

# 2020-21 Student Handbook



Havana Community Unit School District #126  
**New Central Elementary School**  
**215 North Pearl Street**  
**Havana, IL 62644**

*Every Child Every Day*

**Havana District #126 Vision Statement:**

“We will deliver a rigorous research based curriculum embedded with best practices that focus on literacy and technology skills.”

**Havana District #126 Mission Statement:**

“Havana School District #126 believes that our students are capable of learning and achieving at high levels. We firmly believe that our schools must be high performing. By providing the curriculum, instruction, assessments and support to meet our rigorous academic standards, we will challenge every student every day.”

**Motto:**

“Every Child Every Day”

**Non-Discrimination Policy:**

Havana Community Unit District #126 does not discriminate on the basis of age, color, race, national origin, gender, religion, or disability. Parents in need of disability accommodations, please contact the New Central Office.

**Welcome to New Central Elementary School!**

**Dear New Central Parents, Students and Families:**

**Welcome to another school year! I am excited to invite each of you on this wonderful journey of learning, collaboration and partnership. Success, to the school, means each student grows to reach his or her potential. It is crucial that this process involves the teamwork of students, staff and families. Our commitment at New Central Elementary is to provide the resources and guidance for our students to follow their individual path to success.**

**This student handbook is provided to New Central families as a guide for procedures in place at school that make learning suitable and safe. If you have additional questions or are not able to find the information that you seek, please contact the school at 309-543-3384. Staff is ready to assist you at any time and look forward to constructive communication for the betterment of our students.**

**We are enthusiastically awaiting the start of the new year. If we all work together, we can make it the best one yet!**

**Sincerely,  
Mrs. Randi Cowell, Principal**

**Table of Contents:**

**Responsibilities of Students ..... 5**

## ACADEMICS

Curriculum Topics .....	6
Grading Scales .....	6
Make-up Work .....	6
Progress Reports .....	6
Promotion, Placement and Retention .....	6
Report Cards .....	7
Reporting Student Progress.....	7
RtI Parent Information Letter .....	7

## ATTENDANCE

Excused Absences .....	9
Tardy Policy .....	9
Truancy .....	10
Pre-Arranged Absences .....	10

## HEALTH AND WELLNESS

Accidents .....	11
Communicable Diseases .....	11
Dental Exams (Required) .....	11
Eye Exams (Required) .....	11
Head Lice .....	11
Immunization Requirements .....	11
Medication Policy for Students .....	12
Physicals (Required) .....	12
Sudden Illness or Injury .....	12
Vision & Hearing screenings .....	12

## STUDENT DISCIPLINE AND PBIS

Board of Education Policy Section for Student Conduct .....	13
Bullying or Intimidation .....	13
Cyber Bullying .....	14
Chronic Discipline Issues .....	14
Dress Code .....	14
Infractions/Consequences Table .....	15
Search and Seizure .....	18
PBIS.....	19

## STUDENT LIFE

Announcements .....	20
Student Recognition .....	20
Cell Phones .....	20
Class Requests .....	20
Closed Lunch .....	20
Emergency Procedures .....	20
Equal Educational Opportunities .....	20
Field Trips .....	20
Free/Reduced Meals and Textbook Waiver Forms .....	21
Health Services .....	21
Invitations .....	21
Meal Fees .....	21
Parties and Treats .....	22
Physical Education .....	22

Residency and Tuition .....	22
School Hours .....	22
School Lockers .....	22
Student Records .....	22
Telephone Privileges .....	22
Visitor Policy .....	23
 TECHNOLOGY USAGE POLICY	
Purpose .....	23
Terms .....	23
Infractions .....	26
Classroom Expectations .....	26
District Websites .....	27
Disclaimer .....	27
Vandalism .....	27
.....	27
 TRANSPORTATION	
Bus Conduct Policy .....	28
Change Request Guidelines .....	28
Discipline Guidelines .....	28
Off-Campus Activities .....	29
Video Cameras on School Bus .....	29
 MANDATED NOTIFICATIONS	
Asbestos Notification .....	30
Free Appropriate Public Education (FAPE) .....	30
Federal Education Rights and Privacy Act (FERPA) .....	30
Gender Equity Grievance Procedure .....	32
Medicaid Reimbursement .....	32
Pesticide Notification .....	33
Students' Rights and Grievance Procedure .....	33
Student Welfare and Sexual Harassment Policy .....	35

### **Responsibilities of our Students**

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, administrators, and students have a

responsibility, indeed a duty, to respect the rights of all while maintaining a positive educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required by the citizen who is a student at New Central School:

- 1) *Each student has a responsibility to observe the rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational philosophy.*
- 2) *Each student has the responsibility to respect the human dignity and worth of every other individual.*
- 3) *Each student has the responsibility to be informed of and adhere to the rules and regulations established by New Central School and the Board of Education.*
- 4) *Each student should assume the responsibility for recognizing and respecting individual and cultural differences.*
- 5) *Each student has the responsibility to dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and propriety*
- 6) *Each student has the responsibility for maintaining the best possible level of academic achievement and daily attendance.*
- 7) *Each student has a responsibility to refrain from libel, slanderous remarks, and obscenity in verbal and written expression.*
- 8) *Each student must assume responsibility to observe, know, and adhere to the laws of the State of Illinois and the ordinances of the City of Havana.*
- 9) *Each student has the responsibility to preserve school property and exercise care while using school facilities.*
- 10) *Each student has the responsibility to do his/her own work and be accountable for that work.*

## **ACADEMICS**

### **Curriculum Topics:**

Parents or guardians may find some specific curriculum topics that contain certain material and or activities that, because of religious or personal reasons, could be exempt from that portion of the course with a parent's written request for exemption. This request needs to be submitted to

the school office, and then a copy will be forwarded to the district office for approval or denial. Bilingual education services can be requested at the New Central School's office.

### **Grading Scale:**

The letter system is used in notifying students and your parents concerning student progress in different subjects. Your grade will reflect your ability and the thoroughness of your preparation. Remember to always do your best!

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

### **Make-Up Policy:**

Students who are absent from school are responsible for any work missed on the day they are absent. Make-up work should be completed as soon as possible upon the student's return to school. Students should receive a minimum of one day for every consecutive day of absence. (I.e. 3 days in a row absent: 3 days after return to complete make-up work.) A longer period of time to make up the work may be allowed at the discretion of the teacher. This **MUST** be arranged with the teacher who gave the assignment. Parents should request make-up work as early in the day as possible to be picked up after 3:00 P.M.

### **Progress Reports:**

Teachers will send home progress reports each quarter in an effort to keep parents informed if a student is not making satisfactory progress or outstanding achievement. If a conference is needed, parents should call to schedule a conference with the appropriate teacher(s) at 543-3384 ext. 116. All special education students will receive a special education progress report based on their individual goals each grading period.

### **Promotion, Placement, and Retention:**

Following sound principles of guidance, the board discourages the skipping of grades. The administration and professional staff shall establish a system of grading and reporting academic achievement to parents(s), guardian(s), and students, as well as determine when promotion and graduation requirements have been met. Upon request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district.

The criteria for promotion shall be the student's ability to meet district goals and objectives and to perform successfully at the next grade level, rather than age or any other social reason not related to academic performance. Attendance may also be included in these criteria.

Any students who are not to be promoted shall be provided remedial services. This service may include a summer school program, tutorial sessions, modifications of instructional program, and retention. Evaluation records for the current year shall be maintained for each student in their respective schools. A district administrator cannot change the final grade assigned by a teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores
- A technical error in assigning a particular grade or score
- The teacher agrees that the student may do an extra work assignment and its evaluation impacts the grade
- An inappropriate grading system used to determine the grade

- An inappropriate grade based on an appropriate grading system

Should a grade change be made, the administrator making the change must sign the changed record.

### **Report Cards:**

Report cards are issued at the end of each nine weeks grading period. Parents should review the report card with their child and call the school at 309-543-3384 ext. 116 if further clarification is needed or to schedule a conference with a teacher.

### **Reporting Student Progress:**

The board of education believes that the cooperation of school and home is vital ingredient to the growth and education of the child. It recognizes its responsibility to keep parents informed of student welfare and progress in school. The board directs the establishment of a system of reporting student progress, which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility. The superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting students' progress to parents which:

- Utilizes various methods or reporting appropriate to grade level and curriculum content
- Ensures that both student and parent receive ample warning of a pending grade that may adversely affect the student's status
- Enables the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents
- Ensure a continual review and improvement of methods of reporting student progress to parents

### **Response to Intervention (RtI)** **Parent Information Letter**

We at Havana CUSD 126 believe in providing the highest quality of education for every child. To meet this goal we have been implementing a three tiered approach to instruction. This process called Response to Intervention or RtI, is known nationally as a process to provide early interventions to struggling students. It gained attention when federal law established these practices as an approach to reach struggling students. Each tier provides extra support beyond the core curriculum, or what we teach every child every day. This works by assessing all children in the building three times per year. The data collected from these assessments determines which child needs extra support to meet benchmarks for their grade level. All students will participate in the core curriculum (tier 1) where teachers use different strategies to address individual needs. If a child is struggling, tier 2 interventions are set up by staff members to enhance instruction and aggressively try to correct the deficiency. This usually occurs in small group instruction, technology support, and frequent monitoring. Interventions are put in place for a minimum of six weeks and re-evaluated by a team of colleagues to determine if needs are met. At this time, interventions can be changed, continued, or discontinued. If the child is still struggling, a tier 3 intervention will be used where even more support will be offered to the child. In this tier, students are placed in an even smaller group and even more intense interventions are used to increase academic achievement. Tier 2 and tier 3 interventions are monitored weekly and are adjusted to meet the child's needs. When progress is evaluated and

little to no progress is seen, students may be evaluated by the building wide problem solving team for further evaluation, testing and possible entitlement.

The Havana School District recognizes that all students learn differently. We are committed to help all students succeed. Our staff members have had very intense training and will continue to find best practices to ensure student success. Therefore, we ask for your support in implementing this three-tiered approach to meet academic and behavioral needs of your child along with all students in our school.

We are doing RtI in reading and math at grades K-12 now. Our school wide assessment tool called AimsWeb, will be administered three times per year to determine which children are at benchmark and which children need interventions to meet grade level expectations. We are committed to every child every day and will deliver the best instruction possible to help every child progress.

We look forward to sharing information with you as we progress through the school year. As always, do not hesitate to contact your child's instructor or me if you have any questions or concerns.

Randi Cowell, Principal  
New Central Elementary School

## ATTENDANCE

All students are expected to attend classes regularly and promptly. Absence from school is the single greatest cause for poor academic achievement.

ILLINOIS SCHOOL CODE Section 26-1 states: *Whoever has custody of any child between the ages of six and seventeen years shall cause such child to attend some of the public school in the district where the child resides the entire time it is in session during the regular school term.*



**Excused Absence:**

Students' absences are considered excused when they are a result of:

1. Illness verified by a parent or guardian (up to 3 days per quarter)
2. Doctor or dental visit
3. Participation in a school-sponsored activity
4. Observance of a religious holiday. The student must notify the office in advance of the absence in writing.
5. Visiting a counselor or administrator
6. Court appearance
7. Death or funeral of a family member
8. Extended absences requested in writing and approved in advance by the office.

When absences cannot be avoided, these procedures should be followed:

1. The student's absence is to be reported by telephone call to 543-3384 ext 116 by the parent or guardian on the same day of the absence. Any absence, which is not reported, may be regarded as unexcused or until the student returns with written notification stating the reason for absence.
2. Absences of longer than or accumulation to three days in any given quarter will need a medical excuse from a doctor to be considered excused. Students returning to school without having their absence verified by their parent or guardian will be given an unexcused absence. If a student wishes the absence to be changed to excused, he/she must present parental verification the next day he/she attends school.
3. If your child has a chronic medical problem that causes absences, please submit medical statement from the child's physician to verify the necessity of the absences.
4. If a student leaves school at any time during the day, they must check out in the office before leaving. The office will not allow students to leave w/o parent or guardian notification or permission.
5. Students leaving early or arriving late due to medical, dental or eye appointments should submit the appropriate school excuse from the physician's office.

**Tardy Policy:**

Students learn best when they arrive at school on time to be able to prepare for their day. Not only do tardy students miss instructional time but it can also be disruptive to the learning environment for all students. Punctuality is a life skill best taught at home to begin to lay the foundation for responsible work and career habits as an adult.

**Wednesday School:**

1. Students whose tardies accumulate to either 5 tardies or a total of 60 minutes or more in a semester will be assigned to Wednesday School. The following Wednesday (or otherwise arranged) the student will be required to attend one hour in an academic setting starting at 3:15 p.m. A certified staff member will be available to help tutor the student. Wednesday school will be offered as both an academic and an attendance intervention, and subsequently, will not count toward student discipline the first time.
2. Students who fail to attend Wednesday School without prior permission from the Principal will be subject to student discipline procedures.

3. Once a student has attended or been assigned their first Wednesday School, all subsequent tardies may be subject to discipline procedures, removal from non-academic school activities such as field trips, celebrations, etc. and/or referral to the Truancy Office.

**Truancy:** Truancy is the absence of a student without valid cause for a day or portion of a day. Unexcused absence from the school premises for a school day, or any part thereof, including hours or times which the student has been instructed to attend other than regular scheduled school hours, constitutes truancy and will be treated as such. District 126 encourages parents or legal guardians to see that their child attends school every day it is in session. Generally students are expected to attend except for cases of illness, religious holidays or family emergencies.

Chronic Truancy exists when a child has 9 or more unexcused absences. Students and parents of truant students shall be subject to such disciplinary action as is permitted by law. Once a student is deemed truant, the school authorities will contact the parents. Students will not be given out-of-school suspension for truancy. Instead, other supportive services and interventions, including appropriate discipline, shall be used to correct the truancy. A list of interventions and supportive services may be obtained by contacting your building principal. If the problem is not resolved and the truancy continues, the school will contact the truant officer. The officer may then take legal action through the sheriff's office and the state's attorney to have the child in school on regular attendance days.

### **Pre-Arranged Absences:**

As stated before, attendance in school is crucial to a child's academic success. Therefore, vacations or other long absences during the school year are strongly discouraged. However, if an extended absence cannot be avoided, a pre-arranged absence form must be filled out and returned to the office. This form notifies the office of the absence, it DOES NOT excuse the student from school unless the absence is for a reason listed above. This type of absence will contribute to the student's truancy record as any other absence would.

Students will be allowed to make up any. and all, work missed due to a pre-arranged absence. While teachers are not *required* to send work home before the absences, requests to do so will be taken and honored if possible.

## **HEALTH AND WELLNESS**

### **Accidents:**

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office.

### **Communicable Diseases:**

A student that contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm or impetigo will be sent home from school and must remain home until the condition or disease is corrected. According to the Health Department, it is recommended not to return your child to school until he/she has been free of fever for 24 hours. According to the Illinois

School Code, students who have contracted chicken pox may return to school after missing six school days. Cases of communicable diseases and contagious infections must be reported to the school.

**Dental Exams (May 15 deadline):**

In compliance with Illinois Public Act 093-0946, by May 15<sup>th</sup> of that school year, students entering kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade are required to have a dental exam on file. School dental examinations must have been completed within the 18 months prior to the May 15<sup>th</sup> deadline. The dental exam form is available on the [Illinois Department of Public Health](#) website.

**Eye Exams (October 15 deadline):**

Illinois law requires proof of a comprehensive eye examination for all children entering kindergarten, or enrolling in a public, private or parochial school for the first time in Illinois. The examination must have been completed within one year prior to the child beginning school and submitted to school no later than October 15<sup>th</sup> of the year the child is first enrolled. The examination must have been completed within one year prior to the child beginning school. The eye exam form is available on the [Illinois Department of Public Health](#) website.

**Head Lice (Pediculosis):** Parent(s) will be notified and the student sent home if lice and/or nits are found. The parent(s) must bring the student back to school when he/she is nit free and wait for the child to be re-checked. A follow-up check will be done over the next 10 days. All school age siblings and other students in the classroom will be checked for possible additional cases. The nurse may check any student for possible additional cases. Students are expected to return to school lice/nit free the following school day or will receive an unexcused absence.

**Immunization Requirements (1<sup>st</sup> day of school deadline):**

Illinois law requires that school districts have on file medical verification of certain immunizations for students entering school. Immunization dates and records must be submitted on the Child Health Form, signed, stamped, and dated by the health care provider. A schedule of Child and Adolescent Immunizations is available on the [Centers for Disease Control](#) website. As required by the Illinois Department of Public Health, all students entering, advancing, or transferring into 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grades will be required to show proof of receipt of a dose of Tdap vaccine (combined tetanus, diphtheria, acellular pertussis) regardless of the interval since the last DTaP, DT or Td dose.

All District 126 students are required to have an up-to-date immunization record the day of registration or before the first day of school to be permitted to attend.

***Failure to comply with this deadline will result in ineligibility for your child to attend school.***

**Medication Policy for Students:**

Students without previous approval from the office and school nurse should carry no medication of any type. Prescription and non-prescription release forms are available at registration and in the office. Every student bringing medication to school needs to check in the office and with the nurse to ascertain need and use of this form.

**Medication examples- cough drops, aspirin, asthma inhaler, etc. and all prescription medicine.**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health

care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that school dispense the medication to their child/ward and otherwise follow the District's procedures and dispensing medication.

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

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

**Physical Exams (1<sup>st</sup> day of school deadline):**

Proof is required of a **physical examination** dated no earlier than one year prior to a student entering Pre-kindergarten, kindergarten, sixth, and ninth grade, for all students entering the District for the first time, and for all students entering our District from out-of-state or out-of-country.

***Failure to comply with this deadline will result in ineligibility for your child to attend school.***

**Sudden Injury or Illness:**

In the case of a medical emergency 911 may be called for assistance.

**Vision and Hearing Screenings:**

Vision screening services shall be provided annually for all preschool children 3 years of age (or older); kindergarten, second and eighth grades; all special education students; students referred by teachers; and transfer students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Hearing screening services shall be provided annually for all preschool children 3 years of age (or older); kindergarten, first through third grades; all special education students; students referred by teachers; and transfer students.

## **STUDENT DISCIPLINE/PBIS**

### DISCIPLINE POLICY SECTION DISCIPLINE CODE (BOARD OF EDUCATION POLICY NO. 7.190)

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility for education, and students cannot realize their greatest opportunities for growth. In applying disciplinary action one should remember that each child is a unique personality and deserving of the best possible judgment. Disciplinary action should be instituted for the purpose of establishing positive direction so that the teaching/learning process can function under the best possible circumstances. The Board of Education believes that good discipline is always fair, dignified and consistent. In cases of student misconduct when ordinary and usual methods of correction are ineffective, building administrators may be called upon to assist with the situation. Conferences with teachers,

counselor, principal and parents should be effectively employed to bring about acceptable student behavior. Students have a responsibility to know and respect the rules and regulations of the schools. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

## STANDARDS FOR STUDENT CONDUCT

While on school premises, riding in district-sponsored transportation or at school-conducted or school-sponsored activities, such as field events, athletic events, etc., home or away, wherever located, students are expected and required to behave in an orderly and appropriate manner, with due regard and respect for the rights of others, the rules and regulations of the School District, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of The School Code, School District rules and regulations, and other applicable laws.

### **Bullying and/or Intimidation:**

It is the policy of the Board that bullying and/or intimidation of or by students of the District shall not be permitted.

Bullying and/or intimidation are defined as:

Any aggressive or negative gesture, or written, verbal, or physical act including electronic communications that places another student in reasonable fear of harm to his/her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal, written or electronic communication or conduct of a belittling or browbeating nature.

Students and/or parents who feel a student is being bullied and/or intimidated are encouraged to notify the District through the Principal/Supervisor or, if the Principal/Supervisor has allegedly committed the act or acts of bullying and/or intimidation, through the Superintendent. Such report shall be made in writing detailing the specifics of the charge. If the student/parent is dissatisfied with the response of the Principal or Supervisor, the matter may be appealed in writing to the Superintendent or to the Board of Education.

When there is evidence of violation of this policy, the District shall take appropriate disciplinary action, which may include warning, referral to the appropriate mental health professionals, detentions, suspension, expulsion or other action as may be warranted. *Refer to the threat/verbal abuse/harrassment portion of discipline table.*

### **Chronic Discipline Issues:**

1. A chronic disciplinary problem is defined as a student who, despite prior discipline and/or other interventions for misbehavior, persistently violates the rules of the school, which poses a threat to school safety or persistently engages in misbehavior that disrupts the learning opportunities for other students.

2. A student identified as a chronic disciplinary problem may be suspended, receive alternate placement and/or recommended to the Board of Education for possible expulsion on the basis that, despite prior punishment and interventions, such student has persistently violated the rules of the school and/or engaged in consistent misbehavior that poses a disruption of the educational process or poses a threat to other students, even though each prior violation or incident of misbehavior alone may not have warranted suspension or expulsion.
3. A student who is a chronic disciplinary problem may be referred to available appropriate supportive services for assistance, including the ROE truancy officer or placement in a disciplinary school.

### **Cyber Bullying:**

Cyber bullying is defined as bullying via the use of the internet, interactive and digital technologies. Making an explicit threat through the internet, website, email, etc... against a school employee, a student, or any school related personnel is prohibited. The use of any school computer or electronic device for the purpose of cyber bullying is strictly prohibited. If the internet website, through which the threat was made was accessed within the school, or the threat was passed from a third party and the threat could reasonably be interpreted as threatening to the safety and security of the threatened individual, whether it be an employee, student or any other school related personnel, that action will result in general disciplinary procedures. Cyber bullying using home based or off campus devices that results in a material or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. Students and parents are encouraged to notify the office of any incidents regarding bullying immediately.

### **Dress Code**

All students of New Central School should take pride in their dress and grooming to reflect favorably upon themselves, their parents, their school and the whole community. Students should strive at all times to present a generally neat appearance. Clothing, make-up, hair or accessories should in no way distract from a learning environment at school or school activities nor should it create a danger to the health and safety of the individual and/or other students, or damage school property. **This judgment will be the discretion of the administration. Students MUST wear closed shoes. Sandals, flip-flops and open toe shoes will not be allowed. This is a safety concern and children violating this policy will not be allowed on the playground.**

Shoes are to be worn at all times. Hats, other forms of head coverings, and sunglasses are to be removed upon entry to the school building. Hats and outerwear (coats and jackets meant to be worn outside) should be placed in lockers until the student leaves the building.

Articles of clothing advertising or advocating alcohol, drugs, or tobacco are considered inappropriate and should not be worn. Clothing with sayings, which contain profanity or sexually suggestive language or that suggest attitudes, which undermine the basic objectives of education, are also inappropriate and should not be worn. ***Refusal to remove or change will result in disciplinary action.***

**It is the responsibility of parents and guardians to send students to school with proper clothing based on weather predictions. Students go outside for recess unless the wind chill temperature falls below 20 degrees.**

### **Infractions/Consequences Table:**

The level of punishment for a behavior will be determined case by case as per the guidance of Illinois SB100. Whether an issue is a minimum or maximum range will be determined case by case examining the level of threat the violation poses on school safety, how substantial and the duration the violation does or may disrupt, impede, or interfere with the education process and the operations of the school. Also, the administration will consider if other interventions were tried previously to no avail.

<b>Violation</b>	<b>Range</b>	<b>First Occurrence</b>	<b>Repeat Occurrence</b>
Absence (Unexcused)	Minimum	Parent Involvement/ISS lunch	ISS make up time
	Maximum	Detention/Truancy letter	Parent/Truant Officer Involvement
Bullying	Minimum	Informal Talk/Parent Involvement	ISS/Possible Suspension
	Maximum	ISS/ Possible Suspension	Suspension/ Possible Expulsion/ Possible alternative school placement
Cellular Phone Misuse	Minimum	Informal Talk/Confiscation – until the end of the day	Parent Involvement/ Confiscation – Parent must pick up
	Maximum	Confiscation – until the end of the day/Parent Involvement	Ban of cellular device
Cheating/Academic Dishonesty	Minimum	Informal Talk/Loss of Credit on the activity	Conference with Parent /Loss of Credit on activity
	Maximum	Conference with Parent/Loss of Credit of Activity	Course Failure/
Computer & Internet Misuse	Minimum	Informal Talk/Parent Involvement/ Loss of computer going home for one academic week	2 <sup>nd</sup> offense loss of computer privileges for 4 academic weeks, 3 <sup>rd</sup> Offense: 1 day suspension and loss of computer going home for up to the entire school year.
	Maximum	3 day suspension/ possible 1-year Loss of computer going home/Restitution/Possible alternative placement	Restitution/Suspension/possible Expulsion/ Possible alternative placement
Computer Tampering/Hacking	Minimum	Parent Involvement and Restitution/ 3 day suspension, Possible up to 1 year loss of computer going home and restitution.	Suspension and Restitution. 3 day suspension, Possible 1 year loss of computer and technology privileges/ Restitution/ Possible alternative placement
	Maximum	3 day suspension, Possible Expulsion, Possible 1 year loss of computer going home/ Restitution/ Possible Alternative Placement	10 days suspension, Possible Expulsion/ Restitution/ Possible Alternative Placement
Defiance of Authority	Minimum	Conference/Detention	1-3 days ISS
	Maximum	1-3 days ISS	Suspension/ Possible Expulsion/ Possible Alternative Placement
Destruction of Property	Minimum	Parent Involvement and Restitution/Detention/Possible 1-3 Day Suspension/ ISS	Suspension/ Restitution/ Possible Alternative Placement
	Maximum	Suspension/Possible Expulsion/ Restitution	Suspension/Possible Expulsion/ Restitution/ Possible alternative Placement
Disrespect of People	Minimum	Informal Talk/Parent Talk/ISS lunch	detention
	Maximum	1-3 Day suspension/ ISS	Suspension
Disruptive Conduct/Horseplay	Minimum	Conference/Detention	Possible ISS
	Maximum	1-3 Day Suspension	Suspension/Possible Alternative Placement
Drugs and Look-Alike Drugs, Unauthorized Medication, Narcotics, and Alcohol	Minimum	ISS/1-3 Day Suspension/ Possible Counseling	Suspension/ Possible Expulsion/ Possible Alternative Placement
	Maximum	Suspension/ Possible Expulsion/ Possible Alternative Placement	Suspension/ Possible Expulsion/ Alternative Placement
Deliberate False Fire Alarms/Bomb Threats/ Fire & Emergency Equip. Misuses	Minimum	1-3 Day Suspension	Suspension/Possible Expulsion/Possible Alternative Placement
	Maximum	Suspension/ Possible Expulsion/ Possible Alternative Placement	Suspension/Possible Expulsion/ Alternative Placement

Fighting	Minimum	ISS/Suspension 1-3 days	Suspension/ Possible Alternative Placement
	Maximum	Suspension/Possible Expulsion/Possible Alternative Placement	Suspension/ Possible Expulsion/ Alternative Placement
Fireworks & Explosive Devices	Minimum	Short Term Suspension 1- 3 days	Suspension/Possible Alternative Placement
	Maximum	Suspension/Possible Expulsion/Possible Alternative Placement	Suspension/ Possible Expulsion/ Alternative Placement
Forgery or Fake Calls	Minimum	Conference/Detention/ISS lunch	ISS 1-3 days
	Maximum	ISS Long Term	Short Term Suspension 1-3 Days/ Loss of off campus lunch privileges for up to a year/ ISS lunch/ Possible Alternative Placement/
Gambling	Minimum	Conference/Detention/ISS Lunch	Short Term Suspension 1-3 days
	Maximum	ISS/Short Term Suspension 1-3 Days	Suspension/Possible Expulsion/ Possible Alternative Placement
Gangs and Related Gang Activities	Minimum	Parent Involvement/ISS	Suspension
	Maximum	Suspension	Suspension/ Possible Expulsion/ Alternative Placement
Guns/Weapons/Look alike weapons	Minimum	ISS/Suspension/Possible Expulsion	Suspension/ Possible Expulsion
	Maximum	Expulsion	Expulsion
Hallway Conduct	Minimum	Informal Talk	detention
	Maximum	ISS	Short Term Suspension 1-3 days
Harassment/Taunting/ Intimidation/Hazing	Minimum	Parent Involvement/Detention	Short Term Suspension 1-3 Days
	Maximum	Short Term Suspension 1-3 days	Suspension/ Possible Expulsion/Possible Alternative Placement
Dress Code violation	Minimum	Change clothes	Conference/Detention
	Maximum	Change Clothes/ Detention	ISS
Leaving School Property Without Permission	Minimum	Parent Involvement/Detention/ISS	Short term suspension 1-3 days
	Maximum	ISS	Suspension 3-5 days
Missing Detention	Minimum	Warning/ISS Lunch until all time owed is served	ISS/ Time Doubled
	Maximum	ISS if discipline related	Time Doubled/ISS
Profanity	Minimum	Conference/Detention/ISS Lunch	ISS/detention
	Maximum	ISS lunch/ multiple detentions	Short Term Suspension 1-3 days
Provide/Use/Possession of Tobacco Products Including Matches & Lighters	Minimum	detention/ISS	Short term Suspension
	Maximum	Short Term Suspension 1-3 days	Short Term Suspension 1-3 days/ up to 1 year/ Possible Alternative Placement
Radios, Beepers, Tape Decks, Laser Pointers, Electronic Devices, Skate Boards, Roller Blades, Roller Shoes, etc.	Minimum	Informal Talk/Detention/ISS Lunch/ item kept till end of school day	Saturday School/ item kept till end of school day
	Maximum	Confiscation of Item only to return to parent and Short Term Suspension 1-3 days	Confiscation of Item and Suspension/Possible Alternative Placement
School Bus (**See Bus Discipline)	Minimum	Informal Talk	Suspension from Bus
	Maximum	Suspension from Bus	Removal from Bus
Sexual Harassment	Minimum	Parent Involvement Conference	Parent Involvement/ ISS/ Short Term Suspension 1-3 days



	Maximum	Short Term Suspension 1-3 days	Suspension/Possible Expulsion/ Possible Alternative Placement
Snowballs	Minimum	Conference/Detention/ISS Lunch	ISS Lunch Multiple Days
	Maximum	ISS	Short Term Suspension 1-3 days
Theft	Minimum	ICC Lunch/ and Restitution	Loss of OCL/ ISS Lunch/ ISS/Restitution
	Maximum	Loss of OCL/ ISS Lunch/ ISS/Restitution	Suspension/Possible Expulsion/Possible Alternative Placement
Threat Of violence toward students, staff or district personnel. Based on the nature of the threat and/or if acted upon.	Minimum	ISS/ Parental Involvement	1-3 day Suspension
	Maximum	Suspension/Possible Alternative Placement	ISS/Suspension/Possible Expulsion/Possible Alternative Placement
Verbal Abuse	Minimum	Parent Involvement/Detention	/Short Term Suspension 1-3 days (OSS or ISS)
	Maximum	Short Term Suspension 1-3 days	Suspension/ Possible Expulsion/ Alternative Placement

### ***NOTE***

The district reserves the right to deal more severely with individuals as circumstances indicate. Parents of students suspended from the bus are responsible for transporting students to school. Parents who feel there are extenuating circumstances which would change the consequences cited above should contact the building principal. If students are suspended, then all school work during the time of suspension is do upon their return to class. If extenuating circumstances exist, then it is up to the parent/guardian to inform the administration and a decision will be reached. Parents are entitled to a hearing by the School District's Discipline Review Board if they deem necessary. This can be arranged by contacting the school district office. Offenses are cumulative but may change in the nature of severity - i.e. 1st offense may be minor, 2nd offence may be major.

### **Search and Seizure:**

To maintain the order and security in the schools, school authorities may search a student, the student's personal effects, and places such as lockers and automobiles, in accordance with this policy.

#### **I. Students and Their Personal Effects**

School authorities (teachers, school administrator) may search a student and/or his or her personal effects (e.g., purses, wallets, knapsacks, book-bags, lunch boxes, and etc.) when there are reasonable grounds to suspect that the search will produce evidence that the student has violated or is violating either the law or the district's rules. The method of search shall be reasonable, related to the objectives of the search, and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. Highly intrusive searches shall be conducted only with the permission of the appropriate school administrator. The reasonable suspicion-giving rise to the search shall be particularized with respect to the individual student search. When feasible, searches should be conducted (a) outside the view of others, including students, (b) in the presence of a school administrator or adult witness, and (c) by a schoolteacher or administrator of the same gender.

## II. Place

### **Lockers, Desks, and Other Property**

Areas such as lockers, desks and other school property and equipment are owned and controlled by the district. As such, students have no reasonable expectation of privacy in said areas and/or in their personal effects left in said area, and school authorities may inspect and search said areas, and/or personal effects left in said areas, without notice to or consent of the student, or without a search warrant. In addition, school officials may request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs, weapons, or other illegal or dangerous substances, or materials, including searches conducted through the use of specially trained dogs.

## III. Seizure of Evidence

If a search, conducted in accordance with this policy, produces evidence that the student has violated or is violating either the law or the district's rules. The school authorities may seize such evidence, and disciplinary action may be taken. When appropriate, properly seized evidence shall be turned over to the law enforcement authorities.

## VI. Police Involvement

Searches conducted at the request of law enforcement officials shall be governed by the standard established by the U.S. Constitution and U.S. Supreme Court for searches conducted by law enforcement officials (i.e., probable cause) rather than the standard established for school authorities (i.e., reasonable suspicion).

## **PBIS**

In addition to creating a more positive climate the staff at New Central School has changed the way they work with students' behaviors. The staff is constantly re-teaching students the expectations on a daily basis, but there are times when a student's behavior requires more attention. Below are the **"Make it Right"** steps the staff at New Central has adopted.

- Step 1: Warning. The student is given a warning.
- Step 2: Loss of Privilege-Immediate. The student will be asked to go to the designated area to think about their behavior.
- Step 3: Internal Time-Out. The student will be asked to go to the designated area and fill out a journal asking them what expectation they are not following and what they could do differently.
- Step 4: Call the parent at home/work.
- Step 5: Office Discipline Referral. Student will go to the office for conference with/consequences from the Principal.

<b><u>Bathroom Expectations</u></b>	<b><u>Hallway Expectations</u></b>	<b><u>Bus Expectations</u></b>
Do Your Business	Safe Hands	Follow Driver instruction
Wash Your Hands	Eyes Forward	Voice Level 1
Leave No Trace	Voice level 0	Stay in your seat

Voice Level 0

Low Speed

Straight Line to the Right

### **Playground Expectations**

Play Fairly

Line Up at Whistle

Appropriate Dress/Shoes

You Should Include Everyone

### **Cafeteria Expectations**

Lunch Choice Stays the Same

Use Your Manners

Voice level 0,1

Clean Your Area

Respect others' personal space

## **STUDENT LIFE**

### **Announcements:**

Important announcements are given at 7:55. Students are required to listen carefully during the duration of these announcements, as they are responsible for the information given

### **Student Recognition:**

The staff at New Central will also be recognizing students who are following the expectations. All of the staff has Duckbills which are handed out to the students that are following the expectations around the school. The students then keep their Duckbills to use at the Duck Pride Store.

As often as twice a year, if the school as a whole meets the school-wide goal, everyone will earn a school-wide celebration.

Celebrate Success Assemblies will be held monthly. These assemblies will recognize students and staff for academic achievements, character recognition and other positive recognition.

Students may be referred to the office for a Positive Office referral for going above and beyond or for the consistent adherence to PBIS school-wide expectations. The Positive Office Referral may be issued by any staff member.

**Cell Phones:** Student use and possession of cell phones during the school day (on the school campus) is expressly prohibited. Cell phones should remain in lockers or at home.

**Class Request for the Next Academic Year:** All teachers at New Central are highly qualified according to NCLB and provide quality instruction to every child every day. Parent request for classroom teacher will **NOT** be accepted.

### **Closed Lunch:**

Parents who want their child to come home for lunch must provide a written request for that particular day. The students should present the request to the office by 7:50 each morning. Students are to be picked up by the parent and must return to campus on time for afternoon classes or the privilege will be discontinued.

### **Emergency Procedures:**

Emergency procedures are practiced and revised in accordance with the School Code and on an annual basis. Notification for severe weather school cancellations and dismissals will be sent via the school notification system and WDUK.

### **Equal Educational Opportunities:**

The District provides equal opportunities to all students regardless of gender and complies with Section 3.10, Section 2-3.8, and Section 200.90b of the Illinois School Code. These laws are available at the unit office to anyone who wants additional information and to begin the grievance procedure.

### **Field Trips:**

New Central School's field trips are intended to allow students experiences that provide them with insight, information or knowledge that might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their learning in ways different from those typically available inside the classroom.

Reasonable accommodations will be provided to allow eligible students with disabilities to participate in scheduled field trips.

All students attending a field trip are required to follow the same expectations as in the classroom. Gross misbehavior deemed inappropriate by the principal prior to the trip may warrant a child to become ineligible to participate. Inappropriate behavior during the trip will be due cause to call home. It will then be the parent/guardian responsibility to pick up the child.

New Central School expects all children eligible to take part in a scheduled field trip.

Compulsory attendance laws are still in effect as this is a school sponsored activity. ***Students may ride home with a parent from the field trip if it is pre-arranged with the Principal or other administrator and written documentation is shared with supervising instructor.***

By the discretion of the instructor, chaperones will be asked as needed. Chaperones will be asked to follow the following expectations:

- Appropriate attire
- Appropriate language
- No Smoking
- Do not bring other siblings

### **Free/Reduced Meals and Textbook Waiver Forms:**

These forms are available at registration and in the office as your needs and or status changes.

### **Guidance Services:**

The guidance counselor is available to assist students and teachers with problems that arise from day to day. Students are encouraged to use these services. Students should stop by the guidance office to arrange an appointment. The guidance counselor will discuss and listen, in a confidential manner. Help can be received in resolving conflicts, difficulty in a subject, and/or experiencing personal problems.

### **Health Services:**

If you require first aid, report to your teacher or the office immediately. You must not leave the building because of illness without authorization from the office. (See detailed information in HEALTH AND WELLNESS section)

### **Invitations:**

Please be aware that all types of party invitations will be handed out in the classroom ONLY IF ALL students in the classroom are to be invited. If a student intends to invite only a portion of his/her classmates, the invitations CANNOT be handed out at school.

**Meal (Breakfast and Lunch) Fees:**

Student Breakfast is \$1.85 per day. Reduced breakfast is .30. Student lunches are \$2.65 per day. Reduced lunches are .40 per day. Extra milk cost for full pay is .55. Extra milk for reduced pay is .55. Parents should fill out an envelope with their child's name, teacher's name and amount included in the envelope. Only five charged lunches are allowed. Students exceeding five charges will need to bring a sack lunch until charges have been paid. Students charging lunches will be served last. The cafeteria closes after breakfast on Picnic Day. No lunches are available after this time.

School menus and activity calendars are sent home on a monthly basis. Students should see that their parents receive this information. Menus are also available on the school website.

**Parties and Treats:**

Dates of school sponsored parties can be found on the school calendar. Permission to bring treats such as birthday treats shall be granted by the teacher and should be store bought. *No homemade treats will be allowed.*

**Physical Education:**

The Illinois School Code requires that every student participate in daily physical education within the limitations of his/her ability. The program is modified, as needed, to fit the needs of any student with a temporary medical excuse. All students will receive a minimum of one 20 minute recess per day.

**Residency and Tuition:**

This information may be obtained through District #126 Unit Office.

**School Hours:**

Doors open at 7:30 a.m. for breakfast. Students not wishing to eat breakfast who enter at this time may sit in the gym according to grade level.

At 7:40 students are dismissed to classrooms. At 7:45 any students who are entering and need breakfast will receive a sack breakfast.

At 7:50 the tardy bell rings and students are expected to be in the classroom for attendance. Students who ride the bus after school will be dismissed at 2:50 p.m. Dismissal for all other students is at 2:55 p.m.

On early dismissal days, bus students are dismissed at 1:50 and all other students at 1:55. On SIP (School Improvement) days bus students are dismissed at 11:50 and all other students at 11:55.

**School Lockers:**

Students should not share their lockers with any other student(s). Student lockers are on loan to the students.

**Student Records:**

Student records consist of two types, temporary and permanent. The temporary record consists of information such as discipline, fees, etc. The permanent record shall consist of academic information, health records, standardized test results, etc. The temporary record will be purged annually and the permanent record will be maintained as prescribed by the school code of Illinois. Students, parents, or guardians may examine records and if so desired, submit a written challenge to the contents. More information on this topic is available in the office upon request.

**Telephone Privileges:**

Students will not be called from classes to the phone by the request of parent or guardian except in the case of emergency. Necessary messages will be delivered to students at a convenient time. Students will be allowed to call home for the following:

- To report an illness
- A detention
- An emergency deemed necessary by staff members

Phone usage will require a pass signed by a staff member. Our goal is to help the students learn a sense of responsibility.

**Visitor Policy:**

All visitors need to check into the office for access to school property. Trespassing is prohibited.

**TECHNOLOGY**

HAVANA SCHOOL DISTRICT CUSD #126  
STUDENT **REQUIRED USE AND INTERNET SAFETY POLICY** (RUP)  
(In accordance with Children's Internet Protection Act [CIPA])

**PURPOSE:**

Havana School District CUSD #126 provides all students' access to the Internet, network resources as well as computers at designated graded levels, as a means to promote achievement and provide diverse opportunities during the educational experience. Access to the system is a privilege and may be revoked at any time. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the CUSD #126 Technology Use Guidelines and the Student Code of Conduct within the student handbook. Additional rules may be added as necessary and will become a part of this policy. Havana School District reserves the right to monitor the Internet usage of all students through the use of specialized software reporting as well as any other means available to Internet Technology Director, Administration and Educators. Off-campus usage will be monitored with the use of site-logging software. We encourage parents to take an active role in monitoring home usage.

**TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY**

Specifically, the student:

1. Will adhere to these guidelines each time the Internet is used at home and school.
2. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location or district owned device. Files stored and information accessed, downloaded or transferred on district-owned technology or systems are not private.
3. Will be polite when communicating with others by avoiding abusive, threatening language, profanity, obscenity, offensive comments, inflammatory/inappropriate speech, or send offensive messages or pictures.
4. Will use appropriate language in all communications. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school

personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.

5. Social Networking sites such as Facebook, Twitter, MySpace, etc... are not allowed on the school computers. They interfere with other programs we use at school.
6. Will follow copyright laws and should only download/import/transfer music, software or other files using district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
7. Will not access, retrieve, view or disseminate any material violation of any federal or state laws/regulations or District policy or school rules.
8. Will never reveal identifying information, files or communications to others through email or post to the Internet.
9. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
10. Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
11. Will not invade the privacy of any individual, including violating federal or state laws/regulations regarding the limitations on the discloser of personal information or committing fraud.
12. Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
13. Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computer or any district owned technology may result in felony criminal charges.
14. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations
15. Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.
16. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
17. Will not access, retrieve, view or disseminate any material in violation of any federal or state laws/regulations or District/School policies/rules.
18. Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, external hard drives, etc. to district owned network or devices. A student can use their flash drive to move educational files to their personal folder in the Proxy Server (FLIP Server) or download educational material from their instructors' folder within the Proxy Server (FLIP Server). Connection to the school's

internet using personal devices such as iPods, tablets, smart phones, PDAs is not permitted during business hours. After hours the network will be opened up for personal devices, but not supported by internet technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration.

19. The students are responsible for backing up data and other important files before turning off the school computer using Proxy Server (FLIP Server), external hard drive, USB drive or cloud storage. The computer will be maintained by imaging. All files not backed up to server storage space or other storage media will be deleted when the computer is shut down.
20. Will not engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the system's use during school/educational hours.
21. Will not engage in for-profit or non-school sponsored commercial activities to include advertising, sales, political or religious activities.
22. Will not disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
23. Will not disrupt or interfere with the system.
24. Will not gain unauthorized access to or vandalize the data or files of another user, the system or any other organization.
25. Will not engage in forgery or improper altering electronic mail messages or using others personal accounts.
26. Will not send nuisance electronic mail or spam to multiple users or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcomed messages.
27. Will not send mass electronic email to multiple users without authorization from the administration.
28. Will not post negative, threatening, or belittling comments about students, staff, or school personnel on Internet sites or blogs.
29. Will not develop/create web sites using the school System that is not authorized and approved by the administration. All content of a web site, blog, etc...using the System must conform to the entire District #126 Internet Use Policy.
30. Users of the district network or other technologies are expected to alert the Administration immediately of any concerns for safety or security. All are expected to report any technology or internet violations immediately.
31. Report immediately any loss, damage, or malfunction of the computer. Users may be financially accountable for any damage resulting from negligence or misuse to include the cost to repair, replace or be financially responsible for the man-hours required to prevent further actions from happening.
32. Will not leave the computer unattended unless locked in a secure place. Family is fully responsible for the cost to fix or replace the computer if it becomes damaged due to a neglectful act or if it is lost or stolen.
33. Will report any problem(s) with the school's computer to a member of the school technology department in a timely manner.



34. Will read and follow general maintenance alerts from school technology department personnel or the administration.
35. Understand that if a student fails to follow anything in the computer use agreement then they can lose their computer use privilege to take the computer home, or could lose access to the computer entirely based on administration's decision on a case by case analysis.
36. This is not an exhaustive list; students are expected to use good judgment when accessing the internet and if a student has any questions about what is appropriate they should ask a staff member, or the administration. It is expected that students use common sense of what is right and wrong while accessing the internet, or using the computer. It is obvious that no student should ever access the command prompt for any reason. No student should write any batch files ever.
37. Havana School District reserves the right to add to this list at any point that it becomes necessary.

### **MAJOR VERSUS MINOR COMPUTER INFRACTIONS**

The difference between a minor infraction and a major infraction is that a major infraction is the malicious or intentional attempt or act to infect, corrupt, or hack the school's technology, or committing an offense which is against the law. Repetitive minor infractions will be considered major infractions. The restitution can include the financial costs of the technology itself and the labor necessary to correct the act. For Major computer/technology/internet violations Havana School District #126 reserves the right to follow more serious disciplinary action than identified, if necessary.

### **CLASS EXPECTATIONS:**

1. When using laptops, students must be on the task assigned by the teacher and remain on assigned website.
2. Printing is permitted at school only with specific permission by the teacher. Classroom teachers will determine when an item needs to be printed and direct students to do so. Only essential materials should be printed with teacher permission.
3. Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to the entire school or an entire class.
4. Students may not download large files over the Internet during school hours.
5. The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others.
6. At school all external storage sites can only be plugged into the computer long enough to upload homework completed to the Proxy Server (FLIP Server), or to download educational material from the teacher's Flip folder and then it must be ejected.

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges. (2) Other discipline including Alternative Placement/Suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline

pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building Principal to review the limitation. The decision of the building Principal shall be final.

Refusal to follow these expectations will result in the temporary loss of privileges at the discretion of classroom Teachers/Administration/ Internet Technology Coordinator

**Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment**

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

**District Web Sites.**

Unless otherwise allowed by law, District web sites shall not display information about, photographs, or works of students without written parental permission. There is an authorization form filled out each year. If the parent/guardian do not want their student's picture of information displayed on-line, then they should not approve it on the form. They have until after the 1<sup>st</sup> week of the student's attendance in school to inform the school.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines.

**Disclaimer.**

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions.

Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet, which may be obscene, indecent, or of an inappropriate nature.

**Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline and potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses. Vandalism to hardware will result in suspension of privileges and possible restitution.

## **TRANSPORTATION**

All Bus transportation policies, procedures and operation services may be found in the Transportation Handbook. This handbook is posted on the school website or may be secured from any school or district office.

**Bus Conduct Policy (District):**

While riding in school buses or other forms of transportation designated for district purposes, students are required to conduct themselves in a proper and orderly manner. Students are expected to:

1. Remain seated and face forward.
2. Refrain from making loud and/or distracting noises, including inappropriate language.
3. Refrain from any physical activity, which endangers the health and safety of others, such as pushing, fighting, moving about, annoying/harassing others, promiscuous activity and public displays of affection.
4. Refrain from defacing property.
5. Obey the lawful instructions of the driver.
6. Sit in the seat assigned by the bus drivers or supervisor.

The School District is not responsible for the supervision of a transported student until such time as he/she boards the bus. Only when a student boards the bus does he/she become the responsibility of the School District. Correspondingly, the responsibility of the School District ends when the student is delivered to the regular bus stop at the close of the school day.

**Change Request Guidelines:**

1. Twenty-four hour written notice must be given to the Principal if a child is to go home with another child. Requests that do not satisfy the twenty-four hour notice will be denied.
2. Letters from both parents (the parents whose child is going to another child's home and the parent who will receive the child) must be given at the time of request.
3. As soon as letters from both parents have been received at least twenty-four hours ahead of time, the bus company will be contacted and approval will be granted if enough room is available on the bus that day.
4. Whenever possible, parents will be notified if there is a problem and/or the student cannot ride the bus requested.
5. Parents must designate ONE stop that the child will be dropped off at after school.

**Discipline Guidelines:**

Students who ride buses are required to maintain behavior and cooperate with the bus driver at all times. Failure to do so will result in possible suspension of bus privileges. All rules for conduct during school apply while on the school bus. In addition, students must not distract the driver at any time or cause any disruptions while on the bus or while waiting at the bus stop. The driver has full authority to control student conduct on the bus. The driver is strongly encouraged to assign seats. It is the responsibility of the guardian to inform the school if they do not have a way to get a student to school that is suspended from riding the bus. If a student misses school due to a lack of alternative transportation, then all work is due upon the student's return, since we have a digital curriculum. If there are extenuating circumstances, then it is up to the parent/guardian to inform the school administration for consideration.

**Off-Campus Activities:**

All students riding the bus to school activities must return the same way unless prior arrangements have been made. Failure to comply with this procedure will cause a student to forfeit his/her privilege of riding the bus.

**Video Cameras on School Bus:**

Video cameras will be used on school buses in order to monitor conduct and maintain a safe environment for students and employees.

Public Act 95-0352, effective August 23, 2007, will allow both a visual and audio recording to be made on the interior of a school bus when transportation is provided for any school-related activity. Notices of such recordings are posted on the interior and exterior of the bus.

The contents of the video recordings are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Administrators, Transportation Director, or law enforcement. If the content of the video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **MANDATED NOTIFICATIONS**

**Asbestos Notification:**

This is to inform you of the status of the Havana Community Unit School District #126 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the

Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted on January 21, 1988. The AHERA law required that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the Unit Office. Should you wish to review the plans, please call to make an appointment between 7:30 a.m. – 3:00 p.m.

### **Free Appropriate Public Education (FAPE):**

Havana CUSD #126 will provide a free appropriate public education (FAPE) to all children with disabilities between the ages of 3 and 21, including children with disabilities who have been suspended or expelled from school for more than 10 consecutive days during the school year or who receive a series of removals that constitute a pattern. A free appropriate public education shall be made available to all eligible children with disabilities no later than the child's third birthday. Bi-yearly screenings are conducted for children under age 5 to determine eligibility for services. Free appropriate public education services cease when a child with a disability graduated from high school or turns age 21.

The parent can refer any age student ages 3-21, living in the district, which is suspected of having a disability. The district is responsible for conducting an evaluation for the student. The evaluation includes an assessment of the student's academic abilities and social-emotional factors. Students living in the district, yet currently not enrolled, are eligible for these services also.

### **The Federal Education and Rights Privacy Act (FERPA):**

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." 1. Parents or eligible students have the right to inspect and review the student's educational records maintained by Havana High School. Havana High School presumes that the parent has authority to inspect and review records relating to his/her student unless the school district has been advised that the parent does not have the authority under applicable state law governing such matters as guardianship, separation and divorce. 2. The district shall comply with a request to review the educational record without unnecessary delay and before any meeting relating to the identification, evaluation, or placement of the student and, in no case, more than 15 school days after the request has been made. Havana High School must provide a parent, upon request, a list of the types and locations of the education records collected, maintained or used by the district. The right to inspect and review educational records includes: a. The right to a response from the participating district to reasonable requests for explanations and interpretations of the records; b. The right to have a representative of the parent inspect and review the records; and c. The right to request that the school district provide copies of educational records if failure to provide those copies would effectively prevent the parent from exercising his/her right to inspect and review the records at a location where they are normally maintained. Havana High School charges a fee of \$0.35 for each page copied if the fee does not effectively prevent the parent from exercising his/her right to inspect and review those records. d. If any educational record includes

information on more than one student, the parent will be allowed to review only the information relating to his/her student or to be informed of that specific information. 3. Havana High School must have written permission from the parent/guardian or eligible student in order to release any information from a student's educational record. However, FERPA allows Havana High School to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): a. School officials with legitimate educational interest; b. Other schools to which a student is transferring; c. Specified officials for audit or evaluation purposes; d. Appropriate parties in connection with financial aid to a student; e. Organizations conducting certain studies for or on behalf of the school; f. Accrediting organizations; g. To comply with a judicial order or lawfully issued subpoena; h. Appropriate officials in cases of health and safety emergencies; and i. State and local authorities, within a juvenile justice system, pursuant to specific State law. 4. The Havana School District has designated the following information as directory information: Student's name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of Birth, Major field of study, Grade Level, Inclusion in the Yearbook, Participation in officially recognized activities and sports, Weight and height of members of athletic team, Degrees, honors, and

5. If you do not want Havana School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing when your child is registered. 6. Parents/Guardians or eligible students have the right to request that Havana High School correct records which they believe to be inaccurate, misleading or violates the privacy or other rights of the student. 7. CUSD #126 must decide whether to amend the information in accordance with the request within 15 school days from the date of receipt of the request. If the district decides to refuse to amend the information in accordance with the request, CUSD #126 will inform the parent of the refusal and advise the parent of his/her right to a records hearing as set forth below. 8. If the school decides not to amend the record, the parent or eligible student then has the right to request a formal hearing in writing to the CUSD #126 Superintendent. The school district must, upon request, provide an opportunity for a records hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student within 14 days of request receipt. 9. If Superintendent deems a hearing is needed, the formal hearing will go before the Superintendent and the Board of Education. If not, then the parent/guardian has a right to a due process hearing if they so choose. 10. If, as the result of a records hearing, the school district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it must amend the information and inform the parent in writing that it has done so. 11. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. This statement placed in the records of the student will be maintained by the school district as part of the student's records for as long as the record or contested portion is maintained by the school district. If the records of the student or contested portions are disclosed by the district to any party, the explanation must also be disclosed. 12. If a parent/guardian or eligible student believes that Havana School District has violated the rights guaranteed by FERPA, a written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

### **Gender Equity Grievance Procedure:**

1. Anyone wishing to present an allegation of sex discrimination shall contact the district coordinator for nondiscrimination (the "coordinator")

2. Within seven (7) calendar days of inquiry, the coordinator shall send a copy of the district's sex equity policy and grievance procedure to the inquiring individual(s).
3. Upon receipt of a written grievance, the coordinator shall investigate the nature and validity of the grievance. This involves district personnel responsible for the program or activity cited by the grievant and others as necessary and appropriate. The coordinator may seek advice from related state agencies or legal counsel.
4. Within sixty (60) calendar days of receiving the grievance, the coordinator shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the complainant, the staff person responsible for the program or activity cited specific individual charges (if any) and the superintendent. If either the complainant or the party charged is not satisfied with the decision rendered by the coordinator, the decision may be appealed within fifteen (15) calendar days to the school board by submitting a written request for hearing before the board, addressed to the office of the superintendent.
5. The superintendent shall forward copies of the grievance and the coordinator's decision to the school board. The school board shall review all the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within fifteen (15) calendar days of the date on which the grievance was heard.
6. If either the grievant or the party charged is dissatisfied with the school board's decision, appeal may be made first to the superintendent of the educational service region and, finally, to the state superintendent of schools. Appeal outside the district should be made in a timely fashion.

***Notice:***

The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or having appealed a decision. The coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decision. The coordinator for nondiscrimination for Havana CUSD #126 is Mr. Plater.

**Medicaid Reimbursement**

Medicaid reimbursement is a source of Federal funds approved by Congress to help school districts maintain and improve Special Educational services. Therapy and diagnostic services provided to your student (you) are partially reimbursable. Consistent with requirements in 34CFR300.503(c) and in the event that your child requires health related services pursuant to an Individual Education Plan (IEP) we hereby give notice of the following:

1. That a written and signed parental consent has been or will be obtained before accessing a child's or parent's public benefits or insurance acknowledging that the parent or guardian understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services under 34CFR part 300:
2. That personally identifiable information may be disclosed for the purpose of seeking reimbursement for Medicaid covered health-related services to its billing agent, other healthcare providers, the applicable State Agency or Insurance Program, and/or the Illinois Department of Healthcare and Family Services (HFS) as necessary to process Medicaid claims;
3. That health related services pursuant to an Individual Education Plan (IEP) will be provided to your child with no out-of-pocket expense to the child's parent or guardian. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future; and

4. That you have a right under 34CFR part 99 and part 300 to withdraw your consent to disclosure of your child's personally identifiable information and that your withdrawal or refusal of consent does not relieve this public agency of its responsibility to ensure that all required services are provided at no cost to the parent or guardian.

### **Pesticide Notification, Posting and Record Keeping Requirements**

The Havana School District CUSD #126 applies pesticides (herbicides, fungicides, insecticides) as needed throughout the year by licensed contractors. Normally, we may spray the 2nd Wednesday of every month. On the 2nd Tuesday of every month an activity report is due to licensed contractors for them to know where to concentrate their efforts.

The District shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws.

Anyone who wants to be informed about any changes in the spraying schedule due to health concerns for their student must let the office know during registration. If we change the date of application from the 2nd Wednesday of every month, then we will contact those who request personal contact via phone, through our mass notification system at least 48 hours before the application of a pesticide to school facilities or school grounds. We will also post it to our school webpage. This pre-notification will not be given if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

Herbicides will be used as needed for weed control on district grounds. No spraying will be done when students are present and at least 12 hours before student use.

### **Students Rights and Grievance Procedure:**

Explanation:

A grievance is a difference in opinion raised by a student or group of students involving any of the following: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to the following: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation. More detailed information is available in the offices of the superintendent, building principal, and coordinator for equal opportunity. Time limits refer to when school is in session.



**Step I** – The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonable, alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

**Step II** – If the problem is not resolved, the grievance should be referred informally to the principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

**Step III** – If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Title IX coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

**Step IV** – If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within ten (10) days from the receipt of the written response. A copy shall be given to both parties for possible future reference.

**Step V** – If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the school board within five (5) days from the receipt of the written response. The board shall consider the appeal with sixty (60) days and a written response shall be given with five (5) days.

**Directions:**

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III, the grievance must be submitted in writing, dated, and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timeliness. Copies of the written answers to the grievant(s) shall be submitted to the superintendent, building principal, and Title IX coordinator. This response shall contain a summary of the evidence determined, the conclusion(s) reached (with reasons), and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail shall be used.

Student rights are protected by the 1<sup>st</sup> Amendment of the U.S. Constitution.

**Student Welfare-Sexual Harassment:**

The school board is committed to creating a positive learning environment for all of its students and employees and will not tolerate sexual harassment. Sexual harassment consists of verbal or physical behaviors related to a person's gender and which creates an intimidating, hostile, or offensive environment. (Such behaviors include, but may not be limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical contact of a sexual nature when submission to such conduct is made either explicitly or implicitly a term of condition of a student's academic advancement, or submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting said student.) Sexual harassment also consists of unwelcome verbal or physical conduct which interferes with an individual student's work or academic performance or performance in co-curricular activities or other district programs. Such

harassment is prohibited both between employee and students and from student to student. Such harassment as visual displays of degrading sexual images, sexually suggestive conducts or banter or offensive remarks of a sexual nature are expressly prohibited. Non-sexual conduct, such as intimidation, hostility or rudeness or name-calling, is abusive and therefore harassment and is expressly prohibited. All instances of sexual harassment should be reported to an instructor or the principal.

**NEW CENTRAL ELEMENTARY SCHOOL  
STUDENT HANDBOOK 2019-2020**

Please read the entire handbook and discuss with your child the important points that they will need to be aware of throughout the year. We appreciate you taking time with your child to become familiar with the information in this book.

*I have been given access to a copy of the handbook and understood that these are the policies and expectations for New Central Elementary School.*

*I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.*

**Student Printed**

**Name:** \_\_\_\_\_

**Student**

**Signature:** \_\_\_\_\_

**Parent/Guardian Printed**

**Name:** \_\_\_\_\_

**Parent/Guardian**

**Signature\*:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Date:** \_\_\_\_\_