

CISSNA PARK C.U.S.D. #6
511 N. Second Street
Cissna Park, IL 60924
815-457-2171

JUNIOR HIGH
AND
HIGH SCHOOL
STUDENT HANDBOOK
Grades 6-12

SCHOOL YEAR
2023-2024



FORWARD

The Student Handbook is designed to introduce the students and parents of Cissna Park Junior High and High School with information about the school. The Handbook does not answer all the questions about the school; however, it does answer most of the questions that arise during the school year. Please read it carefully, and if you have any questions, contact the office.

The importance of education is to equip each student to grow to his/her potential to become a responsible, productive citizen. The students will develop responsibility and citizenship through the applications at the junior high and high school levels.

The junior high and high school experience should allow the student to become a responsible member of our school, community, and society. The dedication and effort one puts forth during his/her high school years will be a factor for success in the future.

Rachel Hurliman, Principal

Cissna Park Junior-Senior High School

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SCHOOL MISSION

In partnership with families and community, we continue our tradition of excellence, empowering students to become responsible citizens and life-long learners.

SCHOOL MOTTO

Tradition and Pride in Excellence



SCHOOL BOARD MEMBERS

Kristina Phelan, President
Brent Neukomm, Vice President
Jason Edelman
Trent Kaeb
Bethany Dodd
Bret Neukomm
Tori Legan

Kelly Swalls, Board Secretary
Amy Bauer, Treasurer



ADMINISTRATION AND PERSONNEL

Administration

Dr. Daniel S. Hylbert	Superintendent
Mrs. Rachel Hurliman	Junior and Senior High Principal

Faculty

New	Instrumental and Vocal Music
Hannah Allen	Chemistry, Physics, Biology, & Anatomy
Denise Burns	High School English
Jeff Clifton	Agriculture
Erin Debolt	Junior High and High School Art
Lynn Hasselbring	Jr. High Language, 6 th Grade Homeroom
Amanda Henrichs	High School Business Education
Chesea Jean	Agricultural, Food to Fork
Donna Jean	Librarian
Seth Johnson	P.E. and Health
Josh Landon	P.E., Drivers Education, and Athletic Director
Sarah Landon	Jr. High Math, 7 th Grade Homeroom
Gail Lober	H.S. Spanish, Yearbook
Deb Powell	High School Special Needs
Dan Prieto	Jr. High Science, Jr. High Social Students, 8 th Grade Homeroom
Katie Schade	Junior High and High Special Education
Anthony Videka	High School Math
Whitney Zanardelli	School Counselor
Tom Zielke	Jr. High Social Studies, World History, U.S. History, Sociology

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student'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 instructions;
- 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 students and, if so, their qualifications.

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

**OFFICE AND SUPPORT STAFF
Cissna Park C.U.S.D. #6
School Year 2022-2023**

OFFICE STAFF

Kelly Swalls, Office Manager, Unit #6 Administrative Assistant
Heidi Breymeyer, Unit #6 Bookkeeper

CUSTODIAL STAFF

Brice Breymeyer, General Maintenance
Laurie Quinn, Custodian
Matthew Osborne, Custodian

CAFETERIA STAFF

Maria Stadel, Manager
Kathy Nowaczyk
Kimberly Hamrick
Marna Lou Young

BUS DRIVERS

Mary Blanck
Mary Young
Brice Breymeyer, Substitute Bus Driver



DISMISSAL SCHEDULES



REVISED: 06/01/2023

Regular Bell Schedule	
First Bell	8:00AM
1 st Period	8:03AM – 8:48AM
2 nd Period	8:51AM – 9:36AM
3 rd Period	9:39AM – 10:24AM
4 th Period	10:27AM – 11:12AM
5 th Period	11:15AM – 12:00AM
Lunch	12:00PM – 12:36PM
6 th Period	12:39PM -- 1:24PM
7 th Period	1:27PM -- 2:12PM
8 th Period	2:15PM – 3:00PM

Holiday Early Dismissal Schedule	
The following schedule is used when school is being dismissed before certain holidays. Students will be dismissed at the times indicated below.	
First Bell	8:00AM
1 st Period	8:03AM – 8:40AM
2 nd Period	8:43AM – 9:20AM
3 rd Period	9:23AM – 10:00AM
4 th Period	10:03AM – 10:40AM
5 th Period	10:43AM – 11:20AM
6 th Period	11:23AM – 12:00PM
Lunch	12:00PM -- 12:40PM
7 th Period	12:40PM -- 1:21PM
8 th Period	1:23PM – 2:00PM
<p>Elementary students are dismissed at 1:52 p.m. Junior High and High School students are dismissed at 2:00 p.m.</p>	

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

ENROLLMENT/WITHDRAWAL INFORMATION

Requirements for Admission

Pupils who furnish evidence of the satisfactory completion of eight grades of elementary school work may be admitted to the freshman class. Students who transfer from other accredited high schools will receive credit for the work transferred by the school and will be given the advanced standing to which they are entitled.

The School Code and Board of Education policy require that all freshmen and all other students who transfer to the high school must place on file the results of both a physical and dental examination within fifteen (15) days of admittance.

Illinois statute and School District #6 policies require that students entering 6th and 9th grade have a current physical examination form and a dental exam 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**. Please turn in completed forms in early August when you register your child for school. Failure to have these forms completed and turned in to the school before the first day of school **will result in your child not being admitted to school**.

Homeschool Policy

Although there are no specific recordkeeping requirements, you are strongly encouraged to keep good records of your homeschool program. If you are ever asked for proof of your child's education (such as when re-enrolling in public school), it is your responsibility to provide documentation, such as report cards, syllabi, attendance logs, standardized test results, etc.

Cissna Park Schools may not grant credit for classes that did not come from an accredited program. We recommend you contact the school/program directly to determine if it is accredited. A child who enrolls in a public school must then meet all of the state graduation requirements in order to graduate. All homeschool classes will earn only a pass/fail grade when transferred to Cissna Park Schools.

Since your student is being homeschooled, the student has no legal right to participate in public school graduation ceremonies or receive a diploma. A student must be enrolled full time at Cissna Park Schools and satisfy all graduation requirements to be eligible to participate in graduation ceremonies and receive a diploma.

Students previously homeschooled are entitled to enroll or re-enroll in Cissna Park Schools. The determination of grade placement of previously homeschooled students who enroll or re-enroll is within the exclusive authority and discretion of the administrators of Cissna Park Schools using methods or assessments they deem appropriate. It is strongly recommended that parents/legal guardians keep track of coursework completed at home to provide evidence when requested to aid the administrators' assessment of the appropriate grade placement. **Also, see attached Homeschool Policy.**

Homeschooled students may also participate in extracurricular activities. If the extracurricular activity involves interscholastic school athletics or activities, participation requirements will be determined pursuant to the By-laws of the Illinois High School Athletic Association and/or the Illinois Elementary Association.

IHSA Policy for Homeschoolers: IHSA By-law 3.011 includes provisions which permit interscholastic participation by home schooled students at their local IHSA member school, under

specified conditions. By-law 3.011 states: A student must attend a member school and may only represent in interscholastic competition the member school the student attends. For purposes of this by-law, the term "attend" shall mean that the student is enrolled at the member school, and is taking at, or under arrangements approved by the member school, a minimum of twenty-five (25) credit hours of work for which credit toward high school graduation will be granted by the member school upon the student's completing and passing the courses. The school which enrolls the student shall be exclusively responsible to verify the student's compliance with all of the eligibility requirements of all IHSA by-laws. A homeschool student must be taking and passing at least one credit bearing course at the member school and enrolled in a program approved by the member school on a weekly and semester basis in which they are taking and passing a minimum combined total of twenty-five (25) credit hours of work.

Under the provisions of this by-law, any student, including one who is home schooled, must meet five specific requirements to be eligible for interscholastic participation:

1. The student must be enrolled at the member high school;
2. The student must be taking and passing a minimum of twenty-five (25) credit hours of work (the equivalent of five .5 credit courses) at the member school or in a program approved by the member school on a weekly and semester basis. At a minimum, one of the courses must be a course offered at the member high school.
3. The student must be granted credit toward graduation by the member school for the work taken either at the member school or in a program it approved
4. The student must be in compliance with all eligibility requirements of all IHSA By-laws. (Residence, Transfer, Scholastic Standing, etc.)
5. The student must pay applicable tuition and fees at the member high school. Since a student must be earning a minimum of 2.5 credits a semester, the student must pay for 2.5 credits worth of tuition. For example, if tuition is \$4,000 per semester and a full-time student can earn 4 full credits per semester, the full tuition cost is \$1,000 per credit. A student earning 2.5 credits would pay \$2500, a student earning 3 credits would pay \$3000, etc.

Rights of Homeless Students

The Cissna Park School District shall 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.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Unit #6 School District 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.

Vision/Hearing Screening

Vision screening will be done, as mandated for the following children: 8th grade and Special Needs. Hearing screening will be done, as mandated for the following children: Special Needs. Other children to be screened include: Transfer students not previously screened, children with known hearing problems, and teacher referrals.

The Ford-Iroquois Public Health Department will set the times of the exams at the beginning of 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 12 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.

Waiver of School Fees

Parents may apply for a Waiver of School Fees. The fees subject to waiver include the following: lock rental, book rental, shop supplies, consumable music supplies, home economics supplies, class dues, and charges for field trips required as part of a curricula or extra-curricular program. Any student who qualifies for free lunches under the Community School Lunch program is qualified for the waiver of school fees. Students whose family has 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 fees, parents must complete the appropriate "Application for Waiver of School Fees" form available in the unit 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 shall be notified of the Superintendent's decision regarding the waiver request. No refunds shall be made to parents or waivers granted fees previously paid or past due if parents become eligible for a waiver more than 10 days after the fees were due. No fee shall be collected from any parent 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 waiver of fees is denied, parents shall receive notice of the denial within thirty (30) calendar days of filing the request. The notice shall state the reason for 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.

Change of Student's Class Schedule

Change of schedule will be permitted only with the approval of the principal. Students will have one week at the beginning of each semester to request a change.

Special Education Program

Cissna Park Community Unit School District #6 maintains a special education program for exceptional children ages three to twenty-one. The program is conducted in compliance with federal and state statutes. This program is provided through district membership in the Iroquois County 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.

Drop Outs

Drop outs wishing to renew their education will be encouraged to do so and the counselor and

school principal will aid the student in his/her efforts to re-enter school. Re-entry must be done at the beginning of a regular semester.

Independent Study

A maximum of two (2) credits from an accredited correspondence school, post-secondary institution of higher learning, or an accredited independent study program and approved by the administration may be accepted by Unit #6 toward graduation requirements.

Illinois Textbook Loan Program

All students enrolled in Cissna Park C.U.S.D. #6 are eligible for use of a secular textbook provided by the State of Illinois for use in the educational program. This notice, having been received by the parents, constitutes a request to participate in the program. Any parent desiring to opt out of this program shall provide written notice to the District prior to the first day of the school term. Book rental fee will be increased by \$10.00 per year for each student whose parents opt out of participation in the Illinois Textbook Loan Program. All books provided to students in the Program shall remain the property of the State of Illinois and students shall be responsible for care of the books. For any books lost or damaged beyond normal wear and tear, a charge will be assessed to the students/parents.

ATTENDANCE INFORMATION

Building and Grounds Regulations

The school building will be open from 7:45 a.m. until 4:00 p.m. each school day. Classes begin at 8:03 a.m. for junior high and high school students. Students are encouraged not to arrive at school until 7:45 a.m. If it is necessary to arrive early for any reason other than school-sponsored functions, they **must** remain in the bleachers in the gym until the 7:55 a.m. bell rings.

Attendance Policies

If it is necessary for a student to be absent from school, the following procedures will be followed in handling the absence:

1. Student is absent.
2. Parents will call the school before 8:30 a.m. on the day of the absence stating the reason for the absence; if not, the school will call home;

****IMPORTANT: Students who leave and are gone during part of the school day are required to bring a note from home or a telephone call from the parent/guardian. The student is to bring a note from his/her parents before signing out of the building, also. Students going home from school without a note must call parents from the main office. If the student does not have a note or call from the parent, they will be counted as unexcused and they will receive (2) 40-minute detentions for each class that is missed. If the student is unexcused for the entire day, the student will be assigned one day of "In-School" suspension. Students that skip classes will serve (2) 40-minute detentions for each class that is skipped. These absences will be treated as unexcused during each of these class periods.**

Junior High and High School students who are tardy **must** sign in at the main office. Unexcused tardies will result in a 30-minute "before school" detention.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness (including 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, circumstances that cause reasonable concern to the parent/guardian for the student's mental,

emotional, or physical health or safety, attending a military honors funeral to sound TAPS or other reason as approved by the building principal.

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

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.

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

Junior High and High School Attendance Policy

Students will be given 5 excused absences per semester in which a doctor's note will not be necessary. Any of the reasons noted in the below "Excused Absences" section will be suitable for an excuse.

After 5 absences due to illness, a doctor's note will be required for a student's absence to be excused. Students are encouraged to bring in notes from court, doctors and dentist appointments, etc. at the time of the appointment so that those absences will not count toward the "5-Day Limit." Each student who accumulates 5 unexcused absences in a semester will be referred to the truancy officer from the Regional Office of Education.

Excused and Unexcused Absences

Excused Absences are:

1. Students are ill or injured.
- *2. Students are needed at home.
- *3. Students have doctor or dental appointments.
- *4. Student is on vacation with parents.
- *5. Student is taking an examination for driver's license (Excused one-half day only).
- *6. Senior is visiting a college.
- *7. Death in the family.
- *8. Students who are on a church-related mission trip with proper notification from the church will not be counted toward the absence limit. (Limit 1 mission trip per school year.)

***Voluntary absence.** Work is to be made up and tests are to be taken at the discretion of the teacher.

Arrangements should be made to make up work and take tests prior to missing school. These absences count on the days in which a student does not need to bring a doctor's note.

Two prior-approved college visits for Seniors do not count on the absence for perfect attendance, nor do they count toward the 5 days in which a student does not need to bring a doctor's note. However, seniors not going on Senior Trip are **HIGHLY ENCOURAGED** to use their college days during the week of senior trip!

A student who receives an excused absence will have the privilege of making up missed work at the discretion of the teacher.

Unexcused absences are:

1. Shopping trip.
2. Working for someone other than parents.
3. Vacation with someone other than parents.
4. Attendance at concerts, baseball games, or other amusements.
5. Staying home to sleep.
6. Senior Pictures.

Items not listed above will be judged on their merit.

An unexcused absence has no make-up privilege, and the student will receive an "F" in the teacher's grade book for the unexcused absence. For every period a student is unexcused, the student will serve (2) 40-minute detentions. If the student is absent the entire day, the student will be assigned one day of in-school suspension. Students must be in attendance $\frac{1}{2}$ day in order to attend any school activity that day. Exceptions must be cleared by the principal.

Doctors' notes for P.E. are only good for 2 weeks unless it is specifically stated in the note.

Seniors Not Attending Senior Trip

Seniors not going on the Senior Trip **must attend** school on the trip days. **Seniors who have incurred an out-of-school suspension within their senior year or an unexcused absence within the confines of the second semester will not be allowed to attend senior trip** and will be entitled to a refund equal to only what money they have personally put toward the trip (school fundraiser money will be absorbed by the class).

Attendance Policy for After-School Activities

Students must be in attendance for one half of the school day in order to attend after-school activities. Exceptions must be cleared by the principal.

Tardiness

Attendance will be taken each period by the teacher. If a student arrives late to class, he or she will be reported as "tardy" to the office. **Procedures per Semester—totals are for each class period:** 1-2 Tardies—No action taken; 3-5 Tardies—35-45 minute detentions; and 6-7 Tardies—(2) 45-minute detentions. Eight or more tardies will require an in-school suspension and parent contact.

HOMEWORK POLICY FOR HIGH SCHOOL STUDENTS

Homework Policy for High School

A student who has an excused absence will receive two days to make up missed daily work. If a student returns to school on a Friday after an absence the weekend will be counted; exceptions being if an exam or quiz is needed to be taken. Students who know ahead of time of an absence will be required to complete the work prior to leaving, unless arrangements have been made with the classroom teacher ahead of time. If a prolonged illness of three or more days occurs, assignments will be sent at the request of the parent. Extended absences will be dealt with on an individual basis with each teacher.

Homework Connection Center (HCC)

Students who are missing work, have incomplete work, failing classes, and/or are behind in catching up from absences, will be assigned to a Work Completion Center (HCC) during their respective lunch and recess period until all missing assignments are complete. Lunch will be served in the designated room as well. Please note that parents will be notified either through teacherease, phone, email, or etc. as to when their students have been assigned.

Upon receiving 3rd HCC in a quarter, for any class, a student will be required to attend the next available Friday School, our after-school study program, which is held Friday's from 3:00-5:00 PM.

Failure to attend Friday School will carry additional consequences including, but not limited to, social restriction (no sports, attending home games, clubs, dances, off campus lunch, etc.) until missing work has been completed and the assigned study table has been attended. Continued refusal will be treated as direct disobedience with additional consequences. The principal's discretion will be a final determination.

IAR Testing

The Illinois Assessment Readiness (IAR) will be administered some time during March or April to grades 3-8.

CREDITS, GRADING SYSTEM, AND GRADUATION REQUIREMENT

Requirements for Graduation

In order for a student to meet the requirements for graduation from Cissna Park Community Unit #6 as set by the Board of Education, a student must have a minimum of 22 1/2 units of credits; 18 units of credits must be acquired in academic classes.

Within the required 22½ units, a student must have:

- 4 credits of English (one must be in Writing)
- 2 credits of Social Studies (junior year is U.S. history)
- 2 credits of Science
- 3 credits of Mathematics
- 4 credits of Physical Education
- 1 credit of at least 2 of this group: Art, Music, Vocational, Foreign Language
- ½ credit of Civics taken freshman year (beginning with Class of 2020)
- ½ credit of Health
- Driver's Education classroom (1 quarter, ½ credit)
- ½ credit of Consumer Education and ½ year of Economics (senior year)

*Students serving as an elementary aide for 1 credit will earn a grade no higher than an "A".

Classification of Students:

Sophomores: minimum of 5½ academic credits

Juniors: minimum of 11 academic credits

Seniors: minimum of 16 academic credits

Required for All High School Students

A unit of credit will not be given until a course is successfully completed. In addition to the preceding requirements for graduation from high school, **a student must pass an examination on the following subjects:**

- The Constitution of the United States;
- The Constitution of the State of Illinois;
- The proper use and display of the flag.
- 1 unit of Media Literacy (during High school new mandate)

Exception from P.E. Requirement for High School

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

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

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Cooperative Education (Work Study):

Students will have the opportunity to take Cooperative Education their senior year of high school at Cissna Park CUSD #6. The students will complete the following steps:

1. The student will meet with the cooperative teacher in the spring of their junior year and fill out the student application.
2. After completion of the application, the student will meet with the coordinator in the spring of junior year to start planning and start the interview or placement process.
3. Students will be placed in a selected job site no later than August 1st before their senior year.

Requirements for Student Participation

Attendance

All Cissna Park Handbook rules will be followed which read:

Junior High and High School Attendance Policy

"Students will be given 5 excused absences per semester in which a doctor's note will not be necessary. Any of the reasons noted in the below "Excused Absences" section will be suitable for an excuse. After 5 absences due to illness, a doctor's note will be required for a student's absence to be excused. Students are encouraged to bring in notes from court, doctors and dentist appointments, etc. at the time of the appointment so that those absences will not count toward the "5-Day Limit."

If a student has an injury, all workers compensation rules will take effect in the specific case.

Grades

All students must have fulfilled all graduation requirements for the freshman through junior year, and must be a senior in good standing to participate in the cooperative education program. The student must have 2.0 GPA on a 4.0 scale to participate and will not [participate in work study if they become ineligible on the IHSA standards, and can not resume until they are in good standings. Students not eligible will spend the work hours at school making up missing and failing work.

Performance Standards

The student must adhere to the attendance policy, complete their weekly time sheets, and meet the requirements set by the workstation to participate in the cooperative education program.

- Students are only allowed to go on Co-op during their technical training schedule and must work a minimum of 15- hours per weekly, Monday-Friday schedule.
- Students who have accepted and committed to a cooperative education job which has been approved by the school will not leave or change jobs without the approval from the Cooperative Education Coordinator
- Parents must approve of the student's enrollment in this program and understand he/she will work for a minimum of 15 hours a week.
- Arrange transportation for the student and accept liability if incurred. Transportation for the program is the responsibility of the student and parent. The school will not authorize, nor be held responsible for the mode of transportation that is used.

Credits Defined

A unit of credit is allowed for successfully completing a year's work (exception: music). Partial credit is granted for a semester's work. For example: when a student passes the first semester of an English class but fails the last semester, one-half credit is allowed for the class. A course

meeting for one semester is a one-half unit course, and one-half unit of credit will be granted upon successful completion.

Weighted Grades

The Cissna Park School Board approved a policy of weighted grades. The following classes will be weighted higher because of their academic difficulty. These classes include **Anatomy**, Physics, Math IV, Math V, Spanish III, Spanish IV, and any dual credit classes offered and taught at Cissna Park High School in the future.

An example would be that if a student earns a grade of B in a weighted class it would be equal to a grade of A in a non-weighted class. Weighted grades will be used when determining class rank. It is very important that the students discuss this new policy with their parents/guardians and Mrs. Whitney Zanardelli, School Counselor, to make the best decision for the selection of academic courses for each student. We believe this new policy will encourage our students to take more rigorous classes and, as a result, they will be better prepared for college and careers after high school.

Grade Point Average

High School Music (Band and Chorus) grades will not be used to determine grade point average for high school students. This would be the same as for Physical Education classes at the high school level.

Valedictorian & Salutatorian

Valedictorian and Salutatorian students will be named after seven semesters. These students will give the graduation speeches. Any changes after eight semesters will be sent to local papers. No honor will be taken from any student already named.

Honor Roll

A 12-point grading system was established for the purposes of calculating grade point averages for class rank and honor roll. All students will have their GPA's for the purpose of honor roll calculated using the 12-point system.

To be placed on the honor roll, a student must obtain a minimum 11.0 for high honors and 9.35 for honors. A student must not have any grade below a C- to be selected to the Honor Roll for that grading period (this includes Physical Education).

Any student in all self-contained special education classes will not have a grade point average for the purpose of computing class rank. However, any student who is in special education, and is enrolled in regular education classes 51% of the time, will have a grade point average calculated for the purposes of class rank for the regular education classes only. All special education students will have a grade point average calculated for determining placement on the honor roll.

Credit Recovery

Students who do not pass classes will need retake classes or take classes online. To register for these classes they will need to go through the School Counselor and/or Principal. The following website is allowed through credit recovery during the school year.

Educere: <https://www.educere.net/>

DUAL CREDIT (for Seniors ONLY)

A student, who successfully completes dual credit courses through Parkland Community College and/or Danville Community College, may receive high school credit, provided:

- The course is approved by the high school principal(maximum two courses per semester)
- The student is in good academic standing
- The student assumes responsibility and liability for all fees and transportation

Courses that fall under this category may or may not count toward a student's GPA and may or may not be a weighted course. Each course will be evaluated by the high school principal on a course-by-course basis. Also, following independent study guidelines for credits allowed (pg. 15).

Junior and Senior High School Grading Scale

A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59- Below

Incompletes

If an "incomplete" is not made up within 10 days following the period when such mark was received, the grade automatically becomes an "F".

Field Trip Eligibility Policy

Students **must be passing** all of their classes to be eligible for field trips during school hours. The purpose of the "Ineligibility" list is to restrict extracurricular field trips during school hours to those

students whose names appear on the “Ineligibility” list. A student whose name appears on the “Ineligibility” list will lose his/her extracurricular field trip privileges during school hours until such time that his/her cumulative GPA during the current nine-week/semester grading period has improved to the point where she/he has passing grades in any class. If it is a grade level trip and the whole class goes as part of the classroom experience, there is no restriction. For example, the entire 7th and 8th grade goes on a grade-level trip to Springfield every other year.

Annual Science Trip to Chicago

The following criteria need to be met before a student qualifies to go on the annual science field trip to Chicago:

- The student must complete and pass the Science Fair. The Science Fair board must also be turned in by the final due date.
- The student must have completed and passed the quarterly project by the required due date.
- Junior High students must have attended the Academic Fair with their Science Fair project (only if the academic fair takes place before the field trip).
- May not fail more than one (1) class.

The supervising teacher for this trip will select the parent chaperones. Parents/Guardians will not be allowed to supervise the trip without final confirmation from the school.

Home and Hospital Instruction

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage. For information on home or hospital instruction, contact Mrs. Rachel Hurliman, JH/HS principal.

Junior High Promotion Policy

A student will be promoted to the 6th, 7th, or 8th grade if:

- The student passes his/her yearly average of four or more subjects that are required at Cissna Park CUSD #6.
- In addition to passing the required subjects of English, Reading, and Math, a student must pass at least one of the following subjects: Science, Social Studies, or Physical Education.

It will be at the discretion of the principal as to whether the student passes a subject as part of this policy.

Missing Assignments for Junior High Students

Any junior high student who has three missing assignments will be assigned an academic detention by the teacher. HCC possibility at lunch or after school.

Semester Exams

Twice a year in high school, at the end of each semester, students will be given semester exams or final projects. These semester exams or final projects will count 1/7 of the semester grade for all high school classes. The semester exams usually take two or three days to complete. Seniors may be exempt from taking 2nd semester exams or final projects if they meet certain requirements as determined by the school. Semester exams will be given during the last week of each semester. Dates will be announced yearly.

Early Graduation

Early graduation is bestowed on those students who have attained academic excellence and have met or exceeded the requirements necessary for graduation as set by the Cissna Park Community Unit District No. 6, and the Illinois State Board of Education.

It shall be the policy of Cissna Park Community Unit School District No. 6 to permit early graduation under the following guidelines:

1. The student applies for early graduation prior to the first day of the school year in which the student plans to graduate.
2. The student must provide Cissna Park Community Unit School District No. 6 with reason(s) for the early graduation.
 - a. To obtain a head start in post- secondary education, i.e., two-year or four-year institution, vocational trade school.
 - b. Hardship cases, such as a student needed to work at home. This will be left up to the discretion of the administrative staff.
3. A student must have a 9.0 grade point average on a 12-point scale in order to graduate early. The minimum grade point of 9.0 will be cumulative grade point based on all academic courses for all semesters except the last semester of attendance. A student who graduates early is eligible for graduation honors presented during the graduation ceremony in which the early graduate would normally participate (4 years after entering high school). If the early graduate is a valedictorian or salutatorian, they will be given the title. The board of education will then designate an additional class valedictorian or salutatorian according to a student's class rank.

*A student who graduates early is eligible to participate in Prom and Senior Trip with prior approval of the administration. Approval is granted with the understanding that violation of any school rule during the school activity will nullify student participation in graduation ceremonies.

*Final approval for early graduation rests with the Cissna Park Community Unit School District No. 6 Board of Education.

Graduation Practice Attendance is Required

All seniors must attend graduation practice in order to go through the graduation ceremony. If a student is unable to attend practice, they must request permission to miss the practice prior to the practice. If permission is granted by the principal, the student must make up the graduation practice. The time will be set by the principal.

College Entrance Requirements

Different universities have different standards for admission. It is necessary to know in advance what field of endeavors a student wishes to pursue in college and which college she/he plans to enter. Students planning to go to college should contact Mrs. Whitney Zanardelli, the School Counselor, or principal during their freshman or sophomore year in order to determine specific entrance requirements.

It is recommended that college-bound students meet the following requirements as established by the Illinois Board of Higher Education.

- 4 yrs. English
- 3 yrs. Social Studies (emphasizing history & government)
- 3 yrs. Mathematics (Introductory through adv. algebra, geometry, trigonometry, or computer programming)
- 3 yrs. Science (laboratory science)
- 2 yrs. Of either: foreign language, music, or art

College Visitation

Only seniors may be granted two (2) days to visit college campuses during the school term, September through April 30. Approval must be granted by the principal after May 1st. In order to be excused, students must follow the guidelines below:

1. Notify the principal or school counselor at least one (1) week in advance of your planned visit and fill out a request form.
2. Confirmation must be received from the college by the Principal or School Counselor before the student will be allowed to go. These days do not count on Mrs. Hurliman's "Perfect Attendance" awards.
3. Written proof of the college day—either on college stationery or school letterhead—must be returned to Mrs. Zanardelli, the School Counselor, the next school day.

MISCELLANEOUS NOTICES / POLICIES

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 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 or not 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; and;
- 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 is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

6. **Identification** - 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, 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 email 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 ACCESS

I understand and will abide by the attached Internet Access Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User Signature: _____ **Date:** _____

Access to Student Social Networking Passwords & Websites

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

determination.

Movies Shown During Class

Movies shown during class- These guidelines should be used before showing a movie:

Junior High--Do not show any movie with a rating above **G** to our students unless notification at least 2 days prior to the movie being shown allowing the parents/guardians to opt their students out of viewing the movie.

High School--Do not show any movie with a rating above **PG** to our students unless you send notification at least 2 days prior to the movie being shown allowing the parents/guardians to opt their students out of viewing the movie.

SEX OFFENDER COMMUNITY NOTIFICATION LAW

This is to notify the parents/guardians of students in the Cissna Park C.U.S.D. #6 School District, now placed in the Student Handbook, that 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: www.isp.state.il.us/sor. If you have any questions, please see the Building Principals for more information.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Daniel S. Hylbert, Cissna Park CUSD #6, Superintendent of Schools, 511 N. Second Street, Cissna Park, IL. 60924 (815- 457-2171)

Asbestos Notice—Notice of 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 Unit Office at 511 North Second Street, Cissna Park, IL. The school 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 #6 buildings for friable and non-friable materials. Likewise, this report is available at the unit office.

Pest Management Notification

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 and guardians of students and employees who wish to receive notification prior to application of pesticides to school property. Such written notification will be given by the district 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.

District Website

The address of the District's official website is <https://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.

School Budget Availability

The School District's final annual budget, itemized by receipts and expenditures, is available on the District's Internet website at www.cpschool.org. Questions on the budget should be directed to Dr. Daniel S. Hylbert, Superintendent, at (815) 457-2171.

Protection of Pupil Rights Amendment (PPRA)

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 School 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 School 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:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW; Washington, D.C. 20202-4605

GENERAL INFORMATION

Cell Phone Use

Using a cellular telephone in any manner that disrupts the educational environment, including using cell phones to cheat, signal others, or otherwise, violates student conduct rules. High School students are allowed to use cell phones during lunchtime & passing periods between classes while at their locker. **Junior High School students are not allowed to use cell phone during the school day. When a parent/guardian needs to reach their child during school hours, they will need to call the school at 815-457-2171.** Anyone caught possessing a cell phone or having a cell phone with their personal belongings including lockers that disrupts the school in any way will also be in violation of this policy. When a violation of this policy occurs, the student must turn their phone over to the staff member. The staff member will give the phone to the principal who will keep the phone until communication with a parent has occurred. The principal will keep the cell phone overnight if necessary.

1 st offense	Conference with Principal/Warning
2 nd offense	Detention
3 rd offense	Additional detention and possible loss of all cellphone privileges

Student Use of Electronic Devices

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

other individuals.

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

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or nonconsensual dissemination of private sexual images (i.e., sexting); (4) used in any manner at all which may disrupt the students, faculty or staff, or educational environment of the school. The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

Class Activities for Cissna Park High School

All students at Cissna Park are part of a class. Their participation in the class comes before participation in any other school club, athletic team or organization. Every year at registration \$40.00 will be paid by every member of each class to help offset the cost of prom, class trips, graduation and all other expenses that a class incurs over the years. By having students pay these dues, the prom and senior trip will be affordable to all students.

Students not paying dues will not be eligible for any extra-curricular activities, including but not limited to awards, prizes, trips, FCCLA, FFA, athletic teams and attendance at extracurricular contest. This includes attendance awards, weight lifting awards, induction into NHS, going on any school trip and to Prom.

Yearly class dues are \$40.00. Students **not going** on the Senior Trip will have one half of their dues refunded at the end of their senior year. Students are limited to earning up to \$150.00 over their needed expenses, and anything more goes into the class funds. The following is a suggested list of activities for each grade:

FRESHMAN YEAR

Election of class officers, fall freshman class supper
Bake sales & work days, optional
Order class rings from Jostens
Raffle at Old Settler's

SOPHOMORE YEAR

Class supper, boys' basketball last home game
Bake sales, car washes, work days optional

JUNIOR YEAR

Magazine sales
Class supper during third quarter
Prom (expenses vary depending on location and music)
Junior/Senior play, fourth quarter
Ice cream stand at Old Settler's

SENIOR YEAR

Magazine sales

Class supper during fourth quarter—Junior/Senior play

Senior pictures taken in the fall

Josten's cap, gown, and announcements purchased

Class Dues Policy

1. Class dues are \$40.00 per year per student. It is recommended that dues be paid at the time of registration. Payment of dues entitles students to participate in extra-curricular organizations, free admittance to home ball games, the opportunity to attend Prom, the opportunity to participate in Baccalaureate and graduation exercises, and the opportunity to go on the senior class trip. Students must pay the full \$40.00 each year to participate in clubs and go to ballgames.

2. In order to attend the Prom as either a junior or senior, dues for that school year must be paid (\$40.00). If you are attending Cissna Park Schools for just one year (i.e. exchange student), the equivalent of one half of one year's dues must be paid (\$20.00). Any student not paying dues one year may pay dues the next and be eligible for extra-curricular activities that year. He/She does not need to go back and pay previous years' dues if they did not participate in any clubs or attend any ball games that year.

3. In order to go on the Senior Class trip, the equivalent of four years' class dues must be paid (\$160). If you did not attend Cissna Park for one or more years, only the \$20.00 per year needs to be paid.

4. In the event that dues have been paid each year (\$160 total) and the student does not go on the senior class trip, one half of the dues will be refunded at the end of the senior year (\$80). In the event that the student has paid less than \$160 by the end of the senior year, any money paid above the \$80.00 activity fee will be refunded.

Communications to Students

Administrative and staff communications to the students are carried on by the following three (3) methods:

1. The daily bulletin
2. The bulletin board
3. School bulletins

If a student has an announcement, the announcement must be approved and signed by a faculty member or the principal and turned into the office by 8:15AM. Announcements must be written or typed; verbal requests will not be accepted.

Student Appearance and Dress Code

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.

Policy 7:160 of the Unit #6 Board of Education Policy Handbook states: "Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.”

- Clothing should be neat, clean, and well-fitting. No clothing should be distracting to the educational process as determined by school.
- There will be no hats or sunglasses worn into the building or carried into any classroom.
- Shirts will fit tightly under the arm. Shirts with large sleeve holes that permit skin under the armpit are not allowed.
- No skin should be visible between shirts and pants while sitting or extending hands overhead.
- Undergarments must be covered.
- Shoes must be worn at all times.
- Cut-offs are not allowed. Seams should be hemmed.
- No clothing should display words, pictures or symbols that advocate or depict profanity, violence, drugs, alcohol, sex, hate groups or gang affiliation.
- Spaghetti-strap tank tops are not allowed. Shirts must have a wider band at the top. Open back clothes are not allowed.
- Shorts, skirts, dresses, etc. are to be at a length of mid-thigh.
- Stretch pants are acceptable as long as they are not see-through and no undergarments are visible.
- See-through tops are acceptable if the clothes underneath meet the guidelines for acceptable clothing as mentioned above.

The principal's discretion will be a final determination.

Fund-Raising Campaigns

All fund-raising activities must have the building principal's prior approval and be listed on the master calendar.

School Closing/Inclement Weather Policy

Cissna Park C.U.S.D. #6 is a part of the One Call Now notification system. When it appears that school may be canceled or dismissed early due to inclement weather, the administration will announce it through this system. Parents can sign up at Registration in August by filling out a form that includes landlines and cell phone numbers that the parent/guardian would like to be notified through. Another tool that the school will use for inclement weather closures and dismissals will be through television stations, WCIA, and **illinoishomepage.net**. Please make arrangements 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 roads or weather permits.

Initiation

Initiations into recognized school clubs and organizations is an accepted practice at CPHS. These initiations take place during regular or special club meetings and are subject to approval by the club sponsor who must be present. Initiations are expected to be reasonable and in good taste.

Freshman initiation by upperclassmen is not recognized as having any social or meaningful place in the school curriculum. Any student participating in freshman initiation is automatically suspended for three (3) days.

Lockers for High School Students

Upon entrance to school each year, each student is assigned a hallway locker. Each locker is to provide a storage space for your books and coats. Any problems with lockers should be reported to the office for repair. You are advised against leaving money or other valuables in your locker.

Large amounts of money or items of personal value should not be brought to school. Lockers will be locked after school each day. Students that lose their locks will be charged \$10.00. A locker check can be made at any time to see if you have your lock.

Searches of Lockers, School Property

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. Students shall have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search conducted produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence will be seized by school authorities, and disciplinary action will be taken. School authorities may also turn over such evidence to law enforcement authorities.

Lost and Found

Articles, which are found, should be turned in to the office. Articles of value will be kept in the main office for a period of time. Although the school will make an effort to recover lost property, it will assume no responsibility for the same. All students are furnished lockers. Lockers should be locked. **MONEY AND VALUABLES MUST NOT BE LEFT IN LOCKERS.**

Public Display of Affection Prohibited

Public display of affection between students is considered inappropriate and will not be allowed.

School Dances

School dances may be held only on Friday and Saturday and with the permission of the administration. All dances must be posted on the master calendar. Such dances shall be properly chaperoned at all times. If there are any damages to school property during the dance, the organization and/or student(s) causing the damage will be responsible. Jr. High students are not allowed at high school dances and parties. High School students are not allowed at Jr. High dances and parties.

Study Halls

Study halls provide a place to study for students who do not have a class. Students are expected to bring books and materials to study during the period. A student may use the library only if they have attained a pass from the teacher. Study hall rules are at the teacher's discretion.

Telephone Use

Cell phone usage by students may be approved by an administrator, depending on the circumstance. **If the student is sick and needs to notify his/her parent, the student must make the telephone call from the main office in order for the secretaries to speak personally with the parent/guardian before the student leaves school grounds.**

Vehicles and High School Parking Spaces

Transportation to and from school is provided, and students are encouraged to ride the school bus. Upon arrival at school, students are to park their vehicles. The vehicles are not to be moved again until the end of the school day. Students **SHALL NOT** go their cars during school time, lunch hour, break, etc.

Students are not to drive at Noon, except on written request of the parents. This request shall contain the specific reason, which makes it necessary to drive at noon. Vehicles will not be moved when buses are loading. Students violating driving privileges will be required to sit in the lunchroom over noon hour and may lose their driving privilege.

Parking Spaces: Parking spaces will be raffled off at the beginning of the school year. Spaces sell for \$20.00. ***Students may only park in their space during school hours.*** Students may not allow anyone else to use their parking space. Violators will lose driving privileges.

Visitors

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

CAFETERIA SERVICES AND OFF-CAMPUS DINING

Cafeteria Rules

The cafeteria is a dining room, and students should conduct themselves accordingly. A student "breaking the line" will be sent to the back of the line. Students will be permitted to eat lunch only in the cafeteria, FCCLA room, or the outside picnic area. Students may walk to the following locations during open campus lunch: Dairy Queen, Luke's One Stop Kino's and Cissna Foods. Students will walk directly to and from these locations using sidewalks along Route 49 as the most direct path to these locations.

Junior High Students: During the school day, junior high students cannot have soda or use the soda machine. Exceptions may be allowed by the principal.

Lunch Ticket Program

The school district has updated to a new lunch ticket program. Each student has a lunch account. Grades 4th thru 12th are assigned a pin code number to enter at the point of sale (while in the lunch line). This pin code number will remain the same for your child through their Senior year. Parents may send any dollar amount to load into their student's lunch account to allow for the purchase of lunches and/or extra milk.

Students are expected to keep their lunch account current. Jr. High and high school students should be prepared to pay cash if no balance exists in their account. See Mrs. Heidi Breymeyer for the dollar amount you have left in your account. Although you may pay cash, having a balance in your lunch program account is encouraged, as it will result in a more efficient, faster lunch line. If a balance remains in your account at the end of the year, the balance will carry over into the next school year. Waivers are available for free and reduced lunches through the office at the beginning of the school year.

Lunch Ticket Prices

Junior High lunch tickets are \$2.95 each; or \$59.00 per month. High school lunch tickets are \$3.20 each; or \$64.00 per month.

Soda and Food

Soda and food will only be permitted in designated areas of the school. These areas are: the cafeteria, FCCLA Room and outside! Soda will be allowed in the west section of the bleachers in the big gym. Students will be responsible for keeping these areas clean and picked up. Failure to do so will result in the loss of using these areas. No soda or food will be allowed in hallways or in classrooms. **NO CANS OR FOUNTAIN DRINK CUPS ARE ALLOWED IN CISSNA PARK SCHOOLS. BOTTLES WILL BE SEALED UNTIL STUDENTS ARE IN DESIGNATED AREAS! NO SODA IS ALLOWED UPSTAIRS. THIS INCLUDES STUDENT LOCKERS.**

National School Lunch Program

If there is food sold within the school campus during the school day, it must comply with the nutrition standards. This includes vending & snack machines that students have access to during the school day as well as the a la carte food items sold during the meal periods. This regulation affects all vending, snack bar, school store, concessions, a la carte in the cafeteria that occur during the school day. The school day includes 30 minutes after the end of the official day (3:45). If the food or beverages are sold outside of the school day (i.e. concessions at an evening sporting event) this regulation does not take effect.

Fundraisers

All foods that meet the regulatory standards may be sold at fundraisers on the school campus during school hours. This does not apply to bulk food sales intended to be consumed at home (i.e. frozen cookie dough, pies, market day, etc.). The standards would not apply to items sold during non-school hours.

SAFETY AND HEALTH

Required Health Examinations and Immunizations

A student's parent/guardian shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Upon entering the sixth and ninth grades; and
2. Enrolling in an Illinois school, regardless of the student's grade—including nursery school, special education, Head-start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. The Department of Public Health will provide all female students entering sixth grade and their parents'/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. **New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.**

Dental Examination

All students in the sixth grade and ninth grade must present proof of having been examined by a licensed dentist before the first day of school of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Medicines

Medicine shall generally not be administered at school by district employees or by individual students. This includes common and widely used preparations such as aspirin. However, students recovering from temporary illness or students on permanent medication who require medication during the school day 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. Parents may request that medication be district-administered or self-administered by the child and that the medication be stored in the office or carried by the child. Appropriate request forms must be filed in the office for any student receiving medication at school.

Head Lice Guidelines

If nits are found, parents/guardians will be notified and the student will be sent home. Students will have no more than two (2) excused days of absence to remedy the situation. Children with nits will be rechecked within seven days after the first occurrence. This is to protect the rest of the students from catching head lice. A lice check may take place periodically as needed.

Communicable Disease

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

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

Mask Use in the Event of a Pandemic

Students are required to wear a face mask while they are riding on school buses and in the school building except when they are eating lunch in the classroom. Students who refuse to wear a mask will be removed from the educational setting and sent home. For that school day they will receive an unexcused absence. This policy will only be in effect while the Illinois Department of Public Health (IDPH) requires these checks.

General Guidelines for Keeping Children Home from School due to Illness

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease 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 illnesses and the usual recommendations:

1. ***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 Tylenol or Motrin 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 before returning to school.*** 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 also be tired from loss of sleep, and will still be contagious to other children.
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. ***Signs of the common cold include runny nose, watery eyes, fever, tired, sneezing and/or coughing.*** Your child needs to stay at home if fever is 100 degrees or higher. He/She also will need to stay at home if there is a thick greenish/yellow discharge from the nose and a hacking cough, even though he has no fever. Your child will need to see a doctor if he/she has these signs.
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 and see a doctor. Your child may return to school after being symptom-free and fever-free for 24 hours.

Animals on School Property

In order to assure students health and safety, animals are not allowed on school property, except in case of service animals accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in 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 during school-related activities.

Accidents and Accident Insurance

All accidents, which occur at the high school or on school-sponsored trips, are to be reported to the main office immediately.

All students will have an opportunity to take out student accident insurance through the school district. Students and parents will have the opportunity to pick up a pamphlet at Registration, which explains the insurance program.

All athletes must take out school insurance or have a waiver of insurance signed by the parents on file in the main office or through the athletic director.

Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is located in the hallway outside the cafeteria. The AED shall be used in emergency situations by individuals trained in the use of the device.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Disaster Preparedness

Fire Drills:

When the alarm sounds, students should move quickly and orderly in the direction of the exit that is indicated on the fire drill sign in the classroom. Students should leave their books, coats, etc. where they are, and move promptly out of the building and a safe distance away from the walls. If your exit is blocked - keep your head - think - and move quickly to the nearest exit. DO NOT RUN!! When the fire drill is over, students will return to their classroom at the sound of one bell.

Tornado or Other Disaster Warnings:

Each teacher has a designated safety area for students under his/her supervision at any given time during the day. When the tornado or disaster warning sounds, teachers will lead students to the safety area.

Sex Discrimination Policy - Title IX

It is the policy of Cissna Park Community Unit School District #6 not to discriminate on the basis of 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 at the Unit #6 Office, Cissna Park, Illinois, telephone 815-457-2171, 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:

1. Teacher
2. Principal
3. Superintendent
4. School Board
5. Regional Superintendent of Schools
6. State Superintendent of Education

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:

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.

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.

SCHOOL ORGANIZATIONS & SENIOR CLASS AWARDS

School Organizations

School organizations are one of the finest mediums through which leadership, individual initiative, cooperation and responsibility may be developed. The following organizations and clubs are recognized in the Cissna Park Community High School:

- Cissna Park High School Honor Society
- FCCLA
- FFA
- Art Club
- Student Council
- Yearbook Staff

Sponsors for various organizations are designated at the beginning of the school year.

Cissna Park High School Honor Society

Seniors and Juniors will be selected to this highly honorable society. Students must have a 10.0 GPA to be eligible:

1. Cissna Park High School Honor Society members are selected on the basis of scholarship, leadership, service and character.
2. Students must meet a scholarship requirement of 10.0 GPA to be eligible for membership.
3. Students wishing to be considered for induction will complete an application form, which lists both their school and community activities.
4. The names of all scholastically eligible students and their activity lists will be provided to all faculty committee members. The criteria for selection are as follows:

LEADERSHIP - is not based merely on the holding of extra-curricular offices, but on the efficiency with which the duties are performed.

- a. Takes constructive lead in the classroom and activities.
- b. Promotes worthy and proper school activities.
- c. Successfully holds school offices or positions of responsibility.
- d. Contributes constructive ideas which improve the school.
- e. Definitely influences others for good.
- f. Shows initiative in his studies.

SERVICE - is not based on classroom work, projects or activities for which grades or pay are given.

- a. Puts service to others above self-interest, gives time, effort, talents, not for personal gain, but for the class, school, or community as a whole.
- b. Performs committee or staff work.
- c. Show courtesy to teachers, other students and visitors.
- d. Represents the school in various types of competition.
- e. Renders service through the school to the community.

CHARACTER - is not based on mere personality, nor on minor incidents unless they are repeated.

- a. Fulfills responsibilities and commitments to school and teachers.
- b. Demonstrates highest standards of honesty and fairness.
- c. Is tolerant of other people's views.
- d. Exhibits a mature attitude toward school regulations and authority.
- e. Generally tries to live in an exemplary manner.

5. Final selection - A majority of the faculty voting for each student is necessary for membership.

This organization was founded for the purpose of encouraging students to strive for higher scholastic achievement, and to develop sound character, to cultivate initiative and leadership, and to encourage worthwhile service.

SENIOR CLASS AWARDS

American Legion Awards

This citizenship award is given to one senior boy and one senior girl by the local American Legion Post. A \$1,000.00 monetary gift will be awarded to each senior boy and senior girl who choose to continue their education. The monetary gift will be presented after completing one (1) semester of college. Students receiving this award will exhibit qualities of:

- | | |
|---------------|----------------|
| 1. Courage | 4. Patriotism |
| 2. Honor | 5. Scholarship |
| 3. Leadership | 6. Service |

These qualities are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society.

Dale Hari Award

The Dale Hari Award is given to the most outstanding senior athlete in memory of Dale Hari, a student at CPHS at the time of his death. The award is voted upon by members of the Letter-Winners Club, and the coaching staff. The recipient is chosen by the following criteria:

1. Must have received a varsity letter in a minimum of two different sports
2. Scholarship
3. Athletic ability
4. Mental attitude toward sports
5. Sportsmanship
6. Moral and ethical character
7. Attitude toward school and community
8. Leadership

The Philip Alt Award

The Philip Alt Award is given to an outstanding senior student in memory of Philip Alt, a student at CPHS at the time of his death. The award is voted upon by members of the Student Council. The student is chosen by the following criteria:

1. Leadership;
2. Scholastic accomplishment;
3. Respect and consideration for other people;
4. Involvement in school activities;
5. Service to the community.

Reynolds-Barwick Scholarship

The Reynolds-Barwick Scholarship is awarded to one senior in each of the high schools in Iroquois County in memory of Laura Reynolds-Barwick, a native of Iroquois County. The amount of this scholarship can vary between \$3,000 and \$4,000. The recipient of this award must be in the upper 30% of the graduating class and must be going on to a school of higher learning. Two candidates will be selected from each school, and one will be chosen by the scholarship trustees on the following criteria:

- | | |
|----------------|-------------------|
| 1. Scholarship | 4. Honesty |
| 2. Character | 5. Dedication |
| 3. Citizenship | 6. Financial Need |

STUDENT RULES – JUNIOR HIGH / HIGH SCHOOL

Preventing of and Response to Bullying, Intimidation, and Harassment

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

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

STUDENT BEHAVIOR

Prohibited Student Conduct¹

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

- 1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination,

excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

6. Using or possessing an electronic paging device.

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

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

13. Engaging in teen dating violence.

14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that

- may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

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

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

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

Intervention Measures:

1. Restorative circles/chats
2. Parent phone call
3. Parent meeting
4. Student intervention Discussion
5. Intervention Groups with Counselor
6. Online Interventions/Classes

7. Detentions
8. Social Probation
9. Friday Night School
10. These interventions can go in any order, case by case

Friday Night School Detention

Friday School Detentions are held at the high school on Friday/Saturday, as determined by the building principal. The date and time of the detention will be made clear on the referral form. Friday/Saturday School Detention will run for up to four (4) consecutive hours. Students must bring school related work and are expected to study for the entire period. Magazines, newspapers, and any recreational type reading are not acceptable material, and will result in the detention being reassigned for another Friday Failure to serve is considered Gross Insubordination and will be a consequence as such.

Social Probation

A student can be placed on social probation for gross misconduct, poor attendance, poor grades, misbehavior while in attendance at extracurricular events, or discipline referrals. Parents/guardians will be notified of the probation status.

Social probation can include the loss of all or some of the following privileges:

- Student attendance at extracurricular activities (this includes but is not limited to all practices, games, performance, team/group events) such as sports, plays/musicals, student organization activities, school dances (formal or informal), scholastic competitions, field trips, off campus lunch, etc.
- Student attendance to events jointly sponsored by any Cissna Park School and any other school district
- Driving privileges

Social Probation may be implemented for any of the following reasons:

- A student is suspended due to gross disobedience or misconduct
- A student receives repeated referrals for the same offense
- A student has not passed four core subjects at the end of a semester
- The student is failing 3 or more classes at the midterm or a quarterly or semester
- As an intervention prior to or in addition to another disciplinary measure

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

A student serving either an In-School suspension, Out-of-School suspension, or Expulsion shall not participate in or attend any form of extra-curricular activities during the suspension or expulsion period. During an out-of-school suspension or expulsion, students will not be allowed on school property. This will include the school/public library and parking lot. In some cases, a student's privilege of attending extra-curricular activities may be withheld by the principal for a period of time beyond the suspension or expulsion period.

Discipline Policy for Removal from Class

The following policy will be utilized when student behavior is deemed inappropriate by his/her classroom teacher, sponsor, or administrator. No student through his or her actions can prevent the teacher from teaching or other students from learning. This policy is in place for all activities within the school.

1. On the first offense, the student will be sent out of the classroom and issued a verbal warning by the teacher. The student will report directly to the principal's office. The parent will be notified by phone by the teacher the same day of the incident.
2. On the second offense, the student will be asked to leave the classroom. The student will serve an in-school suspension for up to 3 days.
3. After the third offense, the student will serve a 3-day out-of-school suspension.
4. The fourth offense will result in a 10-day out-of-school suspension.

Reasons for In-School Suspension/Out-of-School Suspension/Expulsion

- Drug/Drug Paraphernalia/Huffing (inhaling a substance)/Alcohol Violation
- Smoking/Tobacco Violation
- Fighting/Aggressive Behavior/Bullying, including cyber bullying; harassing another student through the use of electronic communication, including, but not limited to, texting or the use of social networking sites such as Facebook, MySpace, and Twitter. These offenses may happen off campus and the student will be held accountable at school if there is a connection to the school.

- Sexting: Sending explicit photos electronically, primarily between cell phones.
- Vandalism/destruction and/or defacement of school property.
- Skipping school/detentions/class.
- Endangering the safety of others.
- Gross disrespect towards employees/students—verbal or non-verbal disrespect, including language or gestures with intent to harm, aggravate, intimidate, and/or insult, including but not limited to swearing, gestures, defiance, sexual innuendo, or comments on racism.
- Excessive detentions.
- Repeated incidents of disobedience or misconduct.
- Gross misconduct/disobedience.
- Verbal and non-verbal insubordination.
- Possession, use, or distribution of a dangerous weapon/look-alike weapons (knives, guns, etc.)
- Stealing
- Leaving school without permission.
- Inappropriate language.
- False Fire Alarm
- Injury or threat of injury to any school district employee, official, or student including spitting, gleeking, or physical gestures or mannerisms that secrete any form of bodily fluids, which could be considered a form of assault.
- Criminal damage/Infraction of Penal Code related to school.
- Other such conduct that poses a danger to persons or property or disrupts the educational process.
- Other actions that severely disrupt students, teachers, or the educational process.
- Inappropriate gestures or behavior in group or individual photographs.
- Accumulation of lunch detentions.
- Unauthorized photography, this includes cell phones, cameras, and other devices.
- Bullying.
- Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

Gangs and Gang 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 of 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 that 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 member 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 persons 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 that 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 as related to gangs or gang-related activity will be subject to suspension or expulsion from school and other legal action as deemed appropriate.

The previous page's listings of "Reasons for In-School Suspension/Out-of-School Suspension/Expulsion" are only a representative sample of how students may be punished. Any student's actions, which are considered by the Principal or Superintendent as gross disobedience or misconduct, may result in suspension and / or recommendation to the School Board for expulsion.

Appeal and Review Process

Suspension Procedures

Prior to the imposition of a suspension by the Principal or Superintendent, the student will be given a Pre-Suspension Hearing at which time the student shall be advised of the charges and evidence against him/her. The student will be given an opportunity to respond and to provide evidence in his/her defense. The student may be suspended without the pre-suspension hearing if immediate removal is necessary because the student poses an immediate threat to students or staff.

If the decision is made to suspend, the student will be notified immediately and within 48 hours, the student's parents or guardian will be notified of the reasons for and length of the suspension. The initial contact with the parent or guardian will be by telephone, if possible, and a registered letter will follow. The parent or guardian may request a hearing before the Board of Education to review the suspension action. The hearing shall take place at the District #6 Unit Office at the time stated in the notice of suspension mailed to the parent or guardian.

During the hearing, the parents or student has the right to legal counsel at their expense and may question the person who made the decision to suspend. The parents or student may also present a witness(s) on their behalf and make a statement on their behalf.

Following the review, the Board will convene by itself to deliberate. The Board will decide if, in fact, the student is guilty of the charges and if the action to suspend for the prescribed duration is appropriate. The Board will convene in public session and take a formal vote on the administration's recommendation to suspend. The parents will be notified by mail of the Board's final decision.

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.

If the suspension is reversed, all references to the same will be removed from the student's records and the student will be allowed to make up all work missed for credit.

Expulsion Procedures

In accordance with the Illinois School Code Article 10-22.6, only the Board of Education may expel a student from the District #6 Schools. Under certain cases of gross disobedience or misconduct, the Administration may recommend to the Board of Education that a student be expelled from school for a period of up to two calendar years. In most cases, a student will have been suspended by the administration up to 10 days out-of-school prior to the recommendation for expulsion to the Board of Education.

If a recommendation for expulsion is to be made to the Board of Education, the parents or guardian shall be requested to attend a hearing before a hearing officer appointed by the president of the Board of Education. The hearing held to consider the recommendation for expulsion will also serve as a hearing for review of the suspension of the student if the student was suspended prior to the recommendation for expulsion.

This request for the parent's / guardian's attendance shall be made by registered mail and shall state the date, time, and place of the expulsion hearing and the reasons for the recommendation for expulsion. The parent or student has the right to legal counsel at their expense. They may question the person who made the recommendation to expel, they may have a witness(s) on their behalf, and they may make a statement on their behalf. A transcript of the proceedings may be requested if paid for by the party making the request.

No action will be taken at the expulsion hearing. Following the hearing, the hearing officer will prepare a written summary of the information and evidence presented and submit a report to the Board of Education at a publicly convened meeting.

The report will be considered in executive session and final action on the expulsion recommendation will be taken in open session. Parents/guardians are invited to attend the meeting of the Board when this action is taken.

The parents/guardians shall be notified of the final action of the Board of Education by mail. 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.

Suspension / Expulsion Probationary Procedures

During an expulsion or suspension hearing, the student's parents or guardian may request that said expulsion or suspension be waived and the student be given a probationary period not to exceed 180 days.

During the probationary period, the student will abide by all school rules and regulations. However, if the student, during the probationary period, violates school rules and regulations, the suspension

or expulsion becomes effective immediately and the right to a formal hearing is waived. If the probationary period is served successfully, then all evidence of the suspension or expulsion will be removed from the student's records.

ELIGIBILITY FOR SCHOOL SPORTS

5th through 8th 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.

High School Students:

To encourage the full use of the high school curriculum, high school participants will be allowed to play with one F if they are passing a minimum of four academic subjects. However, cumulative weekly checks for the entire semester will be made and the students must improve their grade every week in order to maintain their eligibility.

Please see Page 5 of the Interscholastic Activity Handbook for more details on eligibility.

High School Students (after high school and entering college):

Effective August 1, 1987, in order to be eligible for practice, participation in regular-season competition and athletically related financial aid during the first academic year in residence, a student entering a Division 1 NCAA member institution directly out of high school must have (initial eligibility standard):

1. Graduated from high school with a minimum grade-point average of 2.0 (based on a maximum of 4.0) in a successfully completed core curriculum of at least 11 academic full-year courses, including at least three (3) in English, two (2) in mathematics, two (2) in social science (including at least one laboratory class, if offered by the high school) as well as a 700 combined score on the SAT verbal and math sections or a 15 composite score on the ACT, or:
2. Presented more than the minimum standard set forth in the preceding paragraph for either the core-curriculum grade-point average or required test score, in which case eligibility may be established during the specified time periods on the basis of the following i.e

TRANSPORTATION INFORMATION

School Bus

Upon boarding the school 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 responsibilities (as outlined below in Bus conduct) may result in transportation privileges being withdrawn. These rules apply to all instances of students riding the bus including but not limited to field trips, extra-curricular events, morning and afternoon bus routes.

Student Responsibilities on the Bus:

- The bus routes reverse the first day of every month. It is the responsibility of the rider to meet the bus at the appropriate time.
- Do not eat or drink on the bus unless approved by the bus driver.
- Help the bus driver keep the bus clean. Pick up after yourself and be responsible for your things.
- Stay in your seat while the bus is in motion. Keep hands, feet, and objects to yourself.
- Students must keep their arms and head inside the bus at all times and refrain from throwing objects out the window of the bus.
- Students shall conduct themselves in an acceptable manner at all times. Fighting, foul language, rude or abusive behavior, loud or boisterous noise, damaging the bus or other improper conduct will not be tolerated and will result in disciplinary action.
- Do not be destructive. Students are liable to repay the cost of any damage/vandalism done to the bus (writing on seats, poking holes or tearing seat covers, etc.).
- All bus passengers are to keep absolutely quiet when approaching intersections and railroad crossings.

Cameras may be used to monitor student behavior. Students may be disciplined because of action caught on video tape.

Bus Discipline:

1. Students not following bus rules will be reported, in writing, and proper disciplinary action will be taken.
2. 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 and approved by the classroom teacher.
3. Misbehavior may result in detentions, suspensions, or removal from the bus.

Dropping Off / Picking Up Students

Students arriving at school via car may be dropped off in the west parking lot near the south portion of the lot. Parents need to pull up so other cars will not be stopped on the highway in front of school. Students will enter the building through the west silver doors of the high school by the bell.

Bicycling and Walking

Students are encouraged to ride bikes or walk to school as weather permits. Bicycles should be parked in the bicycle rack at the southwest parking lot of the school grounds. Bicyclists and walkers should enter the building through the south silver doors or west silver doors. All students should exit the building through the south silver doors.

Activity Transportation

Transportation to and from all extracurricular, curricular, and intra-curricular activities, practices, and events will NOT be provided by the school district. The responsibility to provide this transportation will rest solely on the parents of students engaged in these activities. All parents will be required to sign an Activity Consent form indicating they understand that transportation for these events will NOT be provided by the school district; and the school district will be held harmless and indemnified for any liability associated with NOT providing this transportation.

RECORDS POLICY

Guidelines

Cissna Park Community Unit School District #6 has a detailed records policy in its School Board Policy Handbook. This policy conforms with laws concerning student records. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. 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 are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW., Washington, D.C. 20202-1605.

5. If records are requested by a school system into which a student enrolls or parents request a student's records transferred, such records will be forwarded within 10 days of the request.

6. A student's temporary record will be destroyed after five years after a student has transferred, graduated, or otherwise permanently withdrawn from the school district. Parents shall have the right to request a copy of such records prior to their destruction.

7. The high school principal is the custodian of student records.

Upon request, Cissna Park High School will provide students' name, address, and phone number to military recruits. Typically, recruiters are asking for information on juniors and seniors. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. Parents have the right to request that information not be disclosed. See Mrs. Marshall for a "Written Request not to Disclose" form.

Cissna Park High School Transcript Requests

Upon written request by the student or a parent/guardian, official transcripts of records may be sent only to other institutions or places of business. Forms for these requests are available from the Main Office or the Guidance Office. One may also write to the Cissna Park High School at 511 N. Second St., Cissna Park, IL 60924 or download a form from the school website at <https://www.cissnaparkschools.org> under the guidance section.

NOTE: Transcripts sent directly to students are unofficial. Transcripts in a sealed envelope picked up in person by the student or parent/guardian are official.

Downloaded forms may be faxed to Cissna Park High School at (815) 457-3033.

If unable to print a transcript form, you may send a letter of request providing the following information:

- Your name (as it was in high school)
- Tell us whether you "Graduated" or "Withdrew" and what "Year" you did so.
- Your date of birth
- Your social security number
- Tell us exactly what you are requesting (for example: I am requesting my transcripts with ACT scores included).
- Provide us with the full name and address of the institution we are to mail the transcripts to or if you are requesting unofficial transcripts, provide us with your address.
- Sign and date the letter with your telephone number or email address in case we need to contact you.

Cissna Park High School Unit #6
Attn: Transcript Request
511 North Second Street
Cissna Park, IL 60924

TRANSCRIPT/RECORD REQUEST FORM

NAME _____
Last **First** **Middle**
(As it was in High School)

SS# _____ **Birthdate** _____

GRADUATED or **WITHDREW** **YEAR** _____
(Circle One)

RECORD(S) REQUESTED: _____

MAIL TO: _____

SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY:

DATE MAILED _____ **Roll#** _____