

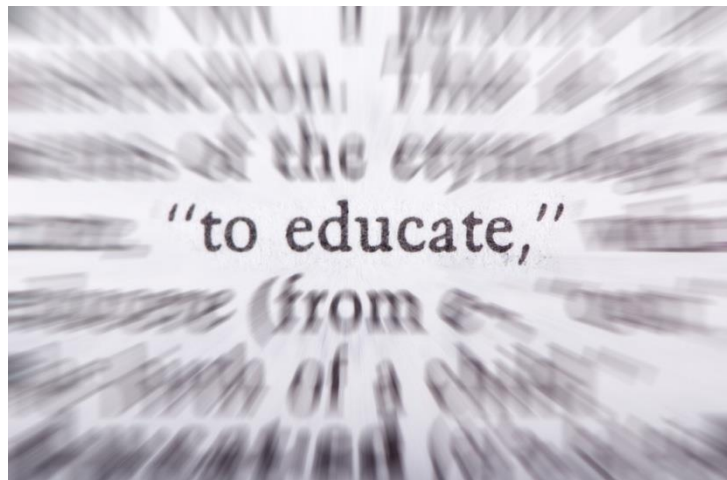
**CISSNA PARK C.U.S.D. #6**

**511 North Second Street**

**Cissna Park, IL 60924**

**815-457-2171**

**ELEMENTARY  
HANDBOOK**



**Kindergarten – 5<sup>th</sup> Grade**

**School Year**

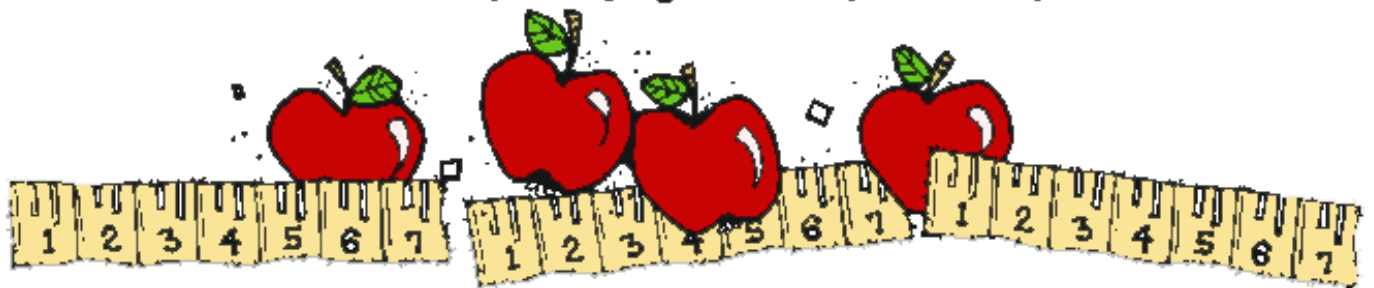
**2021-2022**

## FORWARD

It is expected that this handbook will simplify and clarify some of the basic rules and regulations of the Cissna Park Grade School. If you have any questions concerning this handbook or any situations not listed, feel free to consult your child's teacher or the principal as listed below at any time.

Mrs. Bethanie Marshall  
Grades K-5 Principal

# Know the Rules





# TABLE OF CONTENTS

<b>FORWARD</b> .....	<b>2</b>
<b>TABLE OF CONTENTS</b> .....	<b>4-5</b>
<b>INTRODUCTION</b> .....	<b>6</b>
<i>School Mission</i> .....	6
<i>Board of Education</i> .....	7
<i>Administration and Support Staff</i> .....	8
<i>Personnel</i> .....	9
Teacher Qualifications .....	9
<i>School Calendar</i> .....	10
<b>ENROLLMENT/WITHDRAWAL INFORMATION</b> .....	<b>11</b>
<i>Entrance Requirements</i> .....	11
Age.....	11
Physical Examinations .....	11
Speech and Language Screenings .....	11
Vision/Hearing Screenings .....	11
<i>Rights of Homeless Children</i> .....	11
<i>Withdrawal of student from school</i> .....	12
Notification to the Office .....	12
<b>ATTENDANCE INFORMATION</b> .....	<b>12</b>
<i>Attendance</i> .....	12
<i>Excused and Unexcused Absences</i> .....	12
<i>Truancy</i> .....	13
<i>Tardy and Early Sign Out</i> .....	14
<i>Make-Up Work</i> .....	14
<i>Release Time for Religious Instruction and Observance</i> .....	14
<i>Arrival at School (Building and Grounds)</i> .....	14
<i>End of School day</i> .....	14
<i>Anticipated absences/vacation days</i> .....	14
<i>Tardiness</i> .....	14
<i>Parents/Guardians visiting the school</i> .....	16
<i>School Volunteers</i> .....	16
<i>School closing/Inclement weather</i> .....	15
<b>SCHOOL DAYS</b> .....	<b>16</b>
<i>Class session start times</i> .....	16
<b>CLASSES AND GRADING</b> .....	<b>17</b>
<i>General Information</i> .....	17

<i>Assignment notebooks</i> .....	17
<i>Progress reports</i> .....	17
<i>Report Cards</i> .....	17
<i>Homework</i> .....	17
<i>Parent Teacher Conferences</i> .....	17
<i>Promotion/Retention</i> .....	18
<i>Sports Eligibility for 5<sup>th</sup> Grade Students</i> .....	19
<i>Special Education Program</i> .....	19
<i>Student Records Policy</i> .....	19
<i>Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)</i> .....	20
<i>Sex Offender Community Notification Law</i> .....	21
<i>Violent Offender Community Notification Law</i> .....	21
<b>ELEMENTARY STUDENT RULES</b> .....	<b>21</b>
<i>Student conduct</i> .....	21
<i>Damage to School property</i> .....	22
<i>Playground rules</i> .....	22
<i>Bullying</i> .....	22-26
<i>Rules of conduct at Sporting Events and Other Activities</i> .....	26
<b>TIPS FOR SUCCESS IN SCHOOL</b> .....	<b>26</b>
<i>How can a parent or guardian help the teacher and the school?</i> .....	27
<i>Procedures make for a safe environment</i> .....	27
<i>General conduct</i> .....	27
<b>TRANSPORTATION INFORMATION</b> .....	<b>28</b>
<i>Bus</i> .....	28
Student responsibilities on the bus .....	28
Bus discipline .....	29
<i>Dropping off/ Picking up students</i> .....	29
<i>Bicycling and walking</i> .....	29
<i>Closed Campus</i> .....	28
<b>SAFETY AND HEALTH</b> .....	<b>30</b>
<i>Accidents/Illness/Appointments</i> .....	30
<i>General Guidelines for Keeping Children Home from School due to illness</i> .....	30
<i>Excused from P.E.</i> .....	31
<i>Insurance</i> .....	31
<i>Medicine/Medicine Administration</i> .....	31
<i>Care of Students with Diabetes</i> .....	32
<i>Suicide and Depression Awareness and Prevention</i> .....	32
<i>Head Lice Guidelines</i> .....	32

<i>Treats and Snacks</i> .....	33
<i>Students with Food Allergies</i> .....	33
<i>Emergency Procedures</i> .....	33
<i>Automated External Defibrillator (AED)</i> .....	33
<i>Animals on School Property</i> .....	33
<i>Sexual Harassment</i> .....	33
<i>Gangs and Gang-related Activities</i> .....	34
<i>Sex Discrimination Policy-Title IX</i> .....	35
<b>SCHOOL FEES</b> .....	<b>35</b>
<i>Waiver of School Fees</i> .....	35
<i>Illinois Textbook Loan Program</i> .....	36
<i>School Lunch Fees</i> .....	36
<i>Free/Reduced Lunches</i> .....	36
<i>Library Fines/fees</i> .....	36
<b>GENERAL INFORMATION</b> .....	<b>36</b>
<i>Lunch</i> .....	36
<i>District Homepage</i> .....	37
<i>School Budget Availability</i> .....	37
<i>Lost and Found</i> .....	37
<i>Use of Telephone and Cellular Phone Usage</i> .....	37-38
<i>Dress Guidelines</i> .....	38
<i>Field Trips</i> .....	39
<b>MISCELLANEOUS NOTICES/POLICIES</b> .....	<b>39</b>
<i>Internet Access Policy</i> .....	39
Terms and Conditions.....	39-41
Rules for using the Internet.....	41
Consequences.....	41
Authorization for Internet use.....	41
<i>Notice of Asbestos Containing Materials</i> .....	42
<i>Pest Management Notification</i> .....	42
<i>Notice of IAR Testing</i> .....	42
<i>Notice of Instruction in Recognizing and Avoiding Sexual Abuse</i> .....	42
<i>Search and Seizure</i> .....	43
<i>Student Records</i> .....	43-46
<i>District Website</i> .....	46

## INTRODUCTION

### School Mission

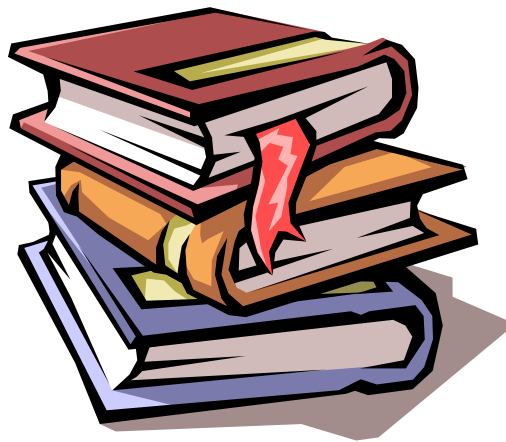
In partnership with families and community, we continue our tradition of excellence, empowering students to become responsible citizens and life-long learners.



Board of Education

**Bud Petry, President**  
**Mark Wilkening, Vice President**  
**Brent Neukomm**  
**Jason Edelman**  
**Michael Kaeb**  
**Kristina Phelan**  
**Rachel Hurliman**

**Barbara Rust, Board Secretary**  
**Amy Bauer, Treasurer**





## Administration and Support Staff

### ADMINISTRATION

Dr. Daniel S. Hylbert, Superintendent  
Mrs. Bethanie Marshall, Grades K-5 Principal

### OFFICE STAFF

Barbara Rust, Unit #6 Office Manager  
Abby Petry, Unit #6 Bookkeeper  
Kelly Swalls, Part-Time Clerical—Elementary

### CUSTODIAL STAFF

Kevin Ferguson, General Maintenance  
Laurie Quinn, Custodian  
Matthew Osborne, Custodian

### CAFETERIA STAFF

Maria Stadel, Manager  
Kathy Nowaczyk  
Kimberly Hamrick  
Marna Lou Young

### BUS DRIVERS

Mary Blanck  
Ted Blanck  
Kevin Ferguson, Substitute Driver  
Donna Verkler, Substitute Driver  
Mary Young, Substitute Driver

## Personnel

### FACULTY

Alexander, Aaron . . . . .	K-5 Instrumental & Vocal Music
Borchers, Kara. . . . .	Grade 5
Debolt, Erin . . . . .	Art
Flinkman, Beth . . . . .	Library Assistant
Henrichs, Shelisa . . . . .	Grade 2
Jean, Donna. . . . .	.Librarian
Kidwell, Samantha . . . . .	Grade 3
Landon, Josh . . . . .	P.E.
Marshall, Bethanie . . . . .	Principal, Guidance Counselor
Maul, Tresa . . . . .	Title I Reading and Math
Morrical, Heather . . . . .	Special Education—Elementary Special Needs
Muehling, Kathy . . . . .	Special Education—Intermediate Special Needs
Pool, Kelsie . . . . .	Grade 1
Redeker, Melissa. . . . .	Kindergarten
Rueb, Sunita. . . . .	Speech Therapist
Nancy Zeller. . . . .	Grade 1
Yergler, Julie . . . . .	.Grade 4

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

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



## CISSNA PARK C.U.S.D. #6

### School Calendar for 2021-2022

<u>2021</u>	<b>August</b>	<b>16</b> 17 18 <b>19</b> <b>20</b>	<b>Monday</b> Tuesday Wednesday <b>Thursday</b> <b>Friday</b>	<b>Teachers' Institute – No Student Attendance</b> School Convenes – First Day School 8:05AM to 2:05PM Regular School Day — 8:05 a.m. to 3:00 p.m. <b>Teachers' Institute – No Student Attendance</b> <b>No School—Not in Attendance (Friday of Old Settlers)</b>
	<b>September</b>	<b>6</b> 17	<b>Monday</b> Friday	<b>Labor Day – Holiday – No School</b> Progress Reports for 1 <sup>st</sup> Quarter Sent to Parents <b>Teachers' Institute – No School</b>
	<b>October 8</b>	<b>Friday</b> <b>11</b> 15 19 21 21	<b>Friday</b> <b>Monday</b> Friday Tuesday Thursday Thursday	<b>Columbus Day – Holiday – No School</b> 1 <sup>st</sup> 9-Weeks Ends Parent-Teacher Conferences 3:30PM-7:30PM Parent-Teacher Conferences 3:30PM-7:30PM High School Grade Cards Handed Out
	<b>November</b>	<b>11</b> 12 23	<b>Thursday</b> Friday Tuesday	<b>Veteran's Day – Holiday – No School</b> Progress Reports for 2 <sup>nd</sup> Quarter Sent to Parents Early Dismissal at 2:05PM for Thanksgiving Break
	<b>December</b>	<b>24-26</b> 17 17	<b>Wed-Friday</b> Friday Friday	<b>Thanksgiving Break – Holiday – No School</b> Early Dismissal at 2:05PM for Christmas Break 2 <sup>nd</sup> 9-Weeks Ends (End of First Semester)
<u>2022</u>	<b>January</b>	<b>18-31</b> <b>1-2</b> 3 7 <b>17</b>	<b>Saturday-Friday</b> <b>Saturday-Sunday</b> Monday Friday <b>Monday</b>	<b>Christmas Break – No School</b> <b>Christmas Break – No School</b> School Resumes for Students Grade Cards Handed Out <b>Martin Luther King's Birthday – Holiday – No School</b>
	<b>February</b>	4 <b>21</b>	Friday <b>Monday</b>	Progress Reports for 3 <sup>rd</sup> Quarter Sent to Parents <b>President's Day – Holiday – No School</b>
	<b>March</b>	11 18 18 <b>19-27</b> 28	Friday Friday Friday <b>Saturday-Sunday</b> Monday	3 <sup>rd</sup> 9-Weeks Ends Grade Cards Handed Out 2:05PM Early Dismiss—Start of Spring Break <b>Spring Break – No School</b> School Resumes
	<b>April</b>	14 <b>15-18</b> 19 22	Thursday <b>Friday-Monday</b> Tuesday Friday	Early Dismissal at 2:05PM for Easter Break <b>Easter Break – No School</b> School Resumes Progress Reports for 4 <sup>th</sup> Quarter Sent to Parents
	<b>May</b>	15 20 <b>26*</b> <b>26*</b> <b>27*</b> <b>30</b>	Sunday Friday <b>Thursday</b> <b>Thursday</b> Friday <b>Monday</b>	Baccalaureate – 5PM Graduation – 6:00PM <b>Last Full Day of School—8:05AM-2:05PM</b> 4 <sup>th</sup> 9-Weeks Ends (End of Second Semester) Teachers' Institute – No Student Attendance <b>Memorial Day – Holiday – No School</b>

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

***Revised 5/25/2021***

# ENROLLMENT/WITHDRAWAL INFORMATION

## Entrance Requirements

### Age

Upon entering Kindergarten, a child must be five years of age on or before September 1 of the school year of entrance.

### Physical Examinations

Illinois statute and Cissna Park School District #6 policy requires that students entering Kindergarten have a current physical examination form on file at school **prior to the first day of the school term**. Students must also be in compliance with state immunization laws **prior to the first day of the school term**. Failure to have these forms completed and turned in to the school **will result in your child not being admitted to school** when school begins in late August. **Dental exams**, per State of Illinois requirements, are required in Kindergarten and Second grade. Also, **eye exams**, per State of Illinois requirements, are required in Kindergarten only.

### Speech and Language Screenings

Each year students are screened for speech and language problems by the school speech therapist as needed. Students are screened depending on recommendations of the classroom teachers and the discretion of the speech/language therapist. Those students screened may include Kindergartners, students referred by parents and classroom teachers, students new to the district, and previous speech students.

If you have any questions related to this service, please contact the Speech and Language Therapist at the school.

### Vision/Hearing Screenings

Vision screening will be done, as mandated for the following children: Kindergarten, 2<sup>nd</sup>, Special Needs, and referrals, at some point through the school year. Hearing screenings will be for Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Special Needs, and referrals. 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.

## Rights of Homeless Children

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.

## **Withdrawal of Student from School**

### **Notification to the Office**

Parents or guardians intending to withdraw their child(ren) from school should notify the main office as soon as possible. Records and transfer information requires a parent/guardian's signature and helps in a smooth transition to a new school.

## **School Visitation Rights**

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

# **ATTENDANCE INFORMATION**

## **Attendance**

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

## **Excused and Unexcused Absences**

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

In the event of any absence, the student's parent or guardian is required to call the school at (815) 457-2171 before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of

a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. **Do not contact your child's teacher about an absence. The absence must be reported to the main office in order to maintain appropriate records.**

**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.

As a review of the above:

1. If your child is ill or will be absent for other reasons, ***please call the school before 8:30 a.m. If no call is received, the secretary will call the parent. Please indicate the reason the child is absent.*** Students must be in attendance for ½ day in order to be able to attend any school event that day.
2. Parents/students need to check out in the main office if leaving school early and need to check in if arriving late due to illness or appointments, etc.
3. Parents should come into the building to pick up children in the main office, if otherwise instructed.

## **Truancy**

Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

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

## **Tardy and Early Sign Out**

We ask you to consider the same criteria in ensuring your child arrives at school on time every day and remains in attendance with us until the 3:20 p.m. dismissal time.

Our goal is less than 5% absence rate on each and every student. During one 9-week quarter, that is the equivalent of two days absent or 8 for the year.

## **Make-Up Work**

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

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

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## **Arrival at School (Building and Grounds)**

The school is open at 7:45 a.m. **NO CHILD SHOULD BE AT SCHOOL BEFORE THIS TIME.** The warning bell will ring at 7:55 a.m. with students being in their seats at 8:05 a.m.

## **End of School day**

Students are expected to leave the building promptly when they are done with their school responsibilities or activities. Students who ride the bus are expected to use west high school and junior high doors to exit the building. Walkers and bicycle riders will also exit the south silver doors of the high school. Students being picked up by their parents will be picked up at the south Kindergarten doors. Students are supervised outdoors until the last bus departs.

Every child will be expected to leave the school immediately upon dismissal unless there is a note from the parents stating why he/she is staying.

## **Anticipated Absences/Vacation days**

See attendance policy on excused and unexcused absences.

Removing students from school for vacation trips or outings is discouraged. Please check the calendar at the front of this handbook for scheduled vacation days.

## **Tardiness**

Habits instilled in children at a young age can become "life-long," we encourage parents and students to ensure that children will be on time for the start of the day in order that teachers can begin the day with students ready to learn. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

When a student arrives after the 8:05AM bell, he/she must report to the main office to get an “Admit to Class” slip. Please make all attempts to be on time for school. Students, teachers, and the secretary lose valuable instructional and work time when a student is late. Students with 5 tardies will not be eligible for perfect attendance recognition.

## Parents/Guardians/Students Visiting the School

When requesting a visit of the school, please contact the principal at least 2 days prior to your requested visit. If your request is approved, please check in at the main office. It is requested that parents do not visit during the first or last month of school. We welcome visits the other seven months but due to security, visits will be limited.

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

## School Volunteers

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



Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **School Closing/Inclement Weather**

**Cissna Park C.U.S.D. #6 is a part of the “One Call Now” notification system.** When it appears that school may be cancelled or dismissed early, the administration will announce it through this system. Parents can sign up at Registration in August using their landlines or cell phones or both. Another tool that the school will use for inclement weather closures and dismissals will be through television station, WCIA, and [www.illinoishomepage.net](http://www.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.

## **SCHOOL DAYS**

### **Class Session Start Times**

The normal school day for elementary classes, Kindergarten through Fifth grade, is 8:05 a.m. to 3:00 p.m.

**School will start on August 17, 2021 for a full day. Start time is 8:05 a.m. and will end with an early dismissal at 2:05 p.m.** Buses will run that day. On August 18, 2021, dismissal will be at the normal time of 3:00 p.m.

### **“First Wednesday of the Month” for Teachers’ Meetings**

**Early Dismissal for the Elementary is 2:05PM on the first Wednesday of every month and on Holiday dismissal days.**

## **CLASSES AND GRADING**

### **General Information**

Teachers are able to answer most questions about grading and the school day schedule. Appropriate classroom behavior is expected. Students are expected to have their homework completed and returned to school the next day.

### **Assignment notebooks**

Students in the upper elementary grades will use an assignment notebook to assist them in keeping accurate records for class assignments. Currently these are being provided by the district.

## Progress Reports / Report Cards

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

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

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

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

## Homework

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

## Parent Teacher Conferences

A Parent-Teacher conference is scheduled at the end of the first Nine-Weeks to better help inform parents of their child's progress. Report Cards will be given to parents at this conference as it serves to provide better information about the student at that time. Additional conferences may be scheduled by the parent or teacher.

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

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

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include PTO, Parent Volunteering, and Parent Advisory Committee.

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

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

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

### **Promotion/Retention**

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

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

### **Sports Eligibility for 5<sup>th</sup> 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.

### **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 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.

## Student Records Policy

Cissna Park Community Unit School District #6 has a detailed records policy in its School Board Policy Handbook. This policy conforms to the 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 is 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, 400 Maryland Avenue SW., Washington, D.C. 20202-4605.
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 elementary principal is the custodian of student records.

## **Notification of Rights under the 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

### **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](http://www.isp.state.il.us/sor). If you should 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/>.

## **ELEMENTARY STUDENT RULES**

### **Student Conduct**

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

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

### **Damage to School Property**

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

### **Playground Rules**

All students will receive a playground, blacktop, and recess rule book the first week of schools. Recess supervisors will go over the rules and require both parent and student sign that they have read and understand this document. This permission slip/verification form will be maintained in the principal's

office indicating that the child has read (or had the document read to them) and understand the expectations of the playground, blacktop, gymnasium, and physical education.

1. Be fair.
2. Share.
3. Respect others.
4. Follow the rules of the game.
5. Play in the assigned areas.
6. Snowballing will not be allowed.
7. Tackle football will not be allowed.
8. No hardballs.
9. Standing in the swings will not be allowed.
10. Do not leave playground without permission.
11. Do not mutilate shrubs and bushes.
12. Do not bounce balls against buildings.
13. Use slides, swings, and all playground equipment as intended.
14. Return play equipment to school building storage after use.
15. Track equipment is to be used under supervision of P.E. teacher at all times.

## **Bullying**

### **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.

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.

## Rules of Conduct at Sporting Events and Other Activities

1. All spectators are to remain in their seats at all times when the game is being played.
2. All students below the fifth grade must be accompanied by a parent or responsible adult at all home and away games.
3. Students who do not follow the rules will be relieved of the privilege of attending games, both home and away. Parents will be notified of this.
4. **DO NOT COME UNLESS YOU INTEND TO WATCH THE GAME!**
5. When Elementary or Jr. High students have been transported by the school bus to away events, they may go home from the away event with neighbors if the student has a note from his/her parents requesting this and has made arrangements with the sponsor or coach in charge of the event. The Cissna Park Sports Boosters sponsor the travel for all extracurricular events. The rules and guidelines given by the coach or sponsor will outline what is necessary in order for a child to ride home with someone other than the bus that they arrived on. Please check with the coach or sponsor about their requirements for any event.
6. The area above the north bleachers in the big gym is **NOT** a play area for running and playing. Students will be asked to sit in the bleachers with an adult during the event and watch the game.

## **TIPS FOR SUCCESS IN SCHOOL**

### How can a parent or guardian help the teacher and the school?

1. Label all of your child's clothing.
2. If your child is absent, please call the office by 8:15 a.m. explaining why your child is absent or tardy.
3. If you are moving out of the school district, let the school know several days in advance so we can assemble all materials to be taken to the new school district.
4. Children who do not ride the bus should not be on the school grounds before 8:00 a.m.
5. Keep emergency and student information up-to-date in the main office!
6. **Do not allow your child to bring toys, games, balls, etc. to school without prior approval from classroom teacher.**

**\*ALL STUDENTS K-5 MUST HAVE A NOTE IF INSTRUCTIONS FOR GOING HOME CHANGE IN ANY WAY.**

### Procedures make for a safe environment

1. Never run out from behind parked cars.
2. Keep on the sidewalks.
3. Refuse to talk or ride with strangers.
4. Students must use the marked crosswalk when walking to and from school.

## General conduct

1. Travel halls single file and to the right in passing from class to class.
2. No running in the halls.
3. Keep noise to a minimum in restrooms—no climbing on restroom doors/stalls.
4. No one is to enter the building before 8:00 a.m.
5. Return to the homeroom as quickly as possible following any special class or P. E.
6. Leave restrooms in order.
7. Obey any teacher whether your homeroom teacher or not.
8. Do not get into another person's desk or take property belonging to others.
10. Do not bring large amounts of money to school.
11. No water pistols.
12. No knives at school.
13. No toys at school without prior teacher approval.
14. Hats off in the building.
15. Go directly home from school.
16. Keep desks clean at all times.
17. Refer to teachers as Miss, Mrs., or Mr.
18. Do not abuse the school equipment.
19. Marking and defacing the room desks will not be allowed.
20. No rock throwing or throwing snowballs.
21. No electronic games, tape players, CD's, etc. unless special permission is obtained.
22. Personal party invitations that do not include the entire class should not be distributed at school.
23. No hard balls for recess use.

## **TRANSPORTATION INFORMATION**

### Bus

Upon boarding the bus, students come under the jurisdiction of the school and the bus driver. Anything that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of the riders. Student refusal to adhere to the following 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

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

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

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

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

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

### 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're 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 seat assignments, detentions, suspensions or removal from the bus.

### Dropping Off / Picking Up Students

Students arriving at school via car may be dropped off in the south parking lot to enter the Elementary school doors by the Kindergarten classroom. Students who walk to school are to enter the building through the south silver doors of the high school. Parents need to pull up so other cars will not be stopped on the highway in front of school. Do not drop students off at south silver doors first. Arrive early and wait in line. A drop-off zone will be marked or described so parents can drop students off safely. **School doors will not open until 7:45 a.m.**

### Bicycling and Walking

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

### Closed Campus

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

## **SAFETY AND HEALTH**

### Accidents / Illness/Appointments

If students become ill during the school day, they should inform their classroom teacher. If the teacher determines the student is too ill to remain in class, the teacher will send or escort the child to the main office. Using emergency numbers obtained at registration, the school will contact the appropriate person to pick the child up at school. The child will remain by the office or in the company of an adult in order for personnel to observe the child being picked up from school. Students will no longer be picked up at the back doors of the elementary building or leave the building on their own. The person picking up the child must pick up their child by coming into the main office and signing the child out.

If a child receives a minor injury at school (small cut), the teacher will be asked to take care of it in class (clean in and apply a Band-Aide). If a student is seriously injured at school, the teachers and

administrators will contact 911 and parents/guardians. Individuals supervising the activity are required to complete an accident report. Students that have a temperature of 100 degrees or above will be sent home. Students must be temperature-free for 24 hours before returning to school.

## **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.

## **Excused from P.E.**

If a doctor restricts a student's activity due to illness or injury, please obtain a statement from the doctor and send it to the office. It is important that the teacher be informed of such matters.

To be excused from P.E./Recess activities for more than three (3) days, a student must have a doctor's statement. Otherwise it must be an unexcused absence from class. Students returning to normal activities following an injury or illness should bring a release from the attending physician.

If a student is well enough to come to school, we feel he/she can go outside with his/her classmates at recess and noon—weather permitting. Students will be given an opportunity to get their coats or other outdoor apparel. If you want your child to stay indoors a day or two, please send a note. If your child must stay in for a longer period of time, please obtain a note from your doctor.

## Insurance

Student accident insurance is available for purchase by students. Those students who participate in track, baseball, volleyball, basketball, cheerleading, etc. are required to carry an accident insurance policy. If the student is covered by a family insurance policy, the parents will be asked to sign a waiver of insurance.

If you have school insurance and sustain an injury, report it at once to the Main Office and obtain a claim form. It is the student's responsibility to take the claim form to his parents who will take it to their doctor to be processed. After the doctor has processed the claim form, the student will bring it to the bookkeeper in the Main Office and she will send it to the insurance company.

## Medicine / Medicine Administration

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 administered by district-approved personnel 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 signed and filed in the Office for any student receiving medication at school. Please include a dispenser with all liquid medicines. **Please label all inhalers with the students' names.**

## Care of Students with Diabetes

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

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

For further information, please contact the building principal. Copies of this plan will be shared with the classroom teacher, other teachers (art, music, P.E.

) and office personnel.

## Suicide and Depression Awareness and Prevention

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Please contact the principal for more information.



## **Head Lice Guidelines**

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

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

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

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

## **Treats and Snacks**

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

## **Students with Food Allergies**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the office at registration. Please mark the appropriate section on the registration form and notify Mrs. Marshall directly at [bethnaie.marshall@cpschool.org](mailto:bethnaie.marshall@cpschool.org).

## **Emergency Procedures**

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

## **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 use of the device.

## **Animals on School Property**

Pets brought in for Show and Tell or other classroom activities must be approved by the classroom teacher and the school principal. It is intended to provide common sense guidelines for the school and learning environment. Considerations are to include but not limited to children's allergies, safety of the children, and guidelines reasonable for the school. General safety rules have been put in place by the village and must also be observed on school property.

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

## **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 know:

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

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

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

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

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

As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance 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, which has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang 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, which promotes the group, can properly be labeled as a gang-related incident.

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

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

## **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. Board of Education
5. Regional Superintendent of Schools
6. State Superintendent of Education

# SCHOOL FEES

## 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, consumable music supplies, 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 families have experienced very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage, may also request a waiver. The Superintendent shall be the officer in charge of determining eligibility.

To apply for a Waiver of 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 denial and shall inform the parents of their right to appeal the decision to the president of the school board. Appeal to the school board president shall be made within 10 calendar days of receipt of the notice of denial. The board president's decision shall be final.

## 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 student 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.

## School Lunch Fees

Grades K-3	\$2.55 per day	\$51.00 per month
Grades 4-8	\$2.70 per day	\$54.00 per month
High School	\$2.95 per day	\$59.00 per month
Extra Milk	30 cents per carton	

## Free/Reduced Lunches

Information on free and reduced lunches is available at registration. For more information, call Abby Petry in the main office.

## Library Fines / Fees

Students will be charged for damaged or lost library books and for overdue books.

# GENERAL INFORMATION

## Lunch

Students may bring a cold lunch or purchase school lunch on a long-term, weekly, or daily basis. A computer system is used to track student school lunches. The computerized accounting system operates on a pre-paid, declining balance system that provides parents/guardians with an updated balance. Each student is provided a personal identification number (PIN) that is entered into the computer in the cafeteria when s/he purchases lunch. The computer will deduct charges from the appropriate student account updating the current balance. All money should be paid to Abby Petry in the main office before school.

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

## District Homepage

The address of the District's official website is [www.cpschool.org/home/html](http://www.cpschool.org/home/html) . 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/home/html](http://www.cpschool.org/home/html). Questions on the budget should be directed to Dr. Daniel S. Hylbert, Superintendent at 457-2171.

## Lost and Found

Articles of value found will be turned in to the Office. **These articles will be discarded after a reasonable time if not claimed by the owners.** If your child loses an item, please call the school AT ONCE.

## Use of Telephone and Cellular Phone Usage/Electronics

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

All electronic devices should not be brought to school unless a written request has been made by a parent or guardian of the child in grades K-5. If written permission has been granted for an electronic device to be brought to school on the bus by principal, **it may be used on the bus.** However, all rules subject to the proper use of electronic devices must be followed. **Students, not the school, are responsible for their personal property.**

Students in third through fifth grades may bring a cellular phone to school, but must complete a form indicating they understand uses of the phone, etc. (*Responsible Use and Conduct Agreement*. Your student must also sign the *Internet Acceptable Use* agreement to have a phone at school.). Once approved by the principal, the classroom teacher will direct the student about the cellular phone in school. Communication on this device is not allowed from 8:10 until 3:20. Parents wishing to get a message to their child must contact the school office.

Cellular watches or watches that connect to the internet are not permitted at any time.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

With such permission granted from above cellular phones shall not be used on the bus **to make phone calls** unless permission is granted by the principal or bus driver for immediate use.

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.**

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.

Each classroom teacher may determine how best to have cellular phones in their classroom (whether they be left in book bags, on teacher's desk, or at another location). **Students, not the school, are responsible for their personal property.**

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

The use of Chromebooks will be new to the elementary school this fall. Please review the Internet Access Policies found later in this handbook.

## **Dress Guidelines**

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."

Students shall not wear shirts promoting the use of alcohol or tobacco. Shirts that are suggestive or have obscene wording are not permitted. Decent coverage of the body from shoulders to mid-thigh is expected. Sunglasses, hats, bandanas, and caps will not be worn into classrooms. On dress up days, sponsored by the school, of course, school appropriate head attire may be worn. Jeans and pants may not have large tears or holes, and should not expose either body or underwear.

Please make sure your child's clothing fits comfortably (not too tight and not too loose) for physical education, music, and art activities. Spaghetti straps, strapless tops, off-shoulder shirts, s are not allowed when they expose the entire shoulder.

Questionable attire will be dealt with at the discretion of the principal.

In order to maintain your child's safety while playing on school district property, inside and outside, i.e. playground, small and large gyms, **flip-flops will be prohibited**. All forms of open-toed shoes worn to school must be changed to tennis shoes. Shoes will now be required for these areas. Please make sure your child has a pair of shoes that can be worn outside for play and tennis shoes that are to be worn in the gyms.

## **Field Trips**

Classroom teachers, under the supervision of the principal, will guide students for the appropriate attire for a field trip. Questionable attire will be dealt with at the discretion of the principal. The classroom teachers will determine if parent chaperones are needed for the trip. The need for parent chaperones will be based on the type of field trip, number of students, and the availability of seating on the school bus. Some facilities also limit the number of people we can bring. If chaperoning, please do not bring other children on the field trip. If your child has strong allergic reactions to bee stings or other special medical needs, kindly remind his/her teacher of that on the permission slip to insure that the appropriate precautions are taken or needed medication is taken along.

**Remember parents:** Give teachers permission for walking field trips during registration time.

# **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 in building use by all staff and students.

## **Terms and Conditions**

1. **Acceptable Use** - Access to the school's Internet connection by students is part of the school curriculum and will be available during school hours.
2. **Privileges** - Student use of the school's Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The technology coordinator or school administrator will make all decisions regarding whether 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. Posting anonymous messages;
  - j. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, gang related or illegal material; and;
  - k. 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, and long distance charges, per minute surcharges, and/or equipment or line charges.

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

### **Rules for Using the Internet**

1. The Internet connection is only available during school hours.
2. Students may not reveal their full name, address, or phone number (or anyone else's) in any message.
3. Students must comply with all copyright and transmission laws with respect to material obtained over the Internet. Students should assume that all information is protected by copyright and trademark laws.
4. Students using the Internet must follow the general rules of etiquette.
5. If a student should accidentally access inappropriate material anytime, the following steps must be followed:
  - a. The student must IMMEDIATELY turn off the computer monitor.
  - b. The student must immediately notify the adult supervisor, who will then take steps to remove the material from view.

If the student follows these two steps, no computer privileges will be lost.

6. Repeated failure to properly log-off the system is grounds for suspension of Internet privileges.
7. Web-based e-mail will not be available in the Cissna Park school building.

### **Consequences**

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

- a. On the first offense, the student may lose his/her Internet privileges.
- b. On the second offense, the student may be suspended from school for up to

- three days.
- c. Severe violation of this policy (including but not limited to illegal acts) may result in a more serious discipline response by the administration including prosecution by law enforcement authorities.

### **Authorization for Internet Use**

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

### **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.

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

### **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. The district shall give such written notification at least two business days before application of the pesticide. If imminent threat to health or property exists, prior written notice may not be given. Anyone wishing to be placed on the registry to receive prior written notice of pesticide application should contact Dr. Daniel S. Hylbert, Superintendent at (815)457-2171.

## **Notice of IAR Testing**

The Illinois Assessment of Readiness (IAR) testing window opens early in March. As the window gets closer, parents and teachers alike can view released test items from the previous year test on the IAR and learn more about what is expected of the students, the kinds of questions they answered last year, and how students' work on the test is scored. For more information on when the IAR assessments will be given at school, please contact the school.

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

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

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

## **Search and Seizure**

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

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

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

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

### **Students**

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

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

## **Seizure of Property**

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

## **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

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

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

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

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

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

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

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

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major field of study

Period of Attendance in school

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

5. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**

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

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

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

## **District Website**

The address of the District's official website is [www.cpschool.org](http://www.cpschool.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.