLESTON

CUSD NUMBER ONE

REQUIRED NOTICES

Overview

The information contained here provides a summary of rules and Board policies governing the District. Contained in student handbooks, each school’s rules may be amended during the year. School officials notify students and parents of rule changes through such means as school announcements, newsletters, and electronic notification systems. Accessible at the District’s main office or on its website, Board policies may also be amended during the year. District officials post each Board meeting agenda at the District’s main office at least 48 hours before each meeting. All persons are expected to execute and comply with all of the rules and policies of the District.

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Parent/Teacher Advisory Committee

A committee of parents, teachers, and administrators from the elementary, middle and high school levels meet annually to discuss the impact of state and federal legislation on the district's School Behavior Policy. The committee makes recommendations to the administration. Anyone wishing to serve on this committee should contact the Superintendent's office at 639-1006.

School District History

The School District was an out-growth of Charleston Union District, which was created by special charter in 1867. In 1948, Charleston Union and 63 other school districts consolidated into Community Unit School District No. 1.

District Mission Statement

Based upon the belief that all students can learn and with the understanding that students' learning capabilities may vary, it is the mission of Charleston Community School District No. 1 to provide learning environments that allow students the opportunity to maximize their learning capabilities.

District Education Philosophy

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

Accreditation

All Community Unit School District No. 1 schools are fully recognized by the Illinois State Board of Education as meeting its standards.

Residency

Residency is defined as physically residing within borders with the intention of remaining on a permanent basis. The creation of guardianship, a transfer of custody, or a change of address is not considered true residency. A student is presumed to be a resident of the school district in which his/her custodial parent resides. The McKinney-Vento Law will be followed for all students and families that are identified as homeless. At registration, a parent/guardian may be required to show proof of residency. Purposely misrepresenting residency is a Class C misdemeanor punishable by a \$500 fine and up to a year in jail. A school district must charge tuition to non-resident parents. Questions concerning tuition should be directed to the Superintendent, 410 West Polk Avenue, Charleston, IL, 639-1000. Pupils moving from the district during the school year are not required to pay tuition for the remainder of that school year. However, parents are responsible for the transportation of these non-resident students.

Homeless Education

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children. The District provides written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice

annually while the child or youth is enrolled in such school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:

1. shall be signed by the parent or guardian;
2. sets the general rights provided for the education of homeless children and youth; and
3. specifically states:
 - the choice of schools homeless children and youth are eligible to attend;
 - that no homeless children and youth is required to attend a separate school for homeless children or youths;
 - that homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs;
 - and that homeless children and youths should not be stigmatized by school personnel;
 - and includes contact information for the local liaison for homeless children and youths.

In the case of an unaccompanied homeless youth, the District ensures that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal. The District disseminates a public notice of the educational rights of homeless where such children and youths receive services, such as schools, family shelters, and soup kitchens.

School Admissions To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or

expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted in the School District.

Transfers Between Schools

A student's parent(s)/guardian(s) may request the student be transferred to a District school other than the one to which the student was assigned. Requests should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students who are granted a transfer within the District shall be responsible for their own transportation.

Medications in Schools

Students are not permitted to carry or store (i.e. in book bags, purses, lockers) medications, either prescription or non-prescription, during school hours unless first approved through the main office as described below.

In accordance with Board Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and wellbeing. 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, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. A student may possess an epinephrine auto-injector, e.g., EpiPen®, and/or asthma medication 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 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 auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

If your child does have severe allergies, it is important for you to inform the school so that the school can implement an Emergency Action Plan, an Individual Health Care Plan, or a Section 504 Plan. State law allows the school to maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. The **School District Supply of Undesignated Epinephrine Auto-Injectors** section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

The protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

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

ADMINISTERING MEDICINES TO STUDENTS

Guidelines and Procedures for Parents/Guardians

If at all possible, all doses of needed medication must be given at home rather than at school. Parents/guardians are responsible for the early morning doses at home, unless otherwise specified. Parents/Guardians are encouraged to come to school to give any necessary medication. They should notify the school office prior to their administering the medication.

Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. *Medication* includes an epinephrine auto-injector, e.g., *EpiPen*®, and asthma inhaler medication (105 ILCS 5/22-30(a), amended by P.A.s 100-201 and 100-513).

For a student with diabetes: The parent(s)/guardian(s) are responsible to share the health care provider's instructions. When the student is at school, the student's diabetes will be managed according to a diabetes care plan, if one exists, and not this Procedure. See Care of Students with Diabetes Act, 105 ILCS 145/. Last, the Public Self-Care of Diabetes Act allows a person with diabetes (or a parent/guardian of a person with diabetes) to self-administer insulin (or administer insulin) in any location, public or private, where the person is authorized to be irrespective of whether the injection site is uncovered during or incidental to the administration of insulin (410 ILCS 135/).

For a student with asthma: The parent(s)/guardian(s) are responsible for sharing the student's asthma action plan. When the student is at school, the student's asthma will be managed according to an asthma action plan, if one exists, and not this Procedure. See 105 ILCS 5/22-30(j-5), added by P.A. 99-843. Asthma emergencies shall be managed pursuant to the District's asthma emergency response protocol. 105 ILCS 5/22-30(j-10).

If a student is on a medication indefinitely, the parent/guardian must file a new "School Medication Authorization Form" every year.

Bring the medication to the school office. If the medicine is for asthma or is an epinephrine auto-injector, a student may keep possession of it for immediate use at the student's discretion: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. 105 ILCS 5/22-30(e).

For asthma inhalers, provide the prescription label. Bring other prescription medications to the school in the original package or appropriately labeled container. The container shall display:

- Student's name
- Prescription number
- Medication name and dosage
- Administration route and/or other direction
- Dates to be taken
- Licensed prescriber's name
- Pharmacy name, address, and phone number

Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. At the end of the treatment regime, remove any unused medication from the school.

Physical Examinations, Immunizations, and Boosters

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), 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, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

Unless an exemption or extension applies, the 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 District.

All children in second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof.

Athletic Physical Examinations

All students who participate in athletics must file a certificate of physical fitness with their principal. A doctor licensed to practice medicine in all of its branches must perform this examination less than one year before the sport or physical activity. A sports physical cannot take the place of the 9th grade physical; however, a 9th grade physical may be used as a sports physical if your physician indicates such.

Accidents to Students

Except in cases of extreme emergency, it shall be the responsibility of the parent to call a doctor for a child or to take him/her to the doctor's office or hospital. In cases where it is impossible to reach the parent and it is deemed necessary to take such action, the parent shall be notified as soon as possible. In any case, the responsibility for the payment of medical, ambulance, or hospital fees shall be the parent's.

Concussions

In compliance with the Youth Sports Concussion Safety Act, CUSD #1 has developed a Concussion Oversight Team (COT) that serves multiple duties. The primary responsibility of the COT was to develop Return-to-Learn (RtL) and Return-to-Play (RtP) protocols for students who have suffered a concussion either as the result of physical activity or other. If you feel your student has suffered a concussion, please contact your student's administrator and he/she will be able to discuss procedures to help ensure your student's continued academic, physical, and cognitive development.

Student Insurance

The school district has an arrangement with a group plan providing for low-cost student coverage. Parents will be provided "school time" insurance at no cost. The "24 hour" plan may be purchased separately. The school assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the insured, with the signature of the staff member in charge. This claim shall be filed in the school

office. All medical bills will be charged to the parents. All students participating on an athletic team will be provided “catastrophic insurance” and “school time” insurance with the option to purchase the “24 hour” plan.

Care of Students with Diabetes

The Charleston CUSD #1 will facilitate the needs of students with diabetes who attend its schools. The District will not deny a student access to any school or school related activities on the basis that a student has diabetes and will not restrict the assignment of a student with diabetes to a particular school on the basis that the school does not have a full time nurse. The District will comply with the requirements of the Care of Students with Diabetes Act and accordingly shall facilitate and implement Diabetes Care Plans according to its administrative procedures.

Chronic Infectious Disease Policy

The Charleston Community Unit School District Number 1 School Board recognizes that students or employees with a chronic infectious disease are entitled to all rights and privileges provided by law and the District’s policies. The District shall balance those privileges with the District’s obligation to protect the health of all District students and staff. The Board will distribute information about chronic infectious diseases to students, parents, staff, and the public in general so that the best decisions can be made for all concerned and can be made in a calm and responsible manner.

School Fees

The School Board annually establishes fees and charges to fund certain school activities. School fees may include, but are not limited to: consumable instructional materials, charges for field trips, charges and deposits for use of school property, charges for uniforms or equipment, charges to participate in extracurricular activities, charges for supplies of a particular class, graduation fees, school record fees, and driver’s education fees.

School Registration Fees (2021-22)

<u>LEVEL</u>	<u>FEE</u>
Pre-Kindergarten-3(Gr. 4 -Ash)	\$48.00
Grades 4-6	\$53.00
Grades 7-8	\$68.00
Grades 9-12	\$73.00
Driver’s Education Fee	\$125.00
Student Parking Sticker	\$30.00

Any student that qualifies for free or reduced meals is eligible to waive their registration fees.

Free/Reduced Price Food Services

A student’s eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District notifies students and their parents/guardians of (1) eligibility requirements for free and reduced-price food service, (2) the application process, and (3) other information required by federal law. The District provides the same information to informational media, the local unemployment office, and any major area employers contemplating large layoffs. Parents/guardians enrolling a child in the District for the first time, or any time during the school year, receive this same eligibility information.

Waiver of Student Fees

The Superintendent recommends to the Board for adoption the fees that will be charged for the use of textbooks, consumable materials, extracurricular activities, et.al. Students will pay for loss of school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no students be denied educational services of academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent recommends to the Board for adoption any additional fees the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost or damaged books, locks, materials, supplies, and equipment.

A student shall be eligible for a fee waiver when: (1) The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq; or (2) Other extenuating circumstances under which the school district will grant a waiver of school fees are: students who are eligible to receive reduced price lunch or breakfast, very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage; similar emergency situations that the district determines to include in its policy; or (3) The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid for Families with Dependent Children). The Building Principal will give additional consideration where one or more of the following factors are present:

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

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

Food Service: Offer vs Serve

Charleston Schools utilizes an Offer vs. Serve (OVS) meal system. The system is designed to decrease food waste and give students greater flexibility in choosing what to eat for school breakfast or lunch. Under this system students must take at least 3 of the 5 components of the meal (the minimum under Federal program regulations and one of those components must be a fruit or a vegetable); students may take smaller portions of the declined food items; the meal must be priced as a unit (i.e. a student who takes 3, 4, or 5 components of the meal, or smaller portions of some components, pays the same price).

Attendance Requirements

All children between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), must attend a public school unless: (1) the child is attending a private school (including a home school) or parochial school, (2) the child is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) the child is lawfully and necessarily employed, (4) the child is over 12 and under 14 years of age while in confirmation classes, (5) the child is absent because his or her religion forbids secular activity on a particular day, or (6) the child is 16 years of age or older and is employed and is enrolled in a graduation incentives program. A child who is enrolled in any of grades kindergarten through 12 in the public school regardless of age must attend the public school.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Pre-School Screening

Pre-School screening is offered to children between the ages of 2 and 5 years. The areas to be screened will include vision and hearing, basic learning concepts, communication skills, and development of small and large muscle activities. The screening will be held in January/February. Parents are encouraged to watch the newspaper and weekly bulletins from schools to find out exact dates of the screening. Once parents know screening dates, they should make appointments for their child's screening.

1st Step Registration for Kindergarten

All students who will be five years old on or before September 1 are eligible to pre-register for Kindergarten. Pre-registration will be held in mid-May. Please watch for notices of 1st Step Registration in the local newspaper, school newsletters, district website, and other electronic messaging.

24 Hour Information Lines

Tips about your school's information lines:

1. **Report an absence** - press 1 and leave the information about your child.
2. **Listen to School Closing Information** - press 2 to hear if school is closed
3. **Leave a message or call your child's teacher** - Press 3 - during school hours - you will hear "Express Messaging" – enter your teachers' 4 digit extension number. Listen for the information on the mail or press "#" to start recording a message. Press 3 - Before or during school hours - dial your teacher's 4 digit extension number to be transferred to their classroom phone.

Absenteeism, Truancy Policies

The Illinois School Code requires school districts to adopt absenteeism and truancy policies identifying appropriate supportive services and available resources for truants and chronic truants. These policies must be in accordance with Rules and Regulations as established by the Illinois State Board of Education. The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions:

TRUANT – A child subject to compulsory school attendance and who is absent without a valid cause from such attendance for a school day or portion thereof.

VALID CAUSE – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

CHRONIC OR HABITUAL TRUANT – A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days.

TRUANT MINOR – A child 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 the cessation of chronic truancy or have been offered and refused. Using the definitions cited, the school district shall determine if the student is a “chronic or habitual” truant student. If it is determined that the student is a “chronic or habitual” truant, the appropriate supportive services and available resources which must be provided to the chronic truant may include, but are not limited to: A. Letter sent to parents/guardians, B. Telephone contact, C. In-School tutoring, D. Conference, E. Counseling, F. Home Visit, G. Referral to another Agency, H. Testing, I. Remediation program/extra help, and J. Staffing. If these measures prove ineffective and the behavior persists, the building principal or designee shall refer the matter to the superintendent. The superintendent may call upon the resources of outside agencies such as the juvenile officer of the local police department or the truant office of the Educational Service Region of the county. The School Board, Superintendent, district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties. In accordance with The School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against chronic truants unless available supportive services and other school resources have been provided to the student.

Emergency Closing of Schools

Local radio, television stations, and Parent Link messages announce the closing of school soon after district personnel have made the decision to close the district for the day. This decision and announcement most often occur between 5:45 a.m. and 6:15 a.m. School may be dismissed early if weather conditions worsen on days school is in session. Parents are urged to listen or check the district Facebook page for school closings or early dismissal times on days of severe weather conditions. These factors are considered in making the determination whether to have school or not have school:

1. The severity of the weather
2. Potential of a drastic change in the weather
3. Bus routes – how many flat roads, curvy roads, hilly roads, narrow roads, turn around problems or any combination of the above
4. Other school closings
5. Number of closings in any given year
6. Condition of equipment – bus maintenance
7. Children waiting for buses – applicable to the severity of the weather, temperature, wind chill, etc.
8. Consultation with neighboring districts
9. Imposed energy restrictions, state or privately imposed
10. Consultation with school district staff, especially in the transportation center

Closed Campus

No student shall be allowed to leave the school grounds when classes are in session without the consent of the principal or, in the principal’s absence, someone acting in his/her capacity. It shall be the teacher’s responsibility to make certain that the principal has given this approval before releasing the student; and it shall be the responsibility of the principal to make certain that a person calling for a student or otherwise requesting the student be excused be a responsible person.

Starting and Ending Times

Regular School Days

Charleston High School 8:40 - 3:20

Charleston Middle School 8:45 - 3:25

Ashmore Elementary School 7:50 - 2:30

Mark Twain Elementary 7:55 - 2:10

Carl Sandburg Elementary 8:10 - 2:50

Jefferson Elementary 8:25 - 3:05

Half-Days

Half-days are provided throughout the year for parent teacher conferences, staff professional development, and school improvement planning.

Charleston High School 8:40 - 11:40
 Charleston Middle School 8:45 - 11:45
 Ashmore Elementary School 7:50 - 10:50
 Mark Twain Elementary 7:55 - 10:55
 Carl Sandburg Elementary 8:10 - 11:10
 Jefferson Elementary 8:25 - 11:25

Early Dismissals (2 hour early for professional development)

Charleston High School 8:40 - 1:20
 Charleston Middle School 8:45 - 1:25
 Ashmore Elementary School 7:50 - 12:30
 Mark Twain Elementary 7:55 - 12:10
 Carl Sandburg Elementary 8:10 - 12:50
 Jefferson Elementary 8:25 - 1:05

2-Hour Delayed Start Days

Charleston CUSD #1 may run a delayed start schedule for all schools on severe weather days. The delayed start schedule provides the flexibility to begin school two hours later than normal, allowing time for roads to be cleared and temperatures to rise. This alternative eliminates a situation where severe weather in the early morning leads to a decision to close schools for an entire day when it is not warranted. This can be everything from road conditions to freezing temperatures possibly even combined with the early morning darkness which makes traveling by school bus challenging. Please remember that *parents should have a plan in place for "delayed starts."* On delayed start schedule days, buses will arrive at the scheduled pick-up points two hours later than their regularly-scheduled time. In the event a delayed start schedule is utilized, school schedules will be adjusted as provided.

Charleston High School

Early Bird 10:05 – 10:35
 Period 1 10:40 – 11:15
 Period 2 11:20 – 11:50
 Lunch 11:50 – 12:25
 Period 3 12:30 – 1:00
 Period 4 1:05 – 1:35
 Period 5 1:40 – 2:10
 Period 6 2:15 – 2:45
 Period 7 2:50 – 3:20

Ashmore Elementary School

School Begins 9:50
 Grades 3-4 Lunch 11:00 – 11:30
 Grades K-2 Lunch 11:30 – 12:00
 Dismissal 2:30

Carl Sandburg Elementary School

School Begins 10:10
 Grade 1 Lunch 11:10 – 11:40
 Grade 2 Lunch 11:45 – 12:15
 Grade 3 Lunch 12:20 – 12:50
 Dismissal 2:50

Charleston Middle School

3rd Hour 10:45 – 11:10
 4th Hour (7B Lunch) 11:10 – 11:40
 5th Hour (7O Lunch) 11:40 – 12:10
 6th Hour (8R Lunch) 12:10 – 12:40
 7th Hour (8G Lunch) 12:40 – 1:10
 8th Hour 1:10 – 1:40
 9th Hour 1:40 – 2:10
 1st Hour 2:10 – 2:40
 2nd Hour 2:40 – 3:10
 Home Base 3:10 – 3:25

Mark Twain Elementary School

AM Pre-School Class will be cancelled
 School Begins 9:55
 1st Lunch 11:25 – 11:55
 2nd Lunch 12:05 – 12:35
 Dismissal 2:10

Jefferson Elementary School

AM Project Help Classes will be cancelled
 School Begins 10:25
 Grade 6 Lunch 11:30 – 12:00
 Grade 5 Lunch 12:00 – 12:30
 Grade 4 Lunch 12:30 – 1:00
 Dismissal 3:05

Charleston students attending the Life Academy, KTLC, and Hearing Impaired programs at Williams Elementary School and Mattoon High School: on delayed start days, buses will arrive at the scheduled pick-up points two hours later than their regularly-scheduled time. Please remember that **parents should have a plan in place for “delayed starts.”**

School Visitors

The Board of Education and staff of the School District welcome interested persons to visit the schools. School law requires visitors to register in the school office upon entering the school building. Please do not go directly to a classroom. The intent of the School Visitation Rights Act (820 ILCS 147/25) is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. The parent/guardian, upon completion of such a school visit, must secure documentation of the visit from the school administrator. The parent or guardian submits this verification to their employer within two working days of the school visit.

Re-Enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent’s or designee’s discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

Student Directory Information

Student Directory information is limited to: Identity information such as name; address; gender; grade level; birth date and place; parents’/guardians’ 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 publication, such as yearbooks, newspapers, or sporting or fine arts programs; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school. The types of information mentioned may be released **unless parents request in writing by September 1 of the school year that the information not be released. Parents who do not wish their child(ren)’s pictures published in any district publication press release or electronic media must notify the school(s) their child(ren) attend in writing by September 1.** Parents are to notify the principal of the attendance center that their child attends if they choose not to allow the school to release student directory information or any photograph including their child. The district must release student directory information on juniors and seniors to military recruiters unless we have written notification otherwise.

Permanent and Temporary Records

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated. The *permanent record* shall include: Basic identifying information, including the student’s name and address, birth date and place, gender, and the names and addresses of the student’s parent(s)/guardian(s); Academic transcripts, including grades, graduation date, grade level achieved, and scores on college entrance examinations; Attendance record; Accident and health reports; Record of release of permanent record information in accordance with 105 ILCS 10/6(c); Scores received on all State assessments tests administered at the high school level (that is, grades 9 through 12). The *permanent record* may include: Honors and awards received; School-sponsored activities and athletics. No other information shall be kept in

the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred. All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include: A record of release of temporary record information in accordance with 105ILCS 10/6(c); Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8); Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction; Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from the Child Protective Service Unit; Completed home language survey. The *temporary record* may include: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Report of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, 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; Other disciplinary information; Special education files, including the report of multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; Verified reports or information from non-educational persons, agencies, or organizations; Verified information of clear relevance to the student's education. 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 education records.

Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School 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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent record* and *temporary record*. The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript or any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System.
3. Attendance record
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code"
5. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose of the request
 - d. The date of release
 - e. A copy of any consent to a release
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9-12)

The *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as ‘current documentation of a student’s health information, not otherwise governed by the Mental Health and Development Disabilities Confidentiality Act or other privacy laws, which included identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g. glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g. nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports’
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth...has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 year 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 15 school 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. 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 a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove 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 removed.

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) 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(s)/guardian(s) 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. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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 transfer, 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(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). 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 concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade Level, Birth date and place, Parent(s)/Guardian(s)' 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. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

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 parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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

Student and Family Privacy Rights

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, *Student and Family Privacy Rights*, is available upon your request from the general administration office. Please note that a student's parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in periodic surveys. The school will not penalize any student whose parent(s)/guardian(s) exercises this option. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old or is an emancipated minor.

Limited English Proficient Students

The District maintains a program for students having limited English language proficiency. This program:

1. appropriately identifies students with limited English proficiency;
2. complies with State law regarding Transitional Bilingual Educational Program (TBE) and Transitional Program of Instruction (TPI);
3. complies with any applicable federal law and/or any requirements for the receipt of federal grant money for limited English proficient students;
4. determines the appropriate instructional environment for limited English proficient students;
5. annually assesses the English proficiency of limited English proficient students and monitor their progress in order to determine their readiness for a mainstream classroom environment; and 6. notifies parents/guardians of, and provide information about:
 - (1) the instructional program, reasons for their child's identification,
 - (2) their child's level of English proficiency,
 - (3) the method of instruction to be used,
 - (4) how the program will meet their child's needs,
 - (5) specific exit requirements of the program,
 - (6) how the program will meet their child's IEP, if applicable, and
 - (7) information on parent/guardian rights.

Parental involvement is encouraged and parents/guardians are regularly appraised of their child's progress.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition. Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months. The School Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Promotion and Retention

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Accelerated Placement

Accelerated placement options include (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Eligibility for accelerated placement shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner. For information about how to refer a student for possible evaluation for accelerated placement and the methods used to determine whether a student is eligible for accelerated placement, contact the student's principal.

Equal Education Opportunities

All students are provided equal opportunities in all education programs and for all services. No person shall be discriminated against on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. All students are guaranteed equal access to

educational and extra-curricular activities as required by Illinois PA 79-597 and Title IX of the 1973 Educational Amendments. No person shall, on the basis of gender, be limited in the exercise of any right, privilege, advantage, or opportunity. The board does not discriminate on the basis of actual or potential marital or parental status, and no person in the district shall be subjected to sexual harassment by any school employee, or by other students, or by the effect of any school policy or practice. Additional information and forms for filing complaints relative to gender, racial, ethnic, religious, age or handicap discrimination may be obtained through the office of the Superintendent at 639-1000. A local grievance procedure exists to resolve grievances. However, if either the grievant or the party charged is dissatisfied with the School Board's decision, further appeal may be made to the Regional Office of Education, 730 7th Street, Suite A, Charleston, IL and ultimately to the State Superintendent of Education, Springfield, IL. Appeal outside the district should be made in a timely fashion.

EDUCATIONAL PROGRAMS

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

SEX EQUITY

No student shall, based on sex, be denied 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 may file a sex equity complaint by using the Uniform Grievance Procedure.

HARRASSMENT OF STUDENTS

No person, including a District employee or agent, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing physiological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student's Building Principal, Assistant Building Principal, or a Complaint Manager. Students 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.

GRIEVANCE PROCEDURE

Students and/or their parents/guardians should notify a District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute or Board policy. The Complaint Managers are Kristen Holly (639-4000) and Todd J. Vilardo (639-1000).

Equal Opportunity Employer

In compliance with School Board policies, state and federal statutes, rules and regulations, the school district declares its absolute commitment to equal opportunity employment for all persons regardless of race, color, creed, gender, sexual orientation, handicapping condition, or national origin.

Accommodating Individuals with Disabilities

The District provides individuals with disabilities with an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and are not subjected to discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services, and, if so, what services are required. This notification should occur as fast as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or by filing a grievance under the Uniform Grievance Procedure.

Special Education Program

The District provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Improvement Act (IDEIA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and Americans With Disabilities Act. The term “children with disabilities” means children between ages 3 and 21 for whom it is determined, through definitions and procedures, described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEIA. For students eligible for services under IDEIA, the District follows procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEIA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover the student’s identification, evaluation, and educational placement. This system shall include notice, an opportunity for participation by the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with the opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure. The District maintains membership in the Eastern Illinois Area of Special Education, a cooperative association of school districts that assists the School District in fulfilling its obligations to the District’s students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Least Restrictive Environment

The District is committed to providing a Free and Appropriate Public Education to students with disabilities in their Least Restrictive Educational Environment.

Speech/Language Screening

Speech and language screening will be conducted at the beginning of the school year for students that are suspected of having a disability or who have had a known speech and language disorder in the past. Parents will be informed of the results of this screening by the speech-language pathologist in each school. If the screening indicates that more testing would be helpful to further assess the child’s speech and language skills, parents will be asked to give consent in writing. Should speech and language services be recommended following testing, a conference will be arranged to discuss this with parents. Speech and language services are part of the special education program in the district and can be provided to children from ages 3-21 years who demonstrate a communication disorder.

Title I

The District pursues funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts, available at the Central Office. Upon request, the District will provide parents/guardians of students in schools receiving Title I money with information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (a) whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (b) whether the teacher is teaching under emergency or other provisional status; (c) the teacher's baccalaureate degree major and any other graduate certifications or degrees; and d. whether paraprofessionals provide services to the students and, if so, their qualifications.

The District provides parents with information on the achievement of the parent's child in each of the State academic assessments. The District provides parents with timely notice in the event that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified. Academic Assessment and Local Education Agency and School Improvement 1. The District promptly provides to parents of each student enrolled in an elementary school or a secondary school identified for school improvement for corrective action, or for restructuring: a. an explanation of what the identification means, and how the school compares in terms of academic achievement to other district schools and the State educational agency; b. the reasons for the identification; c. an explanation of what the school identified for school improvement is doing to address the problem; d. an explanation of what the district or State educational agency is doing to help the school address the achievement problem; e. an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and f. an explanation of the parent's option to transfer their child to another public school or to obtain supplemental educational services for the child. 2. Whenever the school fails to make adequate yearly progress and/or is restructured, the District provides the teachers and parents with an adequate opportunity to comment and participate in developing a plan. 3. The District provides annual notice to parents of each student enrolled in an elementary school or a secondary school identified for school improvement, for corrective action, or for restructuring; a. the availability of supplemental education services; b. the identity of approved providers that are within the district or whose services are reasonably available in neighboring districts; and c. a brief description of those services, qualifications, and demonstrated effectiveness of each such provider.

Stevens Amendment

Federal grant funds will be used to provide Title I teachers, aides, and parent activities; teachers to reduce class sizes; community awareness workshops; conflict resolution classes and staff professional development.

Response to Intervention, (RtI)

Response to Intervention (RtI) is a systematic approach of matching high quality, research-based instruction/intervention strategies with individual student's needs prior to them experiencing repeated academic lags or failures. Educational decisions are based on the individual student's unique area(s) of difficulty. RtI creates educational environments that focus on success for all learners. Struggling learners are identified early and a variety of strategies are used until the most successful ones can be identified and replicated for that student. Special educators and general educators collaborate to develop and implement the intervention strategies that will assist the students in problem area(s) so success is experienced as soon as possible and failures are avoided.

Problem Solving Teams

Each school building in Charleston has a Problem Solving Team. The PST serves many purposes.

- Assists teachers in developing academic and behavioral strategies to support students who are experiencing difficulties.
- Collaborates with parents to problem solve for student success.
- Improves individualized support for students.
- Serves as documentation for early intervention efforts.
- Ensures appropriate referrals for special education initial case study evaluations.

For more information regarding the Problem Solving Team, contact the school's principal or a classroom teacher.

Gifted Program

The district's Gifted and Talented Education (GATE) Program has been designed in compliance with the Illinois School Code. Students who are eligible for gifted and talented services are grouped and instructed in order to maximize the educational benefits that the children derive from participation in the program. All students are served by their general classroom teachers. In addition to receiving instruction consistent with the district's established curriculum for their grade level, eligible students receive differentiated, engaged instruction that is based upon the eligible child's interests, gifts and talents. A gifted education teacher also provides one-to-one and small group enrichment activities for students in grades 1-6 that are approved by the general classroom teacher. Classroom teachers plan learning activities that most closely meet the individual child's needs and talents. An algebra program is also offered to middle school students. Students in grades 9-12 have numerous honors and Advanced Placement courses from which to choose. These high school courses are grade-weighted and worth up to an additional .3 points in calculating a student's grade point average (GPA). Information about the District's gifted and talented program is updated annually and is posted on the CUSD #1 district website.

Homebound Instruction

State Special Education Rules and Regulations provide for homebound instruction to children eligible as defined in the rules and regulations. Children suffering from common childhood diseases and upper respiratory tract infections, unless major complications occur, are not eligible. Contact a building principal for more details about homebound instruction. Homebound instruction may not exceed two hours per day and takes place on days when school is in session.

District Curriculum

The written curriculum for each subject matter (K-12) help to ensure that every child receives instruction in key concepts. At each grade level, concepts and skills are introduced and developed when proficiency is expected. The curriculum is separated by grade level and subject area to ensure the minimum curriculum for each grade and subject is covered each year. Curricula are cross-referenced with the Illinois Standards for Learning, new Illinois Learning Standards incorporating the Common Core and the Next Generation Science Standards. The written curriculum is available in each school and the Central Administration Building, at 410 West Polk.

Curriculum Development

The Elementary Level and Secondary Level Curriculum and Advisory Councils review, update, revise, and make recommendations to the superintendent regarding the district educational programs and services, proposed curriculum studies and/or changes, textbook adoptions, the testing program, professional development and curriculum materials. Council members act as a liaison between building and department/grade level staff regarding curriculum planning. Councils consist of administrative and licensed staff representing all grade levels and subject areas.

Comprehensive Health Education Program

As part of its comprehensive health education program, the District includes a family life and sex education program in a sequential pattern and related in depth and scope to the students' physical, emotional, and intellectual maturing level. Family life courses offered in grades 6-12 include the information regarding the alternatives to abortion and information regarding the prevention, transmission and spread of AIDS. Course content is age appropriate. Class sessions which deal exclusively with human sexuality are conducted separately for males and females. The health program in grades kindergarten through 8 includes annual instruction regarding abduction and sexual abuse as part of the District's regular curriculum.

Parent(s)/guardian(s) of students in grades kindergarten through 8 are given at least 5 days written notice before instruction on avoiding sex abuse begins. Parent(s)/guardian(s) who do not want their child to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, must submit a written objection to the Building Principal. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Parent(s)/guardian(s) shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

Educational Technology

The district's three-year technology plan is located at: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/759459/2020-2023_Charleston_CUSD_1_Technology_Plan.pdf. We are in the 1st year of the plan. If you have specific ideas and comments regarding technology in the Charleston School District please email those to elarning_help@charleston.k12.il.us.

Skyward Family Access remains an important method of communicating to our parents on how their child/children are doing in school. With Skyward login, parents can see attendance, discipline, grades and food service purchases on each child. Registering your child/children for school will again be done through Skyward this year beginning July 7th. We also offer online payments for registration costs as well as food service payments. The online payments are done through Skyward and e-Funds. If you have questions regarding Skyward Family Access please email elarning_help@charleston.k12.il.us or you may call 217-639-1000.

Our district pays for several online subscription-based services which your child can use at home if you have internet access. Please check with the Media Specialist in each building or your child's teacher to get the login and password information for these services. To see a list of the online subscription services at each building please go to the web address below: https://charlestoncusd1-my.sharepoint.com/:w:/g/personal/pantleh_charleston_k12_il_us/EYvOwtYEQp9JisxeCYf9N78ByuUnG5N5PG3a8mm28bzhtg?e=r7D5t1

Internet Safety Curriculum

Due to state law, students in Grades 3-12 will receive Internet safety lessons during the school day. To review what teachers are using to teach the Internet Safety Curriculum, please visit our website, go to Departments and choose Technology.

Graduation Requirements

24 credits are needed to graduate

One credit is awarded for the successful completion of a course which is scheduled to meet for the equivalent of: One period per day (45 minutes per period); Total time is equivalent to 225 minutes per week; five days per week (18 weeks). Six classes are the norm. Students may elect to take seven classes. Eight classes may be selected with Administration approval. All students who plan to graduate and receive a diploma must take the subjects listed below. These required courses form the foundation for a well-rounded education and constitute

approximately half the classes that a student will take; the other half (termed electives) may be chosen according to the student's needs and interests.

ENGLISH - 4 credits

- 09 - English I or Honors English I
- 10 - English II or Honors English III
- 11 - English III or Honors English III
- 12 - Elective courses in English (2)

MATHEMATICS - 3 credits

- 09 - Algebra I, or Honors Geometry
- 10 - Geometry, Honors Geometry, Algebra II or Honors Algebra II
- 11 Intermediate Algebra, Algebra II, Honors Algebra II or Trigonometry

SOCIAL STUDIES - 2 credits

- 10 - Civics (Constitution test), and Modern European History
- 11 - American History 1929 to present and Colonial period to 1865 (or) 1865-1929
- 12 - Consumer Education (exempt if enrolled in work program or by proficiency of State Exam)

SCIENCE - 2 credits

- 09 - Biology I
- 10, 11, or 12 - A physical science: chemistry, physical science, physics, AP Chemistry or AP Physics

HEALTH, PHYSICAL ED., DRIVER EDUCATION - 4 credits

- 09 – Freshmen Physical Education
- 10 - Driver Education and Health Education, Sophomore Physical Education
- 11 - Junior Physical Education, Walking PE or Weightlifting/Conditioning
- 12 - Senior Physical Education, Walking PE or Weightlifting/Conditioning

OTHER REQUIRED SUBJECTS - 1 credit(s)

Art, Music, Foreign Language or Vocational Education (Industrial Education, Agriculture, Business, Family & Consumer Sciences, Health Occupations)

District Policy on Student Testing

Evaluation of student progress and of the instructional program throughout the school district is an ongoing process utilized for these reasons: student program placement; counseling of students; student diagnosis and prescription; assessment of instructional programs; determining student aptitude; measuring student progress; district research and development skills, and student ability and achievement. Methods and procedures of evaluation may include: a named sequence of objective, diagnostic, standardized, norm and/or criterion referenced, achievement, aptitude and intelligence tests; a battery of psychological and research tests for students recommended for such tests accompanied by parental or guardian consent; textbook tests; psychomotor surveys; physiological screening; teacher made tests; cumulative files containing data such as health records, anecdotal records, report cards and subjective evaluations by members of the professional staff. The Curriculum Director has the responsibility of establishing the school district's testing program and its periodic review and possible revision and updating. The Board of Education is annually appraised of the outcome of the district's testing program. The MAP assessment is given in grades 1-11 and the AIMSweb assessment is given to students in grade K. Implemented by the ISBE, the Illinois Assessment of Readiness (IAR) test is administered to students in grades 3-8, the PSAT is administered to students in grades 9 and 10, and the SAT is administered to students grade 11 in the spring.

School Report Cards

Once a year, each fall, the Illinois State Board of Education publishes School Report Cards, which summarize information about the school, student performance, staff information, per pupil spending, and more. These Report Cards are made available on the District and School web pages. A printed copy of the Report Card can be printed and sent upon request. Please call the individual school to make such request or call the office of the Assistant Superintendent for Student Services at 217-639-1000.

School Board Meetings

All regular meetings of the Board of Education are held in the Board offices, 410 West Polk Avenue, Charleston, Illinois 61920, except as changed by the Board President and publicly announced in open meeting. Meeting dates will be on the third Wednesday of each month. All regular meetings shall begin at 6:30 p.m. Special meetings of the Board may be called by the President or any three members of the Board, provided that 48 hours written notice or 24 hours personal notice is given to all Board members. This notice specifies the time, place and purpose of the meeting. Notice of all meetings are given to local media who file reports for this information.

Procedure for Addressing the Board of Education

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the School Board, subject to reasonable constraints. The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 5 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
3. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

Support for School Activities

All activity season tickets are purchased at the Administration Office, 410 West Polk Avenue. Tickets are good for all regularly scheduled music and athletic events. Ticket prices are: \$52.50 adult, all activity; \$30 student, all activity; \$180 family, all activity.

CPR Training Video

Parents and staff of high school students are encouraged to view a training video on hands-on cardiopulmonary (CPR) resuscitation and automated external defibrillators (AED) on the Illinois High School Association's website at www.ihsa.org (105 ILCS 25.1.10). The video can be found at:

www.ihsa.org/Resources/SportsMedicine/CPRTTrainings.aspx

Extracurricular Code of Conduct

The extracurricular program is an important part of any school program. Charleston schools have a wide variety of programs intended to meet the needs and interests of its student body. But no matter how extensive our offerings, success is dependent on student involvement. We strongly encourage every student to become involved in these activities and by doing so, we are confident that the students' years at Charleston Community School District No. 1 will be more enjoyable, meaningful, and memorable. As participants in the extracurricular program, students are expected to comply with regulations of the school, to obey promptly all directions of the school staff, to observe good order, and to conduct themselves in such a manner that will bring only credit and honor to themselves, family, community and their school. For those students who do not conduct themselves accordingly, disciplinary action will be taken in accordance with procedures outlined in the Code. Coaches or sponsors will continue to develop rules and consequences unique to their sport or activity as long as they are within the guidelines of the Code, which applies to all activities. Training rules, which are defined by each individual coach, will apply only to that coach's sport. Violations of the Extracurricular Code accumulate beginning with the first participation during a student's school career. A student is expected to follow these rules throughout his/her school experience. A student's accumulative discipline record may be considered when determining the level of consequence. At the discretion of the principal, procedures that could apply to other interscholastic participation of students may be used by the principal in determining consequences for students whose behavior is determined inappropriate. (This Code is available at www.charleston.k12.il.us.)

Athletic Booster Club

The Association was formed to promote and encourage interscholastic football, basketball, cross country, baseball, track, wrestling, swimming, golf, tennis, soccer and other organized athletics of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois and to do anything necessary and proper to the above but exclusively for the above stated purposes and for no reason of profit whatsoever and no part of any net earnings or dues paid shall inure to the benefit of any officer or member hereof.

Music Booster Club

The Music Booster Club was formed: To promote, arouse and maintain interest in the various phases of music through each grade in Community Unit School District No. 1. To assist the music staff and Board of Education to attain the highest possible standards. To build and maintain an organization which will help promote Elementary, Middle, and High School music activities.

Charleston CUSD #1 PTA & Ashmore PTO

The purpose of the Parent-Teacher Organization is to promote the welfare of children and enhance the cooperation between parents and teachers in each elementary school in the district. A consolidated Joint PTA serves Charleston elementary schools, and Ashmore Elementary School maintains their own individual PTO. All Ashmore parents and teachers are automatically members of their PTO. An annual dues payment is required to join the Charleston Joint PTA. The duties of the executive boards of the PTO/Joint PTA are typically as follows:

- Create a budget and make allocations as needed
- Coordinate elementary school fundraisers within the district
- Provide informational programs for parents and students

Charleston CUSD #1 Excellence in Education Foundation

Charleston Community Unit School District No. 1 Excellence in Education Foundation is a non-profit corporation that is community-based and designed to solicit, receive and disburse funds in support of the

Charleston Community Unit School District No. 1 and its students. The two-fold mission of the Foundation will be to receive funds that will be used solely to supplement or enhance educational, extra-curricular and inter-scholastic programs and to strengthen the relationship between the public schools and the Charleston community. Final selection of the programs funded by the Foundation will be made by the Board of Directors. The Foundation will make final selection of programs for funding from proposals acceptable to the Charleston Community Unit School District No. 1 Board of Education or the Board of Education's designee.

School Behavior

RIGHTS, RESPONSIBILITIES AND REGULATIONS

The Board of Education of Charleston Community Unit School District No. 1 believes that all students have the right to receive meaningful educational experiences that will prepare them for the present and the future. This right will be respected and protected for each student as long as it does not interfere with that same right for others.

Every school district has the inherent right to require cooperation of its members, staff and students, and to take appropriate action when the conduct of any of its members interferes with the educational experiences of others.

Although this pamphlet does not define all types and aspects of student behavior, it is intended to describe some of the rights and responsibilities of the Charleston Community Unit District No. 1 students. The grounds for disciplinary action, including those described more thoroughly later in this policy, 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.

I. ESTABLISHMENT OF POLICIES, RULES AND REGULATIONS

The Board of Education and the Superintendent of Schools, through the authority granted by the Illinois School Code 105 ILCS 5/20-20.5 must establish written policies, rules and regulations governing student conduct in all schools, and shall distribute these rules to all parents/guardians.

II. AREAS OF PROHIBITED STUDENT CONDUCT

The Board of Education places a strong emphasis upon individual student responsibility for learning and behavior, and the rules and regulations which help govern the school district and its members. Some of the areas which may lead to disciplinary action, including possible expulsion for a period of greater than ten (10) school days or for the balance of the school year, are considered flagrant misconduct. The Superintendent of Schools and the building principals are authorized to suspend and/or recommend to the Board of Education expulsion in cases of flagrant and continuing misconduct. Flagrant misconduct includes the following:

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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 medical cannabis, marijuana, 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. 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 tablet or powdered form.
 - g. "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.
 - h. 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all 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); or (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.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 8. 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.
 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardians(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years, in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 prohibited. 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, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline.

Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

*For more specific information about school behavior, rights, responsibilities, regulations and expectations, refer to your child's individual school's handbook and the District's Board Policies, which can be found at www.charleston.k12.il.us.

NOTE: Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District shall comply with the Individuals with Disabilities Education Improvement Act and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No students with disabilities shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Video Surveillance

Charleston Community Unit School District No. 1 may employ the use of video surveillance cameras in school district buildings or on school property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. to better provide for the safety, health, and welfare of students, staff, and visitors; and
2. for the detection, reduction, and/or prevention of occurrences of vandalism or theft.

All Charleston Community Unit School District No. 1 buildings and grounds employing the use of video surveillance post notification of their use at points of public access. Additional notifications are posted at other

points deemed reasonable and necessary by school district personnel. Information regarding the use of video surveillance cameras is also included in Student-Parent Handbooks.

Search and Seizure

Students and their personal property may be searched by the school officials, with or without the student's permission, when the officials have reasonable grounds for suspecting that the search will produce evidence that the particular student has violated either the law or the district's student conduct rules.

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking website include Facebook, Instagram, Twitter, and ask.fm.

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.

Use of Breathalyzer

When a student or students is/are suspected of using alcoholic beverages while attending school or a school function, a breathalyzer may be used for the following reasons: to provide a deterrent to students who may consider drinking prior to attending school or a school function; to provide accused students an opportunity to prove innocence; to provide sponsor/chaperones a tool that can be used for student control at school activities; to provide the administration, faculty, and staff help in situations involving "burden of proof"; and, to provide students a sense of security and an alcohol free environment at school and school activities.

— A student will be asked, on a voluntary basis, to use the breathalyzer anytime the administration/sponsor deems necessary.

— The administration of the breathalyzer will be done in the presence of a minimum of one certified staff member and one other adult in a private setting.

— Students will be disciplined according to the guidelines of the Student/Parent Handbooks.

— A student who refuses to take the breathalyzer will be disciplined in accordance with the Student/Parent Handbook. The parent or guardian will be notified.

Reciprocal Reporting Agreement

The school district and the local law enforcement agencies have a reciprocal reporting agreement to keep all parties aware of cases involving Charleston Community Unit District #1 student(s) and illegal activities.

Damage to Property

Students shall be required to pay for damage to school property if it is established that the damage was done deliberately or through wanton carelessness.

Transportation

The school district will bus students who live 1 ½ miles or more from their school on a daily basis.

Instructions to School Bus Riders

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders. Failure to obey bus rules shall result in disciplinary action and possible suspension of riding privileges. Rules will be given to bus students the first week of school.

It is recommended that all riders, parents of riders and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Be on time at the designated school bus stop. Help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals on the bus.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Electronic Recordings on School Buses

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student or other person. They are also viewed at random. Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the building principals), transportation director, bus driver, and other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed. An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

Notice of Electronic Recordings

Notice of the adopted policy regarding video and audio recordings shall be (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

Bullying, Intimidation & Harassment

A Policy to Maintain a School Environment Free of Bullying, Intimidation, Harassment/Sexual Harassment of Employees and Students It is the policy of the Charleston Community Unit School District No. 1 to regard sexual harassment of its employees and students as a very serious matter and to prohibit it in the workplace and educational setting by any person and in any form. Sexual harassment is a violation of state and federal laws. The Charleston Community Unit School District No. 1 is committed to a working and learning environment that is free of discriminatory intimidation. The exploitation of authority to sexually harass students or staff members is a form of illegal sex-based discrimination. In addition, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work

in the academic setting. Sexual harassment in any form will not be tolerated. The Charleston Community Unit School District No. 1 endorses the principle that persons should be left free of unwelcomed verbal or physical advances which are sexual in nature. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to the conduct is made either an implicit or explicit condition of employment or academic opportunity;
2. submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the harassed employee or student; or
3. the harassment substantially interferes with an employee's or student's work performance or creates an intimidating, hostile or offensive work or academic environment.

The officials of the Charleston Community Unit School District No. 1 will treat all such complaints or allegations with respect and confidentiality regarding the personal privacy of all concerned parties. The building principals, the Assistant Superintendent and the Superintendent are responsible for implementing this policy and its procedures.

NOTE: Procedures for implementation of a School Environment Free of Bullying, Intimidation and Harassment/Sexual Harassment of Employees and Students may be reviewed and/or attained from building principals. Employee complaints shall be initially filed with the building principal or the superintendent. Student complaints shall be filed with a female Complaint Administrator or a male Complaint Administrator.

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate.

Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, 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.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence. A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or Article 1 of the Ill. Constitution

Memo to Parents/Guardians Regarding Bullying and School Violence

Re: Bullying

Dear Parents/Guardians

In our district, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied. The School Board Policy on bullying begins with this goals statement: 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 is an important District goal. Bullying is defined as follows: Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Principals ask our school staff to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E-5, *Report Form for Bullying and School Violence*. Principals will inform you whenever your child is involved in a bullying report.

I also ask our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform your child's principal if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, principals request our staff members to intervene immediately to stop a bullying incident. They will immediately contact building administration and or law enforcement if the incident involves a weapon or other illegal activity. Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions.
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining Grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether he or she is being bullied. Please let me know if you have any questions or concerns.

Sincerely,
Superintendent of Schools

Letter to Parents/Guardians Regarding Underage Drinking

Dear Parent(s)/Guardian(s):

Your child's well-being in and out of school is important to us. One area of concern for parents/guardians and educators across the country is underage drinking. Alcohol use can cause destructive behavior that has consequences for your child's health, behavior, and school performance regardless of when and where consumption takes place. It can also lead to increases in risky behavior. According to the Centers for Disease Control and Prevention (CDC), 1 in 10 teens in high school drinks and drives. Teen drivers are three times more likely than experienced drivers to be in a fatal crash, and drinking any alcohol greatly increases this risk for teens. The CDC and National Institutes of Health indicate that regular alcohol consumption by minors also corresponds to increased rates of suicide, sexual assault, high risk sex, fighting, crime and alcohol dependence. No one fully understands the lifetime consequences of alcohol consumption on the developing brain, but studies have shown weakened memory, and worsening of school performance due to increased truancy and learning impairments. It is illegal for any person under 21 years of age to acquire, possess, or consume alcoholic beverages. District policies prohibit alcohol use by students. District policies also prohibit your child from (a) alcohol use, possession, distribution, purchase, or sale at school or school functions, and (b) attending school or school functions under the influence of alcohol. Below is a listing of some relevant Illinois laws that apply to underage drinking.

Driving While Under the Influence (DUI)

Any person under the age of 21 who has consumed alcohol and operated or been in actual physical control of a motor vehicle may be requested to submit to tests to determine alcohol content. If that person refuses the test or has an alcohol concentration greater than .00, his or her driver's license will be suspended for three months to one year (625 ILCS 5/11-501.1(c)). Driving while under the influence of alcohol is a Class A misdemeanor punishable by a fine and jail for up to 364 days. By driving a motor vehicle anywhere in Illinois, a person gives implied consent to a test to determine the alcoholic/drug content of his/her blood. If a person refuses to submit to the test, his/her license will automatically be suspended. (625 ILCS 5/11-501).

Consumption of Alcohol by Minor

Consumption of alcohol by a minor is a Class A misdemeanor. Minors convicted of alcohol possession in a public space face up to 364 days in jail and a \$2,500 fine, plus court costs and court-ordered evaluations and counseling. If a person under the age of 21 pleads guilty to, or is found guilty of, consuming alcohol while under the age of 21, he or she will lose his or her driving privileges for at least 3 months, even if the person was not driving, and even if he or she gets court supervision (a non-conviction sentence) (235 ILCS 5/6-20(f) and 625 ILCS 6/5-206(a)(43)).

Fake Identification

Conviction of using a fake ID to obtain alcohol is a Class A misdemeanor. Punishment carries a fine of not less than \$500 and requires at least 25 hours of community service. It may also affect driving privileges. If possible, any community service must be performed for an alcohol abuse prevention program (235 ILCS 5/6-16(a)(i) and 625 ILCS 5/6-206(a)).

Criminal Liability for Parent(s)/Guardian(s)

Any parent/guardian or other adult who furnishes alcohol to a minor, or who allows his or her residence to be used for the unlawful possession or consumption of alcohol by minors, may be charged with a Class A misdemeanor punishable by a fine of not less than \$500 and jail for up to 364 days. Where a violation directly or indirectly results in great bodily harm or death to any person, the crime is a Class 4 felony, punishable by one to three years in prison and up to a \$25,000 fine. (235 ILCS 5/6-16(a-1)).

Civil Liability for Parent(s)/Guardian(s)

Any parent/guardian or other adult who provides alcohol (such as at a home party) may be liable in a civil action for monetary damages. The action may be sought by someone who suffers personal injury, loss of support, or property loss through the actions of an intoxicated minor who intoxication resulted from a parent/guardian or another adult giving the minor alcohol. (235 ILCS 5/6-21).

Illegal Transportation of Open Liquor

It is unlawful for any person to transport, carry, possess, or have any alcoholic liquor within the passenger area of any motor vehicle except in the original container and with the seal unbroken (625 ILCS 5/11-501). In conclusion, our District encourages you to partner with the school community to prevent underage drinking by our students. For more information on underage drinking and how to talk to your child about it, please see the following links:

pubs.niaaa.nih.gov/publications/MakeADiff_HTML/makediff.htm

www.responsibility.org/prevent-underage-drinking

www.samhsa.gov/underagedrinking/

Sincerely,
Superintendent of Schools

Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting

Re: Preventing and Reducing Incidences of Sexting

Dear Parent(s)/Guardian(s):

Sexting is generally defined as sending, sharing, viewing, receiving, or possessing indecent visual depictions of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 20 percent of teen boys and girls have sent sext messages. It can cause enormous emotional pain for the students involved, often with legal implications.

The following talking points from the American Academy of Pediatrics may help start the discussion:

- Talk to your children, even if the issue hasn't directly impacted your community. Ask "have you heard of sexting?" "Tell me what you think it is." Learn what your child's understanding is and add an age-appropriate explanation. For more information about starting age-appropriate discussions, see Talking to Kids and Teens About Social Media and Sexting-Tips from the American Academy of Pediatrics at [aap/aap-press-room/news-features-and-safety-tips/Pages/Talking-to-Kids-and-Teens-About-Social-Media-and-Sexting.aspx](http://aap.aap-press-room/news-features-and-safety-tips/Pages/Talking-to-Kids-and-Teens-About-Social-Media-and-Sexting.aspx).
- Make sure children of all ages understand that the District's student behavior policy prohibits sexting, and that it is further punishable in Illinois through the Juvenile Court Act and the Criminal Code of 2012.
- Collect cell phones at gatherings of tweens and teens. Experts have noted that peer pressure can play a major role in sexting, with attendance at parties being a major contributing factor.
- Monitor the media for stories about sexting that illustrate the consequences for both senders and receivers of these images. Ask "Have you seen this story?" "What did you think about it?" "What would you do if you were this child?"
- Rehearse ways your child can respond if asked to participate in sexting.

For more information on sexting, how to talk to your children about it, and how to say no to sexting, please see the following links:

www.common sense media.org/blog/talking-about-sexting

www.education.com/magazine/article/child-sexting-parents/

www.athinline.org/facts/sexting

<https://planetnutshell.com/portfolio/say-no-to-sexting-grades-7-12/>

<https://medicalxpress.com/news/2017-12-teen-girls-bombarded-sexting.html>

Sincerely,

Superintendent of Schools

Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers

Re: Disruptive Social Media Apps: Dangers

Staying on top of social media trends is important for parents/guardians. The District wants you to be aware that the following social media apps have the potential to disrupt the school environment by becoming a platform for bullying, unlawful behaviors, and other dangers.

- *Hyperlocal* social media apps, e.g., *YikYak*, present safety and security concerns for our students. Hyperlocal apps use GPS on cell phones to target groups in specific areas.
- *Temporary* social media apps, e.g., *ask.fm*, *Snapchat*, *Burn Note*, *Whisper*, and *Secret*, often present a false belief of anonymity. Temporary apps allow people to send messages and images that self-destruct after a set window of time.

Children need to understand that their online choices are important. Content never truly goes away and no one online is anonymous. Law enforcement agencies have the ability to pinpoint users and content creators, and they do investigate crimes involving the Internet and social media app usage.

The District encourages you to review the resources below and talk with your children. Let's partner together to help children understand how their digital footprints affect their and others' futures. As you discuss this topic with your child, please remind him or her how to report his or her concerns:

1. Tell your child to take a screen shot (if possible) or video (when screen shot not possible), of the content and show you or another trusted adult. Always encourage open conversations about what is happening online. When age-appropriate, discuss that possession and forwarding of sexted images violates federal and state child pornography laws.
2. Use the reporting mechanisms within the social media apps.
3. When a situation begins to disrupt your child's education, report it to your child's school.

Resources about Social Media Apps and Protecting Your Child Online

www.common sense media.org/, discusses apps, movies, and more! Type in the app you want to learn more about, and this website will summarize it for you.

www.consumer.ftc.gov/topics/protecting-kids-online, contains resources for adults seeking to help children make safe and responsible online choices.

Sincerely,
Building Principal

Letter to Parents/Guardians About Children's Online Privacy Protection Act

Dear Parents/Guardians:

This letter is being sent as part of the District's continuing effort to educate parents and students about privacy protection and Internet use that occurs outside of the protections required for use of educational technology in school.

The Children's Online Privacy Protection Act (COPPA) gives parents/guardians control over what information companies can collect from their children online. However, not all companies are transparent about what data a mobile app or website collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Talk to your child early and often about online behavior, safety, and security, and encourage your child to make good choices.
- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act and protecting your child online, please see the following links:

www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online#breakingrules
www.consumer.ftc.gov/features/feature-0002-parents

Sincerely,
Superintendent of Schools

Letter to Parents/Guardians About Children's Online Privacy Protection Act

Dear Parents/Guardians:

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking websites and platforms* include Facebook, Instagram, Twitter, TikTok, and Snapchat.
2. 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 behavior 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.

Please contact the school if you have any questions.

Sincerely,

Building Principal

Child Sex Offender and Murderer Community Notification Law

The Superintendent serves as the District contact person for purposes of the Child Sex Offender and Murderer Community Notification Law and shall so notify local law enforcement officials. The Superintendent provides Building Principals and other supervisors with a copy of the list received from law enforcement officials containing the names and addresses of child sex offenders. Other school staff members will be provided a copy of the list on a need-to-know basis. The District uses the information to screen individuals who have contact with students. An explanation of the law and District Policy appears in student handbooks. Information about sex offenders and violent offenders against youth is available on the Ill. Dept. of State Police (ISP) website: www.isp.state.il.us/sor; www.isp.state.il.us/cmvo/; www.isp.state.il.us/sor/faq.cfm.

Pesticide Application

The Charleston CUSD #1 does not utilize an annual schedule of pesticide application. Instead, pesticides are applied if there is an imminent threat to health or property. Questions about pesticide application in our schools can be directed to the district's Director of Buildings and Grounds, Bill Richardson at 639-1000.

Asbestos Management Plans

Charleston Community Unit School District provides information concerning the asbestos management plans required under the Asbestos Emergency Response Act (AHERA). These plans are available for your review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are present at the Administration Building, 410 West Polk Avenue, Charleston, Illinois 61920; telephone number 217-639-000. Plans for individual schools are located in the main office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the telephone number listed above. The asbestos management plans provide information regarding six month surveillances, third year re-inspections and response actions. Questions regarding the information contained in these management plans can be directed to Charleston CUSD #1 asbestos designated person, Mr. Roy Morris, Morris Environmental Consulting, Inc. at 1-618-343-3590 during normal business hours.