

**Cissna Park**



**Elementary Handbook  
Kindergarten – 5<sup>th</sup> Grade  
2023 – 2024**

**Cissna Park CUSD 6  
511 N 2<sup>nd</sup> St  
Cissna Park, IL 60924  
815-457-2171**

# **Welcome!**

**Our school district mission states, “In partnership with families and community, we continue our tradition of excellence, empowering students to become responsible citizens and life-long learners.” We welcome you to join us on this mission as a partner in your child’s education.**

**This handbook has been prepared as a guide to share the policies and practices of Cissna Park Elementary School. Please use this handbook to answer questions you may have, and contact the school when clarification is necessary.**

# School Calendar



**CISSNA PARK C.U.S.D. #6**  
**School Calendar for 2023-2024**

<b><u>2023</u></b>	<b>August</b>	<b>21</b>	<b>Monday</b>	<p><b>Teachers' Institute – No Student Attendance</b>                  School Convenes – First Day of School 8:03AM to 2:00PM</p> <p><b>Labor Day – Holiday – No School</b>                  Progress Reports for 1<sup>st</sup> Quarter Sent to Parents</p> <p><b>Teachers' Institute – No School</b>  <b>Columbus Day – Holiday – No School</b>                  1<sup>st</sup> 9-Weeks Ends                  Parent-Teacher Conferences 3:30PM-7:30PM                  Parent-Teacher Conferences 3:30PM-7:30PM                  High School Grade Cards Handed Out                  Progress Reports for 2<sup>nd</sup> Quarter Sent to Parents                  Early Dismissal at 2:00PM for Thanksgiving Break</p> <p><b>Thanksgiving Break – Holiday – No School</b>                  Early Dismissal at 2:00PM for Christmas Break                  2<sup>nd</sup> 9-Weeks Ends (End of First Semester)</p> <p><b>Christmas Break – No School</b>  <b>Christmas Break – No School</b>                  School Resumes for Students                  Grade Cards Handed Out</p> <p><b>Martin Luther King's Birthday – Holiday – No School</b>                  Progress Reports for 3<sup>rd</sup> Quarter Sent to Parents</p> <p><b>Teachers' Institute – No School</b>  <b>Presidents Day – Holiday – No School</b>                  3<sup>rd</sup> 9-Weeks Ends                  Grade Cards Handed Out                  2:00PM Early Dismiss—Start of Spring/Easter Break</p> <p><b>Spring/Easter Break – No School</b>  <b>Spring/Easter Break – No School</b>                  School Resumes                  Progress Reports for 4<sup>th</sup> Quarter Sent to Parents                  Baccalaureate – 5PM                  Graduation – 6:00PM</p> <p><b>Memorial Day – Holiday – No School</b>  <b>Last Full Day of School—8:05AM-2:00PM</b>                  4<sup>th</sup> 9-Weeks Ends (End of Second Semester)                  Teachers' Institute – No Student Attendance</p>	
					Tuesday
	<b>September</b>	<b>4</b>	<b>Monday</b>		Friday
					Friday
	<b>October</b>	<b>6</b>	<b>Friday</b>		
					Monday
					Friday
					Tuesday
					Thursday
					Thursday
	<b>November</b>	17	Friday		Friday
		21	Tuesday		Tuesday
	<b>22-24</b>	<b>Wednesday-Friday</b>			
<b>December</b>	22	Friday	Friday		
	22	Friday	Friday		
	<b>23-31</b>	<b>Saturday-Sunday</b>			
<b><u>2024</u></b>	<b>January</b>	<b>1-7</b>	<b>Monday-Sunday</b>		
		8	Monday		
		12	Friday		
		<b>15</b>	<b>Monday</b>		
	<b>February</b>	9	Friday		
		<b>16</b>	<b>Friday</b>		
		<b>19</b>	<b>Monday</b>		
	<b>March</b>	8	Friday		
		15	Friday		
		22	Friday		
		<b>23-31</b>	<b>Saturday-Sunday</b>		
	<b>April</b>	<b>1</b>	<b>Monday</b>		
	2	Tuesday			
	26	Friday			
<b>May</b>	12	Sunday			
	17	Friday			
	<b>27</b>	<b>Monday</b>			
	<b>28*</b>	<b>Tuesday</b>			
	<b>28*</b>	Tuesday			
	<b>29*</b>	Wednesday			

***IAR Testing Dates to be Announced***  
***\*Depending on Snow Days Used, If Any***

## **Cissna Park CUSD 6 Board of Education**

Kristina Phelan, President

Brent Neukomm, Vice President

Bethany Dodd

Jason Edelman

Trent Kaeb

Tori Legan

Bret Neukomm

### **Administration**

Dr. Daniel Hylbert, Superintendent

Mrs. Rachel Hurliman, Junior High/High School Principal

Mrs. Wendy Niebuhr, Elementary Principal

### **Faculty and Staff**

Melissa Redeker, Kindergarten

Shelisa Henrichs, First Grade

Nancy Zeller, Second Grade

Samantha Kidwell, Third Grade

Aimee McCurry, Third Grade

Julie Yergler, Fourth Grade

Jessi Schwartz, Fifth Grade

Whitney Zanardelli, School Counselor

Josh Landon, Athletic Director

Kelly Swalls, Unit 6 Office Manager

Heidi Breymeyer, Unit 6 Bookkeeper

Brice Breymeyer, Maintenance

Matt Osborne, Custodian

Laurie Quinn, Custodian

Maria Stadel, Kitchen Manager

Kim Hamrick, Kitchen

Marna Lou, Young, Kitchen

Tresa Maul, Reading Intervention  
Heather Morrival, Special Education

Nikki Barwegen, Aide

Carla, Savoree, Aide

Erin Debolt, Art

TBD, Music

Donna Jean, Library

Seth Johnson, Physical Education

Josh Landon, Physical Education

Mary Blanck, Bus Driver

Mary Young, Bus Driver

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# **Enrollment and Withdrawal**

## **Enrollment Age, Physical Examinations, and Vaccinations**

Upon entering kindergarten, a child must be 5 years of age on or before September 1 of the school year of entrance. Illinois statute and Cissna Park CUSD 6 policy requires that students entering kindergarten have a current physical examination form on file at school prior to the first day of the school term. Students must also be in compliance with State immunization laws prior to the first day of the school term. Failure to have these forms completed and turned in to the school will result in your child not being admitted to school when school begins in August. Dental exams, per State of Illinois requirements, are required in kindergarten and second grade. Also, eye exams, per State of Illinois requirements, are required in kindergarten only.

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

Cissna Park CUSD 6 should provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act. To comply with the McKinney-Vento Homeless Assistance Act, Cissna Park CUSD 6 affirms that all homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

## **Withdrawal**

Parents/guardians intending to withdraw their child from school should notify the district office as soon as possible. Records and transfer information requires a parent/guardian's signature.

# **Attendance**

## **Arrival/Dismissal Times**

The school building opens at 7:50 am. The school day starts at 8:03 am. Regular dismissal is 2:52 pm when car riders and walkers may leave, and school buses will depart at 3:05 pm. Early dismissal on the first Wednesday of each month and holiday dismissal days is 1:52 pm when car riders and walkers may leave, and school buses will depart at 2:05 pm.

Students should not arrive at school until the building opens, and students are expected to leave promptly when they are finished with their school responsibilities or activities. Bus riders will be escorted to the west high school doors to exit the building. Walkers and bicycle riders will exit the south silver doors of the high school. Car riders will be picked up at the south elementary doors. Students are supervised outdoors until the last bus departs.

## **Tardiness**

Students who arrive after 8:03 am will be considered tardy. When a student arrives after the 8:03 am bell, he/she must report to the main office to obtain a tardy slip before going to the classroom. The student will give his/her teacher the tardy slip upon entering the classroom.

## **Student Attendance Law**

Illinois law requires that whoever has custody or control of any child between 6 (by September 1st) and 17 years of age shall assure that the child attends school in the district in which he or she resides, during the

entire time is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child sixteen (16) years of age or older who is employed and is enrolled in a graduation incentives program.

## **Excused and Unexcused Absences**

Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the building principal.

A student will be given 5 excused absences per semester in which a doctor's note will not be necessary. After 5 absences, a doctor's note will be required for a student's absence to be excused. Students are encouraged to bring in excusal notes for doctor, dentist, orthodontist, optometrist, and other medical appointments upon returning to school after the appointment, so they are excused.

A student will be excused for 5 mental health days during the school year. The parent/guardian who contacts the school with the absence must explicitly state that the absence will be considered a mental health day. A doctor's note is not required for a mental health day.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

## **Pre-Arranged Absences**

Pre-arranged excused absences must be approved by the principal in advance of the absence. A parent/guardian must notify the principal and classroom teacher at least one week before the date of the intended absence. Anticipated absences may include day trips, vacations, non-school athletic contests, farming, and hunting. Prior to the planned absence, the parent/guardian must plan with the teacher for all



work missed. The classroom teacher will determine if missed work will be assigned either before or after the planned absence. If the above criteria are not followed, the absence will be considered unexcused.

## **Absence Procedures**

In the event of an absence, the student's parent/guardian is required to call the district office at 815-457-2171 before 8:30 am to explain the reason for the absence. You may make a courtesy contact to your child's teacher about an absence, but the absence must be officially reported to the district office. If a call has not been made to the school by 8:30 am on the day of a student's absence, a school official will call home to inquire why the student is not at school. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Parents/guardians must enter the district office to check in students who arrive late and check out students who leave early.

## **Make-Up Work**

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

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

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

## **Truancy**

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **Emergency School Closing/Early Dismissal**

Cissna Park CUSD 6 is a part of the One Call Now notification system. When school is cancelled or dismissed early due to inclement weather or an emergency, the administration will announce it through this system. Parents can sign up at school registration using their cell phone, landline, or both. Please plan ahead of time

for a place for your child to go if you are working or are gone for the day. Buses will run only if the roads or weather permits.

## School Fees

### School Lunch Fees

Grades K-3	\$2.70 per day	\$54.00 per month
Grades 4-8	\$2.95 per day	\$59.00 per month
Grades 9-12	\$3.20 per day	\$64.00 per month
Adults	\$3.70 per day	\$74.00 per month
Extra Milk	\$0.30 per carton	

Grades K-3 Milk Break           \$52.50 yearly

### Free/Reduced Lunch

Information on free and reduced lunch is available at registration. For more information, contact the district office.

### Library Fees

Students will be charged for damaged or lost library books.

### Waiver of School Fees

Parents/guardians may apply for a Waiver of School Fees. The fees subject to the waiver include the following: lock rental, book rental, consumable music supplies, and charges for field trips required as part of a curricula or extracurricular program.

Any student who qualifies for free lunches under the Community School Lunch program is qualified for the waiver of school fees. Students whose families have experienced very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage, may also request a waiver. The superintendent shall be the officer in charge of determining eligibility.

To apply for a Waiver of School Fees, parents/guardians must complete the appropriate application for Waiver of School Fees form available in the district office. The application must be filed within 10 calendar days of the due date of the fees for the application to be considered. Within 30 calendar days of filing the application, the parent/guardian shall be notified of the superintendent's decision regarding the waiver request.

No refunds shall be made to parents/guardians or waivers granted fees previously paid or past due if parents/guardians become eligible for a waiver more than 10 days after the fees were due. No fee shall be collected from any parent/guardian who has filed an application for waiver within the allowable timelines stated above who is awaiting a ruling from the superintendent or who is awaiting a ruling on appeal to the board president.

If the request for the waiver of fees is denied, parents/guardians shall receive notice of the denial within 30 calendar days of filing the request. The notice shall state the reason for the denial and shall inform the parents/guardians of their right to appeal the decision to the president of the school board. Appeal to the school board president shall be made within 10 calendar days of receipt of the notice of denial. The board president's decision shall be final.

# Health and Safety

## Guidelines for Keeping Children Home from School Due to Illness

The timing of an absence due to illness is important to decrease the spread of illness to others and to prevent your child from acquiring other illnesses while his/her resistance is lowered. The following guidelines represent the more common childhood illness recommendations:

1. **A child should be fever-free for 24 hours.** A child's temperature is lowest in the morning, so a low temperature on awakening is not a true indicator. If you have given your child a fever-reducing medication at night, the medication could still be affecting your child's temperature. **A child should be fever-free without the assistance of medication for 24 hours before returning to school.**
2. **A child should be free of vomiting/diarrhea for 24 hours.** A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will be tired from loss of sleep, and will still be contagious to other children. **A child should be free of vomiting/diarrhea without the assistance of medication for 24 hours before returning to school.**
3. **A child with thick or constant nasal discharge should remain home.** Very few younger children can effectively blow their noses and wash their hands afterwards. A child with the above symptoms will quickly spread the illness to other children.
4. **A child with signs of the flu should stay home.** Signs include fast onset of fever, headache, sore throat, and cough. **A child must stay home until fever and symptom-free for 24 hours.**
5. **A child with multiple symptoms of the common cold should stay home.** Signs of the common cold include runny nose (especially with a thick greenish/yellow discharge), watery eyes, fever, sneezing, coughing, and/or listlessness.
6. **If your child complains of a sore throat and has no other symptoms, he/she may go to school.** If white spots can be seen in the back of the throat or if fever is present, he/she must stay at home. Your child may return to school after being symptom-free and fever-free for 24 hours.

## Illness/Injury

If a student becomes ill during the school day, he/she should inform their classroom teacher. If the teacher determines the student is too ill to remain in class, the teacher will send or escort the child to the principal's office or district office. Using emergency numbers obtained at registration, the school will contact the appropriate person to pick the child up at school. The child will remain in the office or in the company of an adult for personnel to observe the child being picked up from school. Students will be picked up from the district office. The person picking up the child must pick up their child by coming into the main office and signing the child out.

If a student receives a minor injury at school, a school representative will offer a bandage or ice pack to the student. If a student is seriously injured at school, a school representative will contact 911 and the parents/guardians. Individuals supervising an activity with a serious injury are required to complete an accident report.

## **Excusal from Physical Education/Recess**

If a student's activity or ability to be outdoors due to illness or injury is for more than three days, the student must have a doctor's note and turn it in to the district office. Students returning to normal activities following an injury or illness should bring a release from the attending physician if the timeframe is not stated on the original doctor's note.

## **Student Medication**

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

Students may bring the medication to school in appropriately labeled containers listing the name of the student, proper dosage, time and duration, and the names and phone numbers of the physician and pharmacy. Please include a dispenser with all liquid medicines and label all inhalers with the student's name. All student medication will be stored in the district office.

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

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

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, because of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

## **Speech/Language Screenings**

Each year students are screened for speech/language concerns by the school speech/language pathologist based on recommendations by the classroom teacher and at the discretion of the speech/language pathologist. Those students screened may include kindergarten students, students referred by parents and classroom teachers, students new to the district, and previous speech students. If you have any questions related to this service, please contact the speech/language pathologist at the school.

## **Hearing/Vision Screenings**

Hearing screenings, as mandated, will be conducted for kindergarten, first grade, second grade, third grade, special education, referred, and transfer students. Vision screening will be conducted, as mandated, for kindergarten, second grade, special education, referred, and transfer students during the school year. 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 twelve months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

## **Students with Food Allergies**

If your child has a life-threatening food allergy, please notify the office at registration and the principal.

## **Treats and Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be approved by the classroom teacher, keeping in mind that there may be students that have allergies in that classroom. It is preferred that all treats and snacks do not require refrigeration and ingredients have been discussed with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value.

## **Care of Students with Diabetes**

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

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

For further information, please contact the building principal. Copies of this plan will be shared with the classroom teacher, specials teachers (art, music, physical education, library) and office personnel.

## **Automated External Defibrillator (AED)**

An automated external defibrillator (AED) is in the hallway outside the cafeteria. The AED shall be used in emergency situations by individuals trained in the use of the device.

## **Head Lice Guidelines**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school has written instructions available for parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school representative or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice and until they have been cleared by the school.

Students will have no more than two (2) excused days of absence to remedy the situation.

No notes will be sent home to other parents notifying them that a child has lice in school. Parents should periodically check their children at home. A note may go home reminding parents to do these random checks. A lice check may occur anytime during the school year.

## **Animals on School Property**

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

## **Emergency Drill Procedures**

Emergency drill procedures will be practiced regularly as required by State law. Information specific to procedures that are to be followed is posted in the classrooms and explained by classroom teachers. Students/visitors should follow the instructions of the teachers and administration.

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

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Please contact the school counselor for more information.

## **Sexual Harassment**

It is the policy of this school district to provide for its students an educational environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by State and Federal law. Students or other individuals who feel aggrieved because of sexual harassment have several means available to make their concerns known:

1. Aggrieved persons who feel comfortable doing so should directly inform the person engaging in sexual-harassing conduct or communications that such conduct or communications is offensive and must stop.
2. An aggrieved individual who does not wish to communicate directly with the person whose conduct or communications is offensive or if the direct communication with the offending party has been unavailing, should contact the superintendent for counseling and assistance.

Aggrieved persons alleging either sexual harassment by anyone with supervisory authority, or failure by administrative staff to take immediate action on the individual's complaint under the district's Uniform Grievance Procedure (Board Policy 2:260), may also file a grievance. If behavior is observed which violates this policy, the person observing such behavior shall bring the matter to the attention of the Superintendent for appropriate action. If a student or other individual files a complaint, the Superintendent shall inform the complainant of his or her rights under this policy and undertake corrective action.

In all cases, and regardless of the individual remedial measures that have been undertaken, the superintendent shall complete a written report of each complaint.

### **Sex Discrimination Policy – Title IX**

It is the policy of Cissna Park CUSD 6 not to discriminate based on sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 education amendments. Inquiries regarding compliance with Title IX may be directed to the superintendent or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. If you feel as though you are being discriminated against, the proper channels of commiseration are:

- Teacher
- Principal
- Superintendent
- Board of Education
- Regional Superintendent of Schools
- State Superintendent of Education

### **Gangs and Gang-Related Activities**

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance for some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group, which has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang members must

actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more people who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase "gang related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members, which promotes the group, can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, gestures, recruitment, harassment, intimidation, threatening, or retaliation.

Students involved with any behavior related to gangs or gang-related activity will be subject to suspension or expulsion from school and other legal action as deemed appropriate.

## **Student Progress**

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students are expected to have their homework completed and returned to school the next day unless otherwise stated by the teacher. Questions about homework should be directed to the classroom teacher. Students in fourth and fifth grades will use an assignment notebook to assist in keeping accurate records for class assignments. Currently, these are being provided by the school district.

### **Grading**

Grades issued in kindergarten, first grade, and second grade are standards based. Grades in third grade, fourth grade, and fifth grade are letter grades on a 12-point scale. Questions about grades should be directed to the classroom or special teacher.

### **Progress Reports/Report Cards**

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

Lower elementary students (K-2) do not have progress reports and they will have a printed report card sent home each quarter. Please note the calendar dates when these reports will be sent home. Report cards do not need to be returned to school. However, an envelope that delivered that report card should be returned at the first, second, and third quarters of the school year so the teacher is sure the report card made it home.



Upper elementary students (grades 3-5) will have progress reports and report cards available online through the TeacherEase system. These reports will NOT be printed, unless specifically requested. Parents without internet access or wishing a printed copy may indicate that desire at registration. The monthly calendar and parent email system made available through TeacherEase will make parents aware of progress report timelines. (See calendar at beginning of this handbook.)

## **Parent Teacher Conferences**

A parent teacher conference is scheduled at the end of the first quarter to better help inform parents of their child's progress. Report cards will be given to parents at this conference. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all the opportunities and programming available to be fully involved in the educational process. Additional conferences may be scheduled by the parent or teacher.

The school and its teachers provide meetings, including parent teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year and at least two weeks before conferences or other regularly scheduled meetings to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times and to work with teachers.

## **Promotion/Retention**

The school makes extensive efforts to avoid the necessity of retention. Early identification of problems is important to assist the student, parent, and school in resolving them. If insufficient academic progress results and retention is necessary, a detailed retention plan is prepared designed to maximize modifications and support to the student by the end of the first semester of the retention year.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Promotion and retention determinations are made by a team of the student's classroom teacher, parents, and the principal.

## **Special Education Program**

Cissna Park CUSD 6 maintains a special education program for exceptional children ages three to twenty-one. The program is conducted in compliance with State and Federal statutes. This program is provided through district membership in the Iroquois Special Education Association. Students or parents interested in more information regarding the identification, testing, or services provided handicapped students should contact a school administrator. Behavior Intervention Policy and Procedures have been adopted and are in effect for all students identified in the special education program. The policy and procedures are available to parents and students.

## **Athletic Eligibility for Fifth Grade Students**

Any student who participates in an IESA-sponsored activity is subject to eligibility under the IESA by-laws. A student who is found to be failing any subject during an eligibility period will be ineligible for a period of one week following the recording of eligibility. The eligibility will last for one week beginning the Monday after which the eligibility has been taken.

## Student Records Policy

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the district receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will plan for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the district may request an additional 5 business days in which to grant access. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the district to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the district will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official

committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the district discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information. Throughout the school year, the district may release directory information regarding students, limited to:
  - Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school

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

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is U.S. Department of Education Student Privacy Policy Office, 400 Maryland Avenue, SW Washington DC 20202-8520.

## **Student Behavior**

### **Student Conduct**

Student misconduct will be handled individually by classroom teachers according to their classroom expectations and behavior management plans. Repeated misconduct or severe misbehavior may be referred to the principal and ultimately the superintendent. Consequences may include the following: sitting separate from peers at lunch, missed recess(s), removal from class for a specified amount of time, phone call to parents, conference with parents, in-school suspension, out-of-school suspensions, and expulsions.

In response to Federal case law, students identified as special education students under the Individuals with Disabilities Education Act (IDEA) may receive disciplinary consequences different from their non-special education peers for the same or similar infractions of school rules. While the goal of the school board and administration is to administer discipline, consequences of suspension and expulsion consistently and fairly, perceived inconsistencies may be the result of Federal law.

### **Damage to School Property**

Students will be charged for major property damage if done intentionally or in a fit of anger. All property damage should be reported to the building level principal immediately.

### **Recess Expectations**

Recess expectations are discussed with students during the first week of school. All recess supervisors follow the recess expectations handbook and will redirect students who are not following the expectations. If a student consistently does not follow recess expectations, he/she may lose that privilege at recess.

### **Rules of Conduct at Sporting Events and Other Activities**

1. Students should sit in the bleachers with an adult during the event and watch the game.
2. All spectators are to always remain in their seats when the game is being played.
3. All students must be accompanied by a parent or responsible adult at all home and away games.
4. Students who do not follow the rules will be relieved of the privilege of attending games, both at home and away. Parents will be notified of this.
5. When elementary students have been transported by the school bus to away events, they may go home from the away event with neighbors if the student has a note from his/her parents requesting this and has planned with the sponsor or coach in charge of the event. The Cissna Park Sports Boosters sponsor the travel for all extracurricular events. The rules and guidelines given by the coach or sponsor will outline what is necessary for a child to ride home with someone other than the bus that they arrived on. Please check with the coach or sponsor about their requirements for any event.

## Bullying

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (Item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred, it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyber-bullying means bullying using technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### *Bullying Prevention and Response Plan*

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23, 7(b) 1-12.

1. The district uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the district's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with Federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with Federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the district's jurisdiction and shall require that the district provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the district's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The district's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization.
  - b. Student, staff, and family observations of safety at a school.
  - c. Identification of areas of a school where bullying occurs.
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the district already collects for other purposes. The Superintendent or designee must post the information developed because of the policy evaluation on the district's website, or if a website is not available, the information must be provided to school administrators, board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the board policies, including without limitation, the following:
  - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 6:60, Curriculum Content. Bullying prevention and character instruction are provided in all grades in accordance with State law.
  - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the district's educational program as required by State law.

- d. 6:235, Access to Electronic Networks. This policy states that the use of the district's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

## **Transportation**

### **Bus Riders**

Upon boarding the bus, students come under the jurisdiction of the school and the bus driver. Anything that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of the riders. Student refusal to adhere to the following expectations results in transportation privileges being withdrawn. These expectations apply to all instances of students riding the bus including but not limited to morning and afternoon bus routes, field trips, and extra-curricular activities.

Students may ride only those buses to which they are assigned. Students may not ride the bus to someone else's home unless written parent permission is sent to the classroom teacher and given to the bus driver.

### **Bus Routes**

The bus routes will reverse throughout the school year. It is the responsibility of the rider to meet the bus at the appropriate time. The superintendent will give the official notice of route changes.

### **Bus Conduct**

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

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



The school board may suspend the student from riding the school bus for a period of more than 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

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

Students not following bus rules will be reported and proper disciplinary action will be taken.

Misbehavior may result in seat assignments, detentions, suspensions, or removal from the bus.

## **Car Riders**

Students arriving at school via car may be dropped off at the south elementary doors. Parents/guardians need to wait in the car line and pull up so other cars will not be stopped on the highway in front of school. If you are dropping off elementary and junior high/high school students, please pull in the car line at the elementary

doors first, drop off elementary students, and then proceed to the south silver doors of the high school to drop off junior high and high school students. Only elementary students will be allowed to enter the elementary doors. Junior high and high school students need to enter at the high school.

Elementary car riders will be dismissed through the elementary doors. Elementary car riders are dismissed before junior high/high school car riders. Please proceed to the car line to the elementary doors first before picking up junior high/high school students.

## **Walkers and Bicyclists**

Students are encouraged to ride bikes or walk to school as the weather permits. Please walk bikes across the street at the crossing guard. Bicycles should be parked in the bicycle rack at the southwest of the school grounds. Walkers and bicyclists should enter the building in the south silver doors of the high school. All walkers and bicyclists should exit the building through the south silver doors of the high school.

## **Closed Campus**

It is important to the welfare and safety of students that their whereabouts be controlled during the school day. The elementary students have a closed campus school. Students are to remain in their assigned buildings and on school grounds continuously from the time of reporting in the morning to the time of departure for the day unless permission to leave is granted by the principal.

# **General Information**

## **District Website**

The Cissna Park CUSD 6 website is [www.cissnaparkschools.org](http://www.cissnaparkschools.org). Visitors to the website will find useful information about programs, personnel, and social notices. Among the required notices found on the website are the district's annual budget and the school's annual report cards.

## **Field Trips**

Parent chaperones for field trips are at the classroom teacher's discretion. The need for parent chaperones will be based on the type of field trip, number of students, the availability of seating on the school bus, and the location limitation on attendees. Only children in the class are allowed on the field trip. If your child has strong allergic reactions to bee stings or other special medical needs, kindly remind his/her teacher of that on the permission slip to ensure that the appropriate precautions are taken or needed medication is taken along. Appropriate attire is expected by the school staff, students, and chaperones. Permission for walking field trips is given at registration.

## **Lost and Found**

Clothing will be hung in the hallway for students to recover. Articles of value found will be turned in to the principal. Lost and found items will be discarded at the conclusion of the school year if not claimed by the owners. If your child loses an item, please call the school immediately.

## **Lunch**

Students may bring lunch from home or purchase school lunch. TeacherEase is used to track student school lunch purchases. The computerized accounting system operates on a pre-paid, declining balance system that provides parents/guardians with an updated balance. Each student is provided with a personal identification

number (PIN) that is entered into the computer in the cafeteria when lunch is purchased. The computer will deduct charges from the appropriate student account, updating the current balance. Please regularly check your child's lunch balance on TeacherEase and immediately pay any negative balances to Heidi Breymeyer in the district office.

Cold lunches are to have healthy food. Lunches should not include pop or items in glass containers. Students who bring their lunch to school are encouraged to include fewer processed foods such as cookies, chips, and snack cakes.

## **School District Budget Availability**

The Cissna Park CUSD 6 final annual budget, itemized by receipts and expenditures, is available on the district's website at [www.cissnaparkschools.org](http://www.cissnaparkschools.org). Questions on the budget should be directed to Dr. Daniel S. Hylbert, Superintendent at 815-457-2171.

## **School Dress Code and Student Appearance**

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

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day unless they are permitted by the classroom teacher for a dress up day sponsored by the school.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts are expected to be at the mid-thigh or longer.
7. Shirts that are strapless, off the shoulder, or spaghetti straps exposing the entire shoulder may not be worn at school.
8. Closed-toed shoes should be worn at school. Flip-flops are prohibited.

If there is any doubt about dress and appearance, the building principal will make the final decision. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## **Phones/Electronics**

The school phone is to be used for school business only. Permission from the classroom teacher, office staff, or principal is necessary for a student to use the school phone.

Elementary students bringing cell phones and other electronics to school is highly discouraged. If a cell phone or other electronic is brought to school, it must remain in the student's book bag for the duration of the school day. Cellular watches that connect to the internet are not permitted at any time. Students, not the school, are responsible for their personal property. Parents wishing to get a message to their child must contact the classroom teacher or school office.

Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person using a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

The violation of any laws, school board policies or student handbook procedures while using an electronic device at school may result in the loss of your child's privilege to bring electronics to school and other disciplines. Remember that you are legally responsible for your child's actions.

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

Questions about cellphones or electronics or students in violation of the policy will be referred to the principal.

## **Notices/Policies**

### **Access to Student Social Networking Passwords and Websites**

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

The school will continue to use GoGuardian as a website that monitors questionable searches and sites viewed from the Chromebooks. Students are responsible for what is searched and seen from their Chromebook. Each student is responsible for changing his/her password to ensure safety and security of the device. More information will be given to parents with the Chromebook User Agreement that must be signed at the beginning of school or at registration.

## **Asbestos Containing Materials**

On September 19, 1988, the Board of Education adopted an Asbestos Management Plan to comply with the Federal Asbestos Hazard Emergency Response Act of 1986. In compliance with Section 763.93(g) of the EPA asbestos in Schools Regulation, you are hereby notified that the previously mentioned Management Plan shall be available for each building during normal business hours without cost or restriction, for inspection by the public, parents, teachers, education support staff, and employee organizations at the Cissna Park CUSD 6 district office at 511 North 2<sup>nd</sup> Street, Cissna Park, IL. The district may charge a reasonable cost to make copies of the Management Plans. Also available for your examination is the report of the inspection of the district buildings for friable and non-friable materials. Likewise, this report is available at the district office.

## **Illinois Assessment of Readiness**

In March or April, all 3<sup>rd</sup> through 5<sup>th</sup> grade students will be taking an assessment called the Illinois Assessment of Readiness (IAR). The IAR is fully aligned with the Common Core English/Language Arts and Mathematics State Standards, taken on a Chromebook, and is designed to provide information about student progress toward the long-term goal of college and career readiness.

Classroom teachers will share specific dates closer to this assessment period. You can help your child do their best on the test by:

- Making sure that your child attends school on the days of testing.
- Making sure your child gets a good night's sleep the night before testing.
- Providing breakfast on the mornings of testing.
- Reminding your child to ask the teacher questions if test directions are not understood.
- Letting your child know that you have confidence in their ability to do their best; and
- Advising your child not to worry about the test, just do their best!

If you have specific questions regarding the IAR assessment, here is a website that may be able to answer those questions: [www.isbe.net/Pages/IAR.aspx](http://www.isbe.net/Pages/IAR.aspx).

## **Illinois Science Assessment**

Students in fifth grade will begin taking the Illinois Science Assessment (ISA) in March or April. The ISA aligns with the Illinois Learning Standards in science. This assessment helps families understand how well students are performing academically and see whether they are on track to succeed in college. The ISA represents Illinois' commitment to preparing all students for college and careers, including in the high-demand science, technology, engineering, and mathematics (STEM) fields. The assessment also satisfies Federal accountability requirements.

## **Instruction in Recognizing and Avoiding Sexual Abuse**

Students will not be required to take or participate in any class or course in comprehensive sex education if his/her parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## Internet Access Policy

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This policy does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. This policy applies to in-building use by all staff and students.

### *Terms and Conditions*

1. **Acceptable Use** - Access to the school's Internet connection by students is part of the school curriculum and will be available during school hours.
2. **Privileges** - Student use of the school's Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The technology coordinator or school administrator will make all decisions regarding whether a user has violated this policy and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - Individuals are responsible for their actions and activities involving the Internet network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or contracts, or transmitting any material in violation of any U.S. or State regulation.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devised.
  - c. Downloading copyrighted material for other than personal use.
  - d. Wastefully using resources, such as file space.
  - e. Gaining unauthorized access to resources or entities.
  - f. Invading the privacy of individuals.
  - g. Using another user's account and password or the individual giving their account and password to another individual.
  - h. Posting anonymous messages.
  - i. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, gang related or illegal material.
  - j. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - Individuals are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.

5. No Warranties - The district makes no warranties of any kind, whether expressed or implied, for the service the library provides. The district will not be responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
6. Indemnification - The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.
7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the technology coordinator or the principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Internet, or the local area network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Charges - The District assumes no responsibility for any unauthorized charges or fees, including credit card charges, telephone charges, and long-distance charges, per minute surcharges, and/or equipment or line charges.

Students, parents/guardians, and staff need only sign the attached Authorization for Internet Access once while enrolled or employed by Cissna Park Unit School District #6 to use the Internet connection located in the school building.

#### *Rules for Using the Internet*

1. The Internet connection is only available during school hours.
2. Students may not reveal their full name, address, or phone number (or anyone else's) in any message.
3. Students must comply with all copyright and transmission laws with respect to material obtained over the Internet. Students should assume that all information is protected by copyright and trademark laws.
4. Students using the Internet must follow the general rules of etiquette.
5. If a student should accidentally access inappropriate material anytime, the following steps must be followed:
  - a. The student must IMMEDIATELY turn off the computer monitor.
  - b. The student must immediately notify the adult supervisor, who will then take steps to remove the material from view.If the student follows these two steps, no computer privileges will be lost.
6. Repeated failure to properly log-off the system is grounds for suspension of Internet privileges.
7. Web-based e-mail will not be available in the Cissna Park school building.

## *Consequences*

Student use of the Internet is a privilege, not a right. Should any of the above rules be violated, the following penalties will apply:

- a. On the first offense, the student may lose his/her Internet privileges.
- b. On the second offense, the student may be suspended from school for up to three days.
- c. Severe violation of this policy (including but not limited to illegal acts) may result in a more serious discipline response by the administration including prosecution by law enforcement authorities.

## *Authorization for Internet Use*

There will be an authorization for use of the internet. It is available at registration and in the Chromebook User Agreement that must be signed at the beginning of the year.

## **Offender Notifications**

Information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. The address for the website is as follows: <https://isp.illinois.gov/Sor/Disclaimer>.

Information about murderers and violent offenders is available to the public as provided in the Murderer and Violent Offender Against Youth Database. The address for the website is as follows: <https://isp.illinois.gov/MVOAY/Disclaimer>.

## **Parent/Guardian and Student Visitors**

When requesting an official visit of the school, please contact the principal at least two days prior to your requested visit. If your request is approved, please check in at the main office. It is requested that parents/guardians and siblings do not visit during the first or last month of school. We welcome visits the other seven months but due to security, visits will be limited.

All visitors, including parents/guardians and siblings, are required to enter through the library door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

## **Pest Management**

The school district has implemented Integrated Pest Management procedures to control structural and landscape pests and minimize exposure of children, faculty, and staff to pesticides. The district maintains a registry of parents/guardians of students and employees who wish to receive notification prior to application of pesticides to school property. The district shall give such written notification at least two business days before application of the pesticide. If imminent threat to health or property exists, prior written notice may not be given. Anyone wishing to be placed on the registry to receive prior written notice of pesticide application should contact Dr. Daniel S. Hylbert, Superintendent at 815-457-2171.



## Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent.
  2. Mental or psychological problems of the student or student’s family.
  3. Sex behavior or attitudes.
  4. Illegal, anti-social, self-incriminating, or demeaning behavior.
  5. Critical appraisals of others with whom respondents have close family relationships.
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students.
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The district will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

## **School Visitation Rights**

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

## **Search and Seizure**

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

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

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

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

### *Students*

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. During the investigation, the student may be required to share the content that is reported for the school to make a factual determination.

### *Seizure of Property*

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

## **Teacher Qualifications**

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

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

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

## **Volunteers**

Occasionally, teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the principal. Volunteers are required to check in and out at the main office before going to their destination.