

CARRIER MILLS - STONEFORT HIGH SCHOOL



2023-2024 STUDENT HANDBOOK

MISSION AND VISION STATEMENT

The parents, faculty, administration, and school board shall work together to impact students during the learning process by: Positively

- providing a safe, secure learning environment free of disruptions,
- encouraging students to stretch their limits and assisting them in reaching their potential,
- utilizing global technological advances while maintaining close interpersonal relationships only available at a small school.

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Introduction and General Information

This handbook summarizes the school's rules and expectations and is not a comprehensive statement of school procedures. Additional student and parent information is available in the Extra-Curricular Student Handbook and Carrier Mills-Stonefort Unit #2 Board Policy. These documents and this Student Handbook may be amended without prior notice with written notification within a reasonable time frame. All handbooks are posted on our school website at cmsfcats.org. The handbooks are generally reviewed with students at the beginning of the year.

ADMINISTRATIVE AUTHORITY

Administrators are permitted to make supplemental rules and regulations as situations arise.

VIDEO AND AUDIO MONITORING SYSTEM

A video and/or audio monitoring system may be used on school buses, and a video monitoring system may be used in public areas of the school building. These systems have been implemented to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Bryce K. Jerrell, Superintendent/High School Principal.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities can participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability requiring special assistance or services and, if so, what services are required. This notification of the school-sponsored function, program, or meeting should occur as far in advance as possible.

THE SCHOOL DAY

The regularly scheduled school day for students is 8:00 A.M. to 3:00 P.M. During that time, our staff is available to help you, and our offices are open to conducting student business. It is the official position of the school that students should be in attendance during this time. The Illinois State Board of Education requires that students in public high schools be in attendance for a minimum of 300 minutes a day. When school and work conflict, it will be the school's position that school responsibilities take top priority. Students are expected to be in class by 8:00 A. M.

ENTERING THE BUILDING

For safety, students arriving at school in the morning and at lunch **MUST** enter only at the front door of the building and go where directed by staff. The front door is the only allowable entrance to the school building for students, parents, and visitors during the school day. The door will be physically monitored by faculty and staff before, during lunch, and after school. This door will be locked during the remainder of the school day but is equipped with a “buzz-in” door monitoring system to allow entrance during the day.

RESTRICTED AREAS

Students are not to enter the basement. The basement is a restricted area. Any student entering the basement may be subject to suspension. Students are not to be on the stage without direct consent and under direct supervision of a coach, teacher, or administrator. This includes the locker room in the basement below the stage. Students may be in gym locker rooms only during designated changing times for P.E. or athletics. Other areas of the building may be designated as restricted.

VISITORS

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

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

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

Visitors must abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself appropriately will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

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

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

EARLY DISMISSAL

There may be times during the school year when high school students will have an unscheduled early dismissal (less than an hour early). Early dismissals occur when special student activities/events conclude earlier than expected. Examples of such activities include a pep session, student programs or assemblies, or state testing days. Students can stay at school until the regularly scheduled dismissal time. The buses will run at the regularly scheduled time.

PERMITS TO LEAVE

There are rare occasions when students must leave school during the day. When such a time arises, students must secure permission from the principal or his designee to sign out of school. The student is signed out of school in the office by the secretary. For a student to get permission, his parents must be contacted. Permission will not be granted for lunch, restroom, shopping, or other reasons. Leaving campus without permission or signing out without permission from the office will result in disciplinary action. No one may leave without the consent of a parent or legal guardian.

EMERGENCY SCHOOL CLOSING

During the winter's inclement weather, we sometimes need to close school for a day or two or alter the bus transportation because of snow accumulation or icing. When a decision to close the school has been made, a notification will be sent to all parents/guardians, and the radio and T.V. stations listed below will be contacted. Please obtain your information from these sources rather than by calling the school office:

Radio: WEBQ – WDDD TV: KFVS – WSIL

For your child/s safety, please be sure that the child knows where to go in case of an early dismissal.

ANIMALS ON SCHOOL PROPERTY

To assure student health and safety, animals are not allowed on school property except for a service animal accompanying a student or other individual with a documented disability. The building principals may temporarily waive this rule 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.

FACULTY CONTACTS

The faculty members may be contacted any day during their conference period (7:45-8:00 and 3:00-3:15). Please call (618) 994-2392 during the school day. Appointments for conferences may be made after you have spoken with the teacher on the phone. Faculty members may also be contacted via email. The faculty email is the first initial of their first name, full last name, followed by cmsfcats.org. For example, Mr. Gary Ryan's school email is garyan@cmsfcats.org. All faculty and staff emails are listed on page 64 of this handbook.

SCHOOL BOARD MEETINGS

The Board of Education meets on the third Monday of each month at 6:45 P.M. at CMSF High School. Anyone wishing to be on the agenda to appear before the Board of Education must complete a *Request to Appear before the*

Board form and return it to the superintendent by 1:00 P.M. ten (10) days before the meeting. Forms are available in the high school office. Visitors are recognized at the beginning of each board meeting.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals, and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district, along with the local health department and emergency management agencies, play an essential role in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified promptly of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

- 1) All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
- 2) Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- 3) Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their children. Students not participating in blended or remote learning will be considered truant.
- 4) All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disrupting the traditional classroom.
- 5) Students and parents must observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
- 6) During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- 7) School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- 8) Students with a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
- 9) During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

- 10) Under school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if necessary.
- 11) Parents should not send their children to school if they exhibit symptoms consistent with the pandemic or other health emergencies.
- 12) Please do not hesitate to contact school or district officials with any concerns regarding your child's education, health, or safety.

Enrollment, Registration, and Fees

REGISTRATION REQUIREMENTS

Upon registering for school, the student/parent must provide information and complete the appropriate forms, including but not limited to the following:

- 1) Proof of Residence Form – as required by the ISBE
- 2) Proof of Immunization
- 3) Proof of Physical
- 4) Medicaid Form
- 5) Emergency Information Form
- 6) Free and Reduced Lunch Form
- 7) Consent for Medication Form
- 8) Social Security Number
- 9) Acceptable Use Policy for Student Access to the Internet
- 10) Proof of Custody and Residency Form (along with required documentation)

***Failure to complete and return the required forms and information may result in the student being removed from school until compliance.**

REQUIRED HEALTH EXAMINATION AND IMMUNIZATION

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year before:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for grades 6 and 12 students. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. Suppose a medical reason prevents a student from receiving a required immunization by October 15. In that case, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

EYE EXAMINATION

All students entering kindergarten or the school for the first time must present proof of an eye examination performed within one year by October 15 of the current school year. Failure to present proof by October 15 allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination or (2) that an eye examination will occur within 60 days after October 15.

DENTAL EXAMINATION

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of being examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination or (2) that a dental examination will occur within 60 days after May 15.

EXEMPTIONS

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

NEW STUDENT ENROLLMENT

Students will not be permitted to enroll at Carrier Mills - Stonefort until proof of immunizations and physical compliance with the Illinois Regulations. Transfer students must provide a student transfer form and records from their previous school before attending classes. Students entering school for the 1st time must provide an official copy of their birth certificate within 30 days. Students who have not attended school for ten days before enrolling, or are deemed unable to earn credit for the present semester, may be denied enrollment or referred to the Learning Alternative Branch School.

FEES

The school establishes fees to fund specific school activities. Fees are due each year upon enrollment. General Registration Fees are \$8.00 per credit. Requests for fee waivers are handled individually and must meet Federal and State income guidelines.

Instructional Materials & Technology Fee	\$ 8.00 per credit
*Driver Education	\$ 48.00
*Agricultural & Horticultural Classes	\$ 28.00 each
*Locker - per lock	\$ 5.00
*Parking	\$10.00 per semester
*These fees are in addition to the \$8.00 per credit fee	

FEE WAIVER

The school establishes fees to fund specific school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parents or guardians cannot afford student fees may receive a waiver. A

fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As the student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government under the National School Lunch Act; or
2. The student or the student's family receives aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment; • Emergencies; or
- When one or more parents/guardians are involved in a work stoppage.

The building principal will promptly notify the parent/guardian whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal. According to the Hunger-Free Student's Bill of Rights Act, the school must provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student can pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack. The school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

STUDENT ACCIDENT INSURANCE

Parents have the option to purchase school accident insurance. Forms will be available at registration. Inexpensive policies for during school or full-time and a dental option are available. All student-athletes must have medical insurance. If a parent intends to purchase the school accident insurance to meet this requirement, they might benefit by purchasing it at the beginning of the school year.

LOCKERS

You are assigned a locker when you enroll. You are expected to use only your locker and are responsible for its contents and condition. School authorities will inspect lockers as the occasion demands. If you have any problems with your locker, report the difficulty to the office. You are responsible for the contents in your lockers. Keep it locked at all times. Lockers are the school's property and may be searched at any time. There is no expectation of privacy in your locker. Do not leave valuables unlocked or unattended. A word of caution is in order here. The school staff encourages anyone who must bring school any valuable items not to store such items in their lockers. Carrier Mills-Stonefort Unit #2 is not responsible for items stolen at school. Lockers are for standard school materials such as books and paper.

Attendance

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

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

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Students who are absent from class must have a parent contact the school on the day of absence for the student to receive an excused absence for that day. Students are NOT automatically excused because a parent has called. Absences must be for valid reasons, as given below. Absences that are not excused result in the student being required to take semester exams.

KINDS OF ABSENCES

There are two types of absences for students who are required to attend school: excused and unexcused. Excused absences include illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, at its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers before any excused absences and ensuring that the student completes such assignments before returning to school. Students excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered **unexcused**. The building principal must approve pre-arranged excused absences.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian must call the school at 618-994-2392 between 7:00-9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student must submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/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 five calendar days before the student's anticipated absence(s). Students excused for religious reasons can make up any examination, study, or work requirement.

TRUANCY

Student attendance is critical to the learning process. Truancy is a serious issue and will be dealt with seriously 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

- Appropriate school discipline
- Reporting to the Regional Office of Education
- Referral to the State's Attorney

A parent or guardian knowingly and willfully permits a child to be truant violates State law.

TARDINESS

Carrier Mills-Stonefort High School and the Unit 2 Board of Education have adopted the following policy for students who are tardy to class:

These procedures refer to each 9-week grading period. Students who miss a class but arrive late are counted as being tardy. There are no excused tardies. Each four (4) unexcused tardies counts as an unexcused absence.

- A. 1st tardy = verbal warning.
- B. 2nd and 3rd tardy = lunch detention.
- C. 4th tardy = lunch detention, unexcused absence, and the student must take all semester exams.
- D. 5th tardy = a day of alternative education (AE)

Classes begin at 8:00 A.M. All students are expected to be in class daily. In addition, students should be back to school and ready to start class at the appropriate time after lunch each day. Students must report to the office for a tardy slip and to be issued detentions for being tardy at these times. Tardy students cannot enter 1st or 6th-period classes without a slip from the office.

Students who come to class late miss instruction and create a disturbance when entering the room after the bell has rung. Lateness is not tolerated in the workplace, and we expect students to learn to follow the same standards they will encounter later in life.

DIAGNOSTIC PROCEDURES AND SERVICES FOR TRUANT STUDENTS

State law requires every school district to collect and review its chronic absence data and determine what support and resources are needed to engage chronically absent students and their families to encourage daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families, such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of the school days of the most recent academic school year, including absences with and without valid cause and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

COLLEGE DAYS/JOB SHADOWING

Senior students may request up to two (2) college days and/or (2) job shadowing days to visit a college or job they may be interested in attending. The student must complete the College Day/Job Shadow Request form and turn the form to the building principal for approval before the requested College Day/Job Shadow. Verification of the visit upon return to school is required for the absence to be considered an attendance day for the student.

MAKE-UP WORK

Suppose a student's absence is excused or is suspended from school. In that case, he/she will be permitted to make up all missed work within a reasonable amount of time for equivalent academic credit (this includes homework and tests). The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students unexcused from school will be allowed to make up all missed work in a reasonable amount of time. All missing or late work will be due the following Friday. For instance, any work assigned the week of Aug 7-11 will be due by Aug 18th. If the missing or late assignments are not turned in by the following Friday, they will be entered as a zero (0).

If the student has an extended illness, the student or parents may call the office to arrange to collect assignments. At the end of any grading period, the teacher will give an incomplete in place of a grade where makeup work is outstanding. On the 5th day after any grading period, outstanding make-up work will be recorded as an "F."

The responsibility of making arrangements for make-up work lies entirely with the student. The teacher is not expected to remind the student of this responsibility. Required make-up work for course completion must be done, or an Incomplete will be given for the course. The student will receive an "F" for the course if not completed.

HOMEBOUND INSTRUCTION

A student absent from school or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates his or her absence from school because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. The student's individualized education program will determine instructional or related services for a student receiving special education services.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For home or hospital instruction information, contact Mrs. Jamie Phillips, LEA Coordinator.

Grading, Course Credit, and Graduation

ACADEMIC EXCELLENCE IS A GOAL FOR EVERYONE

Academic excellence is one of our ongoing goals. Throughout the year, you will hear your teachers referring to this in class and directing you toward it in various ways. For example, all teachers will ask you to strive for correctness in language skills, in written and spoken language. In other areas, you will work to meet Local and State Educational Goals and hearing of other graduation requirements. We are sure that you will recognize these signs of this focus as the year progresses, and we ask that you join us in this pursuit of academic excellence. We will emphasize the importance of pride in our school's activities and academics.

GIFTED STUDENTS

Criteria for selecting gifted students include grades, class rank, state test scores, aptitude in a subject area, and teacher recommendation. Criteria are both objective and subjective. Selected students are eligible for services.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school students can receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions, and career-oriented recruiters, including the military, may be given access to the school campus to provide students and parents/guardians with information.

GRADING

A general explanation of the method of determining your grade in each class will be presented to you by each teacher at the beginning of each semester. Typically, your grade for nine weeks is considered an interim evaluation based on your overall achievement, not your work on a single project or assignment. Your teacher combines two nine-week grades plus a semester exam grade to determine your semester grade as described in Course Credit below. Semester grades are the only grades recorded on your transcript or permanent record. The school is on a grade point system as explained below:

<u>High School</u>	
90 - 100%	A – Outstanding
80 - 89%	B – Good
70 - 79%	C -- Average
60 - 69%	D -- Below average
Below 60%	F – Failing

POWERSCHOOL

Carrier Mills-Stonefort High School utilizes the PowerSchool online grading/reporting system. This secure system allows parents and students access to current student grades, daily homework assignments, teachers' updates, and various school district information. Parents and students have individual personal login passwords to gain access to the system. Information and directions for setting up access will be provided at the beginning of the school year.

MID-TERM REPORTS

Mid-Term Reports, which can be helpful to you and your parents, are mailed approximately halfway through each grading period. You may or may not receive a report. The Mid-Term Report lists work status in class (superior, above average, average, below average, near failing) and positive and constructive comments. If you or your parents have any questions concerning your Mid-Term Reports or Report Cards, please get in touch with the teacher issuing the report.

SEMESTER EXAMS

Attendance will be one of the factors in determining whether or not a student will take semester exams. Students who receive a D or an F or have an Unexcused Absence during any Quarter must take semester exams. Those students wanting to improve their grades may also take semester exams. Just a reminder, four (4) tardies in any one Quarter is an unexcused absence.

Grades will be one of the determining factors for students to take semester exams. For students that have classes with A's and 3 or fewer absences, you don't take exams.

Students that have classes with A's and B's with 2 or fewer absences; don't take exams.

Students with all A's and B's, and C's with 1 or fewer absences; don't take exams.

Anyone with a D or an F; you must take exams.

1 or more Unexcused Absences; you must take exams.

High School absences due to a documented local health department quarantine or isolation order will not count when calculating semester exam exemptions.

Tardiness WILL be considered a factor when computing attendance. A student who is tardy to class 4 times per semester WILL be required to take exams in all classes. If a student has failed nine-week grading periods in a course during the first semester, he/she is automatically required to take the semester examination in that course. If a student fails all three report card grades in a course during the first semester, he/she is automatically required to take the second-semester examination in that course. Any student with persistent discipline problems WILL BE REQUIRED to take an exam in a particular class or class regardless of his academic standing and attendance. Any student suspended from school during the semester will be required to take all exams. Teachers may require a student to take an exam for grades, behavior, tardiness, etc. Any student with one or more unexcused absences WILL TAKE ALL EXAMS. Any student who skips school WILL TAKE ALL EXAMS.

Students required to take exams must take all exams at the scheduled time. Absences on exam days are excused with a note from a doctor. Unexcused exams result in a zero (0) for the exam. Students exempt from exams may elect to take any or all exams for the experience in preparation for college or to improve their grades. The exam will only be included in the semester grade calculation for these students if the exam score improves the semester grade.

COURSE CREDIT

Course credit is awarded for completing each semester at a rate of $\frac{1}{2}$ credits per semester. Each semester has three possible report card grades consisting of 2 nine-week grades and a semester exam grade. To receive credit for a course, the student must pass two of the three report card grades and have a passing average for the semester. Each nine-week grade is worth 40% of the semester grade, and the semester exam is 20%. For students exempt from semester exams, every nine weeks' grade will be worth 50% of the semester grade.

WITHDRAWALS FROM CLASS

Sometimes students withdraw from or are withdrawn from classes for various reasons. Sometimes these withdrawals are initiated by the student or parents, and some result from actions by the teachers and administration. There are specific facts all students should know about withdrawing from a class. First, a withdrawal means a loss of credit from the course in question. Second, when withdrawing from a required course, such action means the student must re-enroll for that class before graduation.

If you are going to withdraw from a class, there is a specific procedure that you must follow. First, you must obtain a withdrawal slip from the College & Career Readiness Coordinator. You then present it to your teacher for his/her signature. Next, your parents must sign the slip, and the Principal must approve the request. Finally, the slip is ready for the College & Career Readiness Coordinator's signature. Failure to follow this procedure invalidates the drop slip. Moreover, all who sign this slip must know your intentions.

Current withdrawal policies are these: If a student withdraws from a class at any time up to the end of the first nine weeks, no grade is recorded on their permanent record. If the student withdraws from a class between the 10th and 16th week of the semester, a WP (Withdraw Passing) or WF (Withdraw Failing) is recorded on his/her record to indicate his/her status at the time of withdrawal. If a student withdraws from class during the last two (2) weeks of the semester, the grade is an automatic "F."

When you withdraw from a class, you will be assigned to an alternative class, where attendance will be required. You cannot shorten your school day by withdrawing from a class. A withdrawal from class often means the possibility of prolonging the time until the student's graduation. The school cautions all students and parents to consider carefully any withdrawals.

REPORT CARDS

The 9-week grading periods will end on the following dates:

	<u>Ending Date</u>	<u>Report Cards</u>
1 st 9-weeks	October 5, 2023,	October 17, 19 - 2023 (Parent-Teacher Conferences)
2 nd 9-weeks	December 19, 2023,	January 5, 2024
3 rd 9-weeks	March 8, 2024,	March 15, 2024
4 th 9-weeks	May 17, 2024,	May 20, 2024

Report cards for the 1st nine weeks grading period are issued to parents at Parent-Teacher Conferences in October. Report cards for the remaining grading periods are issued to the students.

HONOR ROLL

One reward for excellent school work is making the honor roll. For the four (4) grading periods and each semester, students doing superior work are recognized by having their names on the honor roll. You will be named to the Honor Roll if you achieve a grade point average of 4.50 or above. An incomplete grade at the time of the Honor Roll calculation disqualifies a student from the Honor Roll. An exception to this policy is possible for a student with an incomplete, who can initiate a request to be placed on the Honor Roll within one week after the quarter ends.

ACADEMIC STANDING

The advancement of a student through high school is based upon the completion of credits. Academic standing for a student is determined per semester to ensure that the student is progressing toward the credits required for graduation. Academic standing is used to determine student level for achievement testing, state testing, eligibility for course work, and eligibility for academic programs in addition to progress toward graduation. Failure to earn credits during the 1st semester may result in a student failing to progress in academic standing and falling down a level at the end of the 1st semester. The parent will receive notice of their student's academic standing at the end of each semester.

	Beginning of the Year	End of 1 st Semester	End of the Year
Grade 9	0 credits	3 credits	6 credits
Grade 10	6 credits	9.5 credits	12 credits
Grade 11	12 credits	15.5 credits	18 credits
Grade 12	18 credits	21.5 credits	24 credits

*24 Minimum Credits to Graduate for the 2026-27 class and after.

CLASS STANDING

Class standing determines a student's eligibility to participate in Special Events and the student's level for participation in student government, clubs, and other extracurricular activities. Class standing is measured at the beginning of the school year. The student maintains the level of class standing until the beginning of the next school year. Credits earned over the summer are included in the following years' class standing.

0 to 6 Credits	---	Freshmen
6 to 12 Credits	---	Sophomore
12 to 18 Credits	---	Junior
18 to 24 Credits	---	Senior

Students will register for at least six (6) courses plus P.E.

GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

- 1) Completing all State mandated graduation requirements listed below.
- 2) Completing all District graduation requirements in addition to State graduation requirements.
- 3) Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- 4) Participating in the State assessment required for graduation.

State-Mandated Graduation Requirements 1)

Four years of language arts.

- 2) Two years of writing-intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards fulfilling other graduation requirements.
- 3) Three years of mathematics, one of which must be Algebra I, one must include geometry content, and one may be an Advanced Placement computer science course.
- 4) Two years of science.
- 5) Two years of social studies, at least one year, must be a history of the United States or a combination of a history of the United States and the American government. One civics semester is required within the two years of social studies requirement.
- 6) One year is chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision.
- 7) One semester of health education.
- 8) Physical education classes.
- 9) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- 10) Nine weeks of consumer education.
- 11) For students entering high school in the 2022-2023 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject, and which may be counted toward fulfilling other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students exempted from specific courses under State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands the FAFSA and application for State financial aid and has chosen not to apply.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements and (ii) the principal attests that the school district has made a reasonable faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

CMSF GRADUATION REQUIREMENTS

In addition to meeting the graduation requirements outlined in the Illinois school code, students must complete the required coursework outlined below and accumulate 24 credits to be eligible to graduate from Carrier Mills/Stonefort High School.

2023-2024 Requirements

4 credits in English (I, II, III, IV)

1 credit in Writing (in addition to English)

3 credits in Math (including Algebra I and Geometry/Geometry Concepts) 2
credits in Science

1 credit in Applied Technology

2 credits in Social Studies

1 credit in Civics (passing required constitution tests)

½ credit in Health

½ credit of Consumer Education

4 credits in P.E. and Driver Ed

1 credit in art, music, foreign language, or vocational education

Additional classes will be made up of electives

Participation in Required State testing

Students must participate in the State Assessment required for graduation. Illinois law requires all students enrolling in Driver Education to have passed 8 credits of coursework in the preceding two semesters.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students exempt from participation in specific courses by State law. Parents may review the curriculum and instructional material used by the classroom teachers. Please get in touch with the principal to arrange to review these materials.

VALEDICTORIAN AND SALUTATORIAN

To be considered for Valedictorian or Salutatorian, besides the required classes for graduation, a student must take the following courses:

Math- Algebra, Geometry, Algebra II, and Pre-Calculus/Statistics.

Science- Biology I, Chemistry I, Biology II, and Chemistry II.

History- U.S. History and Civics/Economics. (The state requires both)

(An additional year of Social Science Elective) - World History/Geography, Psychology/Sociology, or Modern U.S. History

English- English I, English II, English III, and English IV.

Once all required classes and the above classes are passed, the student with the highest Grade Point Average will be named Valedictorian, and the student with the second highest GPA will be named Salutatorian.

CERTIFICATE OF HIGH SCHOOL COMPLETION

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

COLLEGE COURSES

Credit Recovery: A student who completes college courses through an accredited institute may receive high school credit as credit recovery, provided:

1. The course is not offered in the high school curriculum;
2. The course is approved in advance by the student's guidance counselor and the building principal;
3. The student assumes responsibility for all costs, including but not limited to tuition, fees, textbooks, and transportation to the institute.
4. Other requirements as determined by guidance or administration.

Honors Course/Credit Replacement: The use of college courses to fill CMSF-required course credit is limited to seniors on track to graduate or as credit generation for seniors to complete graduation requirements. These courses must be from an accredited institute, approved by guidance/administration in advance, with the student assuming all costs. College courses meeting the above requirements will be recorded as pass/fail with credit on the student transcript.

SOUTHEASTERN ILLINOIS COLLEGE

Southeastern Illinois College Credit Opportunities: Southeastern Illinois College (SIC) offers several programs allowing Carrier Mills-Stonefort High School students to earn both college and high school credit for courses. These programs are offered at significantly reduced tuition rates. The students are responsible for the reduced tuition, fees, purchase of textbooks, and transportation to the campus if needed.

These programs include:

Dual Credit: Students in grade 12 are offered vocational courses at SIC during the afternoon of the school day. The letter grade from these courses will be placed on the student's transcript.

Early College: Students who are 16 years of age or older can take Early College classes during the school year. Before age 16, students can take Early College classes during the summer session. Juniors and Seniors can take the Early College courses during a portion of the regular school day if they have completed the required courses and

have sufficient credits to be on track to graduate from high school, and have prior approval from guidance and administration. To be allowed to participate in this program, a student must have a 4.25/5.00 overall grade point average, meet the scores set forth by SIC on the Accuplacer (or Asset) Placement Exam, and be in the top 10% of his or her class. Grades for early college courses taken during the school year will be placed on the student's transcript as pass/fail.

CMSFHS English Courses: Early college classes are utilized as the majority of the curriculum in upper-level CMSFHS English courses. The courses are taught by CMSFHS teachers utilizing the online SIC English courses. Students will be able to receive college credit for these courses in addition to the required high school credit.

ILLINOIS COLLEGE ENTRANCE REQUIREMENTS

Illinois public universities have established the following minimum high school course requirements for admission:

4 years of English emphasizing written and oral communications and literature 3 years of social studies

3 years of math, beginning with Algebra I

3 years of laboratory science

2 years of foreign language, music, vocational education, or art

CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES AND COURSE SUBSTITUTION AND ACCELERATED PLACEMENT

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.,
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Class Time, Courses, and Curriculum

CLASS TIME

Class periods are forty-seven (47) minutes. During this time, students are expected to actively participate in their educational process by focusing on lectures, taking notes, participating in class activities, completing assignments, and following teacher directions. It is imperative that quality learning time not be interrupted by inappropriate behavior or by students continuously leaving and entering the classroom. Students should use the time between

classes and lunch breaks to use the restroom. Excessive restroom use without a verified medical condition may result in detention. Students should not purchase food, eat, or drink during and between classes. For their own safety and that of others, students should always remain in class. Any student skipping class or leaving the classroom without a hall pass issued by the teacher may be assigned in-school supervised placement (Alternative Education). No student may pass through the gym during class periods.

PASSING TIME

The standard passing period between classes is three (3) minutes. Students must be in class on time to benefit from the educational program. Your teachers will demand that you be on time for all academic classes. If you are not, you may be assigned detention. Students should go directly to their next class and not remain in the hall between classes.

BREAKFAST & LUNCH

High School students may eat breakfast and lunch at the High School (breakfast and lunch will be delivered to the High School each day for students who sign-up). Breakfast begins at 7:45 A.M. Students wanting lunch from the Grade School cafeteria must sign up individually during 1st Hour each morning. High School lunch will be from 12:38-1:18 each day. School breakfast is \$1.35, and school lunch is \$2.85. Adult lunch is \$3.20. Free or reduced-price meals are available for qualifying students. Forms and instructions may be picked up and returned to the office.

Students are expected to follow all school rules and policies during lunch at the grade school or off-campus. Students behaving inappropriately on or off campus at lunchtime will face disciplinary action, including suspension and possible expulsion. Students who fight or create problems off campus at lunchtime will be prohibited from leaving school at lunch for at least 20 school days.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and field trip activities and treat all field trip locations as they are school grounds. Failure to abide by school and location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with the authority to give permission.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration; • Other reasons as determined by the school.

PHYSICAL EDUCATION

Each student is required to take Physical Education each year. Four credits of P.E., Health, and Driver Education are required for graduation.

To be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse for medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during religious fasting.

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

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

Students with an Individualized Education Program may also be excused from physical education courses.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based on a student's participation in athletic training, activities, or competitions outside the auspices of the School District.

Students excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

SEX EDUCATION INSTRUCTION

State law requires that sex education be age-appropriate, medically accurate, and discuss abstinence and contraception to prevent pregnancy and sexually transmitted diseases. Students will not be required to take or participate in any class or course in comprehensive sex education if their 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 biology courses.

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

INSTRUCTIONAL MATERIALS

Upon their request, a student's parent/guardian may inspect any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require students to take specific standardized tests, including the following: STAR Math and Reading assessments, Easy-CBM, Illinois Assessments for Readiness, SAT, and others.

Parents/Guardians are encouraged to cooperate in preparing students for standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests; 7. Encourage students to relax on testing day.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents/guardians who cannot 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. Details of the School Visitations Rights Act are listed below.

- 820 ILCS 147/15 School Conference and Activity Leave: School conference and activity leave. (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonwork hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days before the time the employee is required to utilize the visitation right. In emergencies, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the employer's operations.
- (b) Nothing in this act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitation, schools shall make time available for visitation during regular school and evening hours.

820 ILCS 147/30 Verification: Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

EDUCATION OF CHILDREN WITH DISABILITIES

The district intends to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between the ages of 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. The school intends to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact Mrs. Jamie Phillips, CMSF Grade School, 213 W. Furlong Street, Carrier Mills, IL 62917, (618) 994-2413.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

General Expectations of Students

THREATS

Carrier Mills-Stonefort C.U.S.D. #2 will not tolerate threats to the safety of staff, students, and others in school or school activities. Anyone with knowledge of such a threat should report it IMMEDIATELY to school personnel. Anyone making such a threat could face an immediate suspension, and possible expulsion by the Board of Education and will be reported to law enforcement authorities.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, & 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 essential district and school goals.

Bullying based on 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, the 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 transmitting information from 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.

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

Cyberbullying 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. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes another person's identity 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. Cyberbullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that one or more persons may access if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and nonexhaustive.

Students are encouraged to report bullying immediately. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a bullying report. Anyone with information about actual or threatened bullying, including staff members and parents/guardians, is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator: Mr.

Bryce K. Jerrell

7071 US Highway 45 South Carrier

Mills, Illinois 62917 (618) 994-

2392

bkjerrell@cmsfcats.org

Complaint Managers:

Mr. Ben Vinyard
7071 US Highway 45 South
Carrier Mills, Illinois 62917

Mrs. Melissa Kuhlmann
213 West Furlong Street
Carrier Mills, Illinois 62917

(618) 994-2392 (618) 994-2413 bvinyard@cmsfcats.org mkuhlmann@cmsfcats.org

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's reprisal or retaliation will be treated as bullying to determine any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing false information will be treated as bullying to determine any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited*, and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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 essential goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, can be obtained from the school office.

HARASSMENT & TEEN DATING VIOLENCE PROHIBITED***Harassment Prohibited***

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student based on actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatening or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the abovementioned characteristics.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment based on sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator: Mr.

Bryce K. Jerrell

7071 US Highway 45 South Carrier

Mills, Illinois 62917 (618) 994-

2392

bkjerrell@cmsfcats.org

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Carrier Mills, Illinois 62917

(618) 994-2413

mkuhlmann@cmsfcats.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

BACKPACKS/ELECTRONIC DEVICES/PURSES

Students may use backpacks, book bags, or purses to carry school books/supplies and personal items to school.

Backpacks, book bags, and purses must be locked in the locker or left in the vehicle; they may not be carried to class.

Using electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices except as provided herein. An electronic device includes, but is not limited to, cell/smartphone, video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, smartwatch, tablet computer, any device with messaging capabilities, or another electronic device. Pocket pagers and other paging devices are not allowed on school property at any time except with the express permission of the building principal. The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

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

The school board realizes that many students have cell/smart phones and that these cell/smart phones may be needed for communication on the way to or from school. The student has no use for a cell/smartphone during the normal school day. School phones may be used in case of an emergency that threatens the safety of students and staff.

Phones are available in the office for student use as needed (use must be approved as a viable need). The use of cell/smart phones or other electronic devices for texting, receiving class information (cheating), taking unauthorized pictures at school, sexting (creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person) are examples of inappropriate and illegal use of the cell phones at school. Students' cell/smartphones must be turned off and left in their locker on school property during the normal school day (8:00 – 3:00). If a student has their phone in view or if his/her phone rings (in any form) during the school day, it will be confiscated and placed in the school safe. On the 1st violation, the student will receive a warning and may pick up the phone at the end of the school day. On the 2nd violation, the student will receive detention, and the phone will only be returned to the parent or guardian. Progressive discipline will be applied to the student for subsequent violations. Students with a health (or any other) concern must see the appropriate school personnel (i.e. school nurse, principal). The school personnel will place necessary phone calls on behalf of the student.

SEARCH AND SEIZURE

To maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment and 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 Searches

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 the 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. During the investigation, the student may be required to share the reported content for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person details and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal

or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

DRESS GUIDELINES

Your appearance and attire demonstrate your sensitivity and respect for others. Individual dress is mainly a matter of your responsibility or the responsibility of your parents or guardian. The school expects your dress and grooming to be neat and clean. For your protection, health and safety standards must always be maintained.

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

Modes of dress and appearance that are disruptive or disturbing to the progress of the educational program cannot be permitted. Our staff will encourage all to dress in a fashion which reflects good taste and appropriate style for school. General dress guidelines are:

1. All student dress must conform to the law.
2. Health and safety standards will be maintained at all times.
3. Dress or appearance cannot be offensive or disruptive to the educational program.
4. Oversized or baggy clothing that conceals weapons or presents other safety hazards is prohibited.
5. Pants and shorts must be worn at the waist. No sagging will be allowed.
6. Skirts and shorts may be no shorter than 6" above the top of the kneecap when standing.
7. Shirts must completely cover the back, stomach, and cleavage. Spaghetti straps, off-the-shoulder shirts, and any shirt that exposes any part of the brassier are prohibited. Tank tops, sleeveless shirts, and dresses that do not expose the brassier or chest are permissible.
8. Clothing with holes, rips, or excessive and unsafe tears or more than 6" above the knee is not allowed without material under the holes, rips, or tears covering the skin. Jeans should not have holes above the knee.
9. Students are not permitted to wear tights, spandex, leggings, or jeggings unless the student wears a top, shorts, or skirt that meets the length requirement for shorts as the outer garment (5 inches from the bend of the knee/mid-thigh).
10. Appropriate footwear must be worn at all times.
11. No clothing with slogans or graphics referring to sex, tobacco, drugs, alcohol, or illegal activity is permitted.
12. Any tattoo that, by its content, violates any provision of the dress guidelines must be covered while the student is at any school-sponsored activity.
13. Hats, gloves, sweatbands, bandanas, and sunglasses may not be worn or carried to class. If clothing has a hood, it shall not be worn on the head.
14. No clothing articles or clothing that in any way may suggest or be related to gangs or gang activity will be allowed.
15. Hairstyles, dresses, or accessories that pose a class-specific safety hazard are prohibited in the shop, laboratories, home economics, or during physical education.
16. No pajamas, house shoes, Snuggies, blankets, or bedtime items will be permitted at school.

Students who violate the dress code will be required to change attire immediately. On the first offense, the student will be excused for a reasonable time to change to comply. The 2nd and subsequent offenses, in addition to the

student being required to change clothes to comply, may result in progressive discipline measures against the student. The dress code applies to all school activities.

STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

GRADUATION DRESS CODE

To maintain the honor and dignity associated with the graduation ceremony, the following guidelines should be followed as approved by the Carrier Mills-Stonefort Board of Education.

- 1) Girls should wear a dress/skirt, hose, and dress shoes under their graduation gown. No tennis shoes.
- 2) Boys should wear dark-colored pants, dark-colored dress shoes, a white shirt, and a dark tie under their graduation gowns. No tennis shoes.
- 3) Students should behave in a dignified manner for the entire ceremony.
- 4) Diplomas will be withheld from the diploma cases until after the graduation ceremony.
- 5) Any dress or behavior considered inappropriate by school administration or senior class sponsors may result in the student being withheld from the graduation line and ceremony.

PHONES AND COPY MACHINES

Office phones are for school use only. Students are permitted to use them upon approval by the secretary for legitimate purposes. Students are not to leave class to use the phone. Copy machines are for teacher use only. TEACHERS ARE NOT TO SEND STUDENTS TO USE COPY MACHINES. Personal copies may be made at a charge of 25 cents per page.

NON-SCHOOL SPONSORED WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on copyright;
3. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds;
5. Is reasonably viewed as promoting illegal drug or alcohol use; or
6. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as before the beginning or end of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done peacefully and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute materials are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. violates the rights of others, including but not limited to libelous material, invades the privacy of others, or infringes on copyright;
 - c. Is socially inappropriate or inappropriate due to the student's maturity level, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Code of Conduct

PHILOSOPHY

Pupils, parents, and school personnel can best achieve educational goals with an atmosphere of mutual understanding, respect, and cooperation. Schools, like all other agencies in which many persons work together, must have operational rules and regulations. This document provides guidelines that pupils, parents, and school personnel must follow regarding discipline and citizenship. The procedures outlined are based on these beliefs:

A safe and orderly school free of distractions and harmful misconduct is a paramount responsibility of the district and an unqualified right of the students.

That adequate discipline and classroom control is essential for effective learning.

Self-discipline is an important part of good citizenship and an essential goal of education.

While public education is a right of youth, the right implies that pupils will obey the laws of the state and the school district's rules.

Good citizenship behavior is a shared responsibility of parents, school personnel, and pupils.

That disciplinary measures imposed by parents and school personnel should be firm, fair, and sufficiently flexible to meet various situations.

The Board of Education of District #2 realizes its responsibility to support parents, school personnel, and pupils to promote effective learning and citizenship behavior.

That the district acts as legal guardians of students with all rights and responsibilities attendant to that relationship.

RESOLUTION

WHEREAS, Carrier Mills-Stonefort School District #2 offers an educational program that will aid the children of this community to grow physically, intellectually, emotionally, and socially so they may behave as responsible, considerate, and contributing citizens at every stage of development, realizing the most complete life possible within the limits of their individual needs, interests, and abilities; and

WHEREAS, District #2 is making this educational program available to all pupils; and

WHEREAS to provide an atmosphere for learning, it is necessary for behavioral and disciplinary policies to be established and approved by the Board of Education of School District #2; and

WHEREAS, the latest adopted School Code of Illinois contained in the Illinois Revised Statutes gives the power and authority to the Board of Education to adopt and enforce all necessary rules for the management and government of the public schools of the district; and

WHEREAS, The School Code of Illinois further charges teachers and other certificated educational employees to maintain discipline in the school, stating that in all matters relating to the discipline in and conduct of the school and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

NOW, THEREFORE, the following documents consisting of behavioral and discipline guidelines is hereby approved by the Board of Education and are applicable to all students enrolled in the Carrier Mills-Stonefort Unit #2 District's program and activities connected with the school program.

STUDENT CODE OF CONDUCT GENERAL GUIDELINES FOR DISCIPLINE

Carrier Mills-Stonefort School District #2 students are prohibited from engaging in behavior that will endanger or threaten the safety of others, damage property, or impede the orderly process of education students.

WHEN AND WHERE CONDUCT RULES APPLY

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

- 1) On, or within sight of, school grounds before, during, or after school hours or at any time;
- 2) Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- 3) Traveling to or from school or a school activity, function, or event;
- 4) Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat or attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or

5) During periods of remote learning.

GENERAL NOTICES

All records generated under the Code of Conduct are subject to the Illinois School Students Records Act and FERPA.

Student vehicles, lockers, personal belongings, or their self may be subject to search if reasonable suspicion exists that they may contain drugs, alcohol, stolen property, weapons, or other contraband. Each student is responsible for the contents of their assigned locker.

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

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

NO TOLERANCE

CARRIER MILLS-STONEFORT CUSD #2 has no tolerance for;

- THREATS TO THE SAFETY OF STAFF, STUDENTS, AND OTHERS IN ATTENDANCE AT SCHOOL OR SCHOOL ACTIVITIES. Anyone with knowledge of such a threat should report it IMMEDIATELY to school personnel.
- POSSESSING, USING, DISTRIBUTING, PURCHASING, OR SELLING DRUGS OR ALCOHOL
- POSSESSING WEAPONS.

Any student who commits any of the above no-tolerance offenses may face immediate suspension, and possible expulsion by the Board of Education and may be reported to law enforcement authorities. For further details regarding these offenses, see ACTS OF MISCONDUCT- LEVEL III below.

Carrier Mills-Stonefort Unit #2 has cameras located throughout the district property. The recordings are utilized for security and disciplinary purposes. It is not intended to invade the privacy of the school population and/or guests.

The following offenses are prohibited by the Unit #2 School District's Code of Conduct and the disciplinary actions and procedures used in dealing with those offenses.

ADMINISTRATORS ARE PERMITTED TO MAKE SUPPLEMENTAL RULES AND REGULATIONS AS SITUATIONS ARISE.

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PROHIBITED STUDENT CONDUCT

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

- 1) Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping-related products.
- 2) Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
- 3) Using, possessing, distributing, purchasing, selling, or offering for sale:

- a) Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*).
 - b) Any anabolic steroid unless administered by a physician's or licensed practitioner's prescription.
 - c) Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered by a physician's or licensed practitioner's prescription.
 - d) Any prescription drug when not prescribed for the student by a physician or licensed practitioner or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
 - e) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f) "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. h) Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed to cause a physiological or psychological change in the body, including, without limitation, pure caffeine in a tablet or powdered form. Students under the influence of any prohibited substance cannot attend school or school functions. They are treated as though they have the prohibited substance, as applicable, in their possession.
- 4) Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 - 5) Using or possessing an electronic paging device.
 - 6) 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 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.
 - 7) Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 - 8) Disobeying student conduct rules or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, presenting school identification, or submitting to a search.
 - 9) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores. Engaging in bullying, hazing, or any aggressive behavior that does physical or psychological harm to a staff

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

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

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

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

If during the school year a student is suspended for a 4th time or accumulates a total of 15 days suspension, other than suspensions for tardiness, he/she could be recommended to the Board of Education for expulsion.

Notification of law enforcement. Any unlawful actions by the student may result in law enforcement being notified and the student being charged or arrested.

DISCIPLINARY MEASURES

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

- 1) Notifying parents/guardians.
- 2) Disciplinary conference.
- 3) Withholding of privileges.
- 4) Temporary removal from the classroom.
- 5) Return of property or restitution for lost, stolen, or damaged property.
- 6) In-school suspension.
- 7) After-school or Saturday study, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, the student will be assigned an alternative disciplinary measure.) 8) Community service.
- 9) Seizure of contraband; confiscation and temporary retention of the personal property used to violate school rules.
- 10) Suspension of bus riding privileges.
- 11) Suspension from school and all school activities for no more than 10 days. A suspended student is prohibited from being on school grounds.
- 12) Expulsion from school and all school activities for a definite period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.
- 13) Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 14) Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

USE OF ARTIFICIAL INTELLIGENCE

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

DETENTION

Detentions are to be served as assigned by the building administrators. Detention is served during lunch. Students may bring a lunch from home or order one from the Grade School Cafeteria. Skipping detentions will result in an in-school or out-of-school suspension. Office Referrals are completed by the Carrier Mills-Stonefort High School faculty, staff, and administration, and detentions are assigned for minor discipline problems. Repeated misbehaviors by a student warranting detention indicate a more serious behavior problem with that student. The consequences of receiving excessive Office Referrals per semester are as follows:

- A) Loss of privilege.
- B) Conference with students.
- C) Time in the office.
- D) Detention at lunch.
- E) Parent contacted.
- F) Alternative Education (AE).
- G) Out-of-school suspension.

WEAPONS PROHIBITION

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

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The superintendent may modify the expulsion period, and the board may modify the superintendent's determination on a case-by-case basis.
- (2) A knife, brass knuckles, or another knuckle weapon, regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

GANG & GANG ACTIVITY PROHIBITED

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

protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

RECIPROCAL REPORTING

To promote the safety and security of District staff, students, and school property, the Board has authorized agreements with the Carrier Mills Police Department and the Saline County Sheriff's Office for reciprocal reporting between the District and the respective local law enforcement authorities regarding criminal offenses committed by students. The authority of the Superintendent or the Superintendent's designee to report under these agreements extends to information about alleged or suspected criminal activities occurring in school, on school grounds, at a school-related activity, or by or against school property, personnel, or other students. Student records may be disclosed only to the extent permitted by law.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding any of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act 42U.S.C. 200d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. 2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs.
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provisions of service to homeless students.
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. 2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies. The Complaint Manager may extend all deadlines under this procedure as deemed appropriate. As this policy uses, "school business days" means days on which the District's main office is open.

Filing a Complaint: A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may file a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The complaint Manager shall assist the Complainant as needed.

Investigation: The Complaint Manager will investigate the complaint or appoint a qualified person to investigate on his or her behalf. If the Complainant is a student under 18, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to investigate the complaint fully, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except (1) as required by law or any collective bargaining agreement, (2) as necessary to investigate the complaint fully, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the complaint filing, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision per the following Section of this policy. The Superintendent will keep the Board informed of all complaints

Decision and Appeal: Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her decision to the Complainant by U.S. mail, first class, and to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Complaint Managers

Bryce K. Jerrell	High School	7071 U. S. 45 South	Carrier Mills, IL 62917	(618) 994-2392
Melissa Kuhlmann	Grade School	213 W. Furlong Street	Carrier Mills, IL 62917	(618) 994-2413

Nondiscrimination Coordinators

Bryce K. Jerrell	High School	7071 U. S. 45 South	Carrier Mills, IL 62917	(618) 994-2392
Ben Vinyard	High School	7071 U. S. 45 South	Carrier Mills, IL 62917	(618) 994-2392
Melissa Kuhlmann	Grade School	213 W. Furlong Street	Carrier Mills, IL 62917	(618) 994-2413
Jamie Phillips	Grade School	213 W. Furlong Street	Carrier Mills, IL 62917	(618) 994-2413

STUDENT RIGHTS IN DISCIPLINARY PROCEDURES

The following procedures ensure that the student receives fair treatment consistent with the fundamental requirements of due process. No disciplinary action will be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

1. **CORPORAL PUNISHMENT:** Corporal punishment is illegal and will not be used. Corporal punishment is slapping, paddling, or prolonged maintenance of students in physically painful positions or intentional infliction of bodily harm. Corporal punishment does not include reasonable force to maintain safety for students, staff, or other persons or for self-defense or defense of property.
2. **ISOLATED TIME OUT AND PHYSICAL RESTRAINT:** Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.
3. **IN-SCHOOL SUPERVISED PLACEMENT/OUT-OF-SCHOOL SUSPENSION/BUS SUSPENSION.**
 - A. Before a student may be suspended, the student will be provided a conference during which the charges will be explained, and the student will be allowed to respond.
 - B. A pre-suspension conference is not required. The student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
 - C. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to review the suspension. The school Board must be given a summary of the notice, including the reasons for the suspension and length.
 - D. Upon the request of the parent(s)/guardian(s), the Board or a hearing officer appointed by the suspension shall review the suspension. The procedure to review, if requested, shall be as follows:
 1. All review requests shall be made by the parent or guardian within five (5) calendar days after receipt of notice of suspension and shall be made to the Superintendent of Schools.
 2. The parent or guardian requesting the review shall appear and discuss the suspension with the building principal and Superintendent of Schools. This meeting shall be set within five (5) calendar days of the request for review.
 3. Should the matter fail to be resolved at the meeting with the building principal and Superintendent of Schools, the parent or guardian requesting the review shall appear and discuss the suspension with the Board or a hearing officer appointed by the Board. Hearing dates shall be set within ten (10) calendar days after the meeting with the Superintendent of Schools.
 4. After the presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Further continuance of school is contingent upon the student's conduct being consistent with that expected of good school citizens.

4. **EXPULSION**
 - A. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, and the return receipt is requested. The request should include:

1. The reasons for the proposed expulsion and the conduct rule the student is charged with violating.
 2. The time, date, and place for the hearing.
 3. A short description of what will happen during the hearing.
 4. A statement indicating that The School Code allows the School board to expel a student for a definite period not to exceed two calendar years, as determined on a case-by-case basis.
 5. A request that the student or parent(s)/guardian(s) inform the District if an attorney will represent the student and, if so, the attorney's name.
- B. The hearing will proceed unless the student and parent(s) indicate that they do not want a hearing or fail to appear at the designated time and place. The School Board shall conduct it or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing, and the Board shall take such final action as it finds appropriate.
- C. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testify, and otherwise present reasons why the student should not be expelled. After the presentation of the evidence, or receipt of the hearing officer's report, the Board shall decide the issue of the guilt and take such action as it finds appropriate. The Board's decision is final.

After a parental conference involving appropriate school personnel, reinstatement following expulsion may occur. The Superintendent formulated an appropriate reinstatement plan and complied with by the student, parents, and others concerned.

STUDENT RESPONSIBILITIES AND RIGHTS

STUDENTS HAVE THE RESPONSIBILITY TO:

Obey school rules.

Obey city, state, and federal laws.

Respect the rights of fellow students and school personnel.

Dress in a manner that is not distracting, unhealthy, unsafe, offensive, or disruptive to the educational process.

Be punctual and attend school regularly.

Respect school and community property.

Be responsible for their actions.

Report potential problems to a counselor or principal to avoid conflicts.

Be familiar with the Code of Conduct, its purpose, and consequences for misconduct.

Use appropriate language.

STUDENTS HAVE THE RIGHT TO:

A meaningful learning experience.

Protection from physical or "verbal abuse" or "sexual abuse".

The opportunity to practice decision-making within the democratic process.

Be disciplined in private, if possible.

Be disciplined humanely and appropriately.

Parental representation when in conflict with school authority.

A school climate free of violence and disruption.

A written code of conduct – clear and concise.

Due process in matters of disciplinary action.

PARENT RESPONSIBILITIES AND RIGHTS

PARENT RESPONSIBILITIES:

Assume responsibility for their child's prompt and regular school attendance.

Recognize that, in matters relating to the discipline and conduct of the schools, the teacher stands in place of the parent.

Instill in the child respect for the law, for lawful authority, for the rights of others, and private and public property.

Attend individual and group conferences and special school programs.

Cooperate with the school in fulfilling recommendations and carrying out disciplinary actions taken in the best interest of their child.

PARENTS HAVE THE RIGHT TO:

Know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.

Be granted reasonable access to all school records about their child.

Share in their child's right to due process procedures in matters of disciplinary actions.

Be notified of their child's violation of school rules and regulations.

Appeal decisions regarding their child and the school. Parents should first make an appointment with the teacher at a mutually convenient time to explore the problem. However, should the parents desire additional consultation, the appeal should be made to the principal, the superintendent, and the Board of Education. At each level of appeal, the parent should make appointments that permit the school representative enough time to become familiar with the problem.

TEACHER RESPONSIBILITIES AND RIGHTS

TEACHER RESPONSIBILITIES:

Develop and enforce a Classroom Management Plan that is approved by the building administrator.

Be guided by professional ethics in relationships with others.

Inform parents about academic progress and student conduct.

Show concern and respect for each student.

Manage classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility.

Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.

Know and enforce the rules courteously, consistently, and somewhat to deal with misconduct quickly, firmly, and impartially.

Handle behavior problems according to established practices.

Report undesirable school situations to the principal promptly.

TEACHERS HAVE THE RIGHT TO:

Require a reasonable standard of orderly behavior in the classroom.

Have the respect of students, fellow staff members, and the school administration.

Support and assistance in the maintenance of control and discipline in the classroom.

Have conferences with all parties involved when a student's behavioral problem has not been satisfactorily resolved.

Appeal to a higher administrative level if a disciplinary/behavioral conference fails.

Protect themselves, another teacher, or students from physical assault or injury. Teachers shall have the Board's and Administration's assistance in any assault case while the teacher is performing his/her assigned duties – that the Board's assistance shall consist of:

Notifying the proper authorities (police or sheriff) once the incident has been reported to the building principal and superintendent.

Consultation by the Board's attorney with the teacher in outlining the teacher's legal rights and alternative course of action.

Any student(s) committing an assault and/or battery on a teacher shall be immediately suspended by the administrator in charge – the administrator shall then present the facts and his/her findings to the superintendent for final action.

ADMINISTRATOR'S RESPONSIBILITIES AND RIGHTS

ADMINISTRATOR'S RESPONSIBILITIES

Implement and monitor the District's Code of Conduct as the Board of Education approves.

Ensure that Classroom Management Plans are being implemented as approved.

Support the teacher in the enforcement of approved Classroom Management Plans.

Direct the development of the School Management Plan according to the needs of the individual school.

Be guided by professional ethics in relations with staff, students, parents, and the community.

Provide orientation for new teachers and continued assistance for all staff.

Work with staff to make rules and seek their assistance in problem areas.

Develop and maintain communication and rapport with students.

Ensure that the rights of students and staff are protected.

Know and use the resources of the district to deal with special problems of students and staff.

Inform parents of consistent or serious misconduct and take disciplinary action as necessary and appropriate.

Work with other administrative staff to handle student discipline/behavior problems.

ADMINISTRATORS HAVE THE RIGHT TO:

Make professional interpretations of stated rules and regulations and take appropriate action.

Support of the staff with respect to the Code of Conduct.

Search students, their property, their lockers, and other storage areas for inappropriate materials, given the reasonable belief that a search may reveal inappropriate material.

Suspend, recommend for expulsion, and refer to civil authorities students and others involved in cases of flagrant and continuing misconduct or engaging in criminal behavior at school or any school-related activity.

Expect parents, teachers, and pupils will recognize the principal as the educational leader of the school and support the principal's efforts to promote good citizenship.

Expect that parents, teacher, and pupils will lend their support and cooperation in attempting to solve student behavioral problems.

Take into account individual cases and have the flexibility to deal with them as deemed appropriate based on the administrator's expertise.

Special Education

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between the ages of three and the day before their 22nd birthday, for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Jamie Phillips, LEA Coordinator

618-994-2392

Carrier Mills-Stonefort Grade School

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

BEHAVIORAL INTERVENTION POLICY AND PROCEDURES

I. Purpose

The purpose of this Behavior Intervention policy and procedures (hereafter collectively, “Policy”) is to make available training and guidance to principals and teachers of students who require behavioral intervention that provides ways for working successfully with the said student in order to provide an environment in which said students can learn.

II. Definitions

- A. Behavioral intervention: A “behavioral intervention” is an intervention that addresses an unacceptable behavior of a student.
- B. Behavioral intervention plan: A “behavioral intervention plan” (BIP) may be general or individualized.
 - 1. A general BIP is the plan of behavioral interventions inherent in the program(s) in which the District serves its students. Except as noted in Par II-B-S-2-b, below, the District has a general BIP for each student whom it serves. The general BIP is set forth in the District’s:
 - a. discipline policy and procedures, code of conduct, student handbook, and extracurricular handbook; subject to the limitations of the law on the discipline of children with disabilities; and/or
 - b. special education program descriptions and practices.
 - 2. An individualized BIP is a written plan of one or more behavioral interventions, individualized to the need(s) of a student who requires behavioral intervention, which:
 - a. addresses only unacceptable behavior caused by the student’s disability;
 - b. supplements and/or is in lieu of part or all of the general BIP which the District has for the student; and

- c. is required to be a part of said student's individualized education program (IEP).
- C. Restrictive behavioral intervention: A "restrictive behavioral intervention" is one of the following behavioral interventions:
1. by reason of the disability, requires special education and/or related service; and
 2. has difficulties conforming to acceptable behavior patterns.

III. **Governance**

The Board of Education will maintain a committee for the purpose of:

- A. reviewing the modifications, if any, made from time to time by the Illinois State Board of Education (ISBE) to the Behavioral Interventions in the Schools: Guidelines for Development of District Policies for Students with Disabilities (ISBE, June 1994) (hereafter "ISBE Guidelines") B. B. in the course of the aforesaid review obtaining the advice of at least one:
1. parent of a student with a disability
 2. other parents
 3. teacher
 4. administrator
 5. advocate for a person with a disability; and
 6. an individual with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities; and
- C. according to the aforesaid review, recommending to the Board of Education modification(s) if any, to the Policy.

The membership of the Committee shall be as determined by the Board of Education.

IV. **Procedures and Methods For Use Of Behavioral Intervention**

- A. General Except as required by Part V below, there is no requirement that a behavioral intervention be a part of a BIP or IEP as a precondition to a principal or teacher using that behavioral intervention.

No difference is required between the commonly practiced routine and emergency/crisis interventions. B. Not caused or caused by disability - In using a behavioral intervention for a student who requires behavioral intervention, the principal or teacher shall, when unacceptable behavior:

1. Is not caused by the disability, use any behavioral intervention except one whose use would trigger the change-in-placement procedures of special education law; or 2. is caused by the disability:
 - a. use any behavioral intervention encompassed by Part II.B.1.b, above, other than a behavioral intervention:
 - i. which has been superseded by an IEP; or
 - ii. whose use would trigger the change-in-placement procedures of special education law;
 - b. implement the BIP if the student has such a BIP and the BIP applies to the unacceptable behavior;
 - c. use each behavioral intervention in consideration of said student's physical freedom and social appropriateness.

V. **Behavior Intervention Plans**

A. General BIP -- The District has a general BIP for each student it serves unless an individualized BIP stands in place of all of the general BIP. In the absence of a statement in the IEP to the contrary, the individualized BIP will be deemed to be in place of only those parts of the student's general BIP, which parts conflict with the individualized BIP. B. Individualized BIP

1. When a student requires an individual BIP - A student who requires a behavioral Intervention shall have an individualized BIP when, in the absence of such a BIP, the student would not:
 - a. have an IEP reasonably calculated to permit the student to benefit educationally from personalized instruction;

- b. be educated to the maximum extent appropriate with non-disabled peers; and
 - c. have an opportunity to participate in or benefit from the District's services that is equal to the the opportunity afforded by the District to others.
- 2. Development and location of individualized BIP - The IEP team shall develop the individualized BIP. In so doing, the IEP team shall adhere to the principles set forth in Part IV-B-2-c and d above. The individualized BIP shall be a part of the IEP.
- 3. Content of individualized BIP -- An individualized BIP shall contain those provisions that the IEP team deems necessary in order to comply with the standards described in Part V-B-1 above. These provisions shall, at a minimum, be expressed in terms of:
 - a. the student's present level of performance in the area of difficulty in conforming to acceptable behavior patterns;
 - b. one or more annual goals which state a level of performance superior to the aforesaid present level of performance; and
 - c. the behavioral interventions necessary to enable the student to achieve all of the IEP's annual goals
- 4. The BIP need not be labeled a BIP nor be set forth either in a discrete section of the IEP or in a separate document attached to the IEP. The BIP may consist of a combination of entries under diverse headings in the IEP.

VI. **Students Placed By District in Alternative Day, or Residential Setting**

When the District has placed a student in an alternative day or residential setting for education purposes, and the District has developed an individualized BIP for the student, the District shall develop and use said BIP, to the extent possible, in a consistent manner.

VII. **Training**

The District shall make available, as necessary, workshops to ensure that adequately trained staff or WOVSED staff are available to work effectively with the behavioral intervention needs of students who require behavioral intervention.

VIII. **Notice**

The District shall furnish a copy of this policy/procedure to parents and guardians of all students with IEPs within 15 calendar days after the Board has adopted the Policy, or at the time an IEP is first implemented for the student, and the beginning of each school year thereafter. Each school operated by the Board shall inform its students of the policy's existence annually.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Health Care Related

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

- 1. Entering kindergarten or the first grade;
- 2. Entering the sixth and ninth grades; and
- 3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by **October 15th** of the current school year one will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have **30 days** following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15 allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENT MEDICATION

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

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

SELF-ADMINISTRATION OF MEDICATION

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

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

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

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

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

ADMINISTRATION OF MEDICAL CANNABIS

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

UNDESIGNATED MEDICATIONS

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other

applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 994-2392 (H.S.), 994-2413 (G.S.).

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individual Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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 school principal. Parents/guardians are responsible for and must: (a) Inform the school in a timely manner of any changes which need to be made to the Diabetes Care Plan on file with the school of 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.

COMMUNICABLE DISEASES

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

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

HEAD LICE

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

1. Parents are required to notify the school nurse 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 will provide written instructions to 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 nurse 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.

HOME AND HOSPITAL INSTRUCTION

A student absent from school or whose physician, physician assistant, or advanced practice registered nurse anticipates his or her absence from school because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For home or hospital instruction information, contact Ms. Jamie Phillips, LEA Coordinator.

Emergency and Safety

SAFETY DRILL PROCEDURE AND CONDUCT

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

ALARMS

You will, during the year, hear two types of alarms - a fire alarm and a tornado alarm. When a fire alarm sounds, you should leave the building by the appointed exit as directed by your teacher. You should return to the building only on a signal from the faculty.

Generally, all students move into the corridors of the first floor, away from all glass areas, when a tornado alarm sounds. Fire and tornado alarms are serious business because they involve the safety of us all. Any person sounding false alarms will be referred to the appropriate authority for disciplinary action. Students are expected to remain quiet and follow the crisis management plan as directed by the faculty and staff.

Special Events/Activities

HOMECOMING

Homecoming activities occur for a week preceding Homecoming. To build spirit for the weekend, a different dress theme is chosen for each day. The school dress code applies to all dresses or costumes worn to school for such activities. Students are not required to participate. The basketball game, homecoming dance, and the crowning of the Homecoming Queen and Mr. Wildcat highlight the week's events.

PROM

Prom is a spring formal event sponsored by the junior class for the seniors.

PROM AND HOMECOMING RULES FOR DRESSES

Prom and Homecoming is a formal and special night for CMHS Students. We want to maintain the integrity and formality of this night by implementing this simple dress code. If you have any questions concerning your dress, you must seek prior approval from the administration in advance of purchase or advance of wearing to the dance. Pictures with examples of acceptable and unacceptable dresses are posted at the school. Handouts of these pictures will be provided upon request. Guests from outside the school are expected to follow these guidelines. It is the responsibility of the CMSF student to inform their date of these guidelines.

1. Overall dress length and ALL dress slits cannot exceed 4 inches above the knee.
2. Front necklines may not show excessive cleavage. Not lower than approximately 4 inches from the base of the neck. This may vary due to the individual.
3. NO bare skin in the mid-drift area. Must be covered with a material. See-through material may be allowed in the mid-drift area ONLY if appropriate.
4. There may NOT be any see-through material unless it is in the mid-drift area.
5. The backs of the dress may not be lower than the middle of the back

Students arriving at the dance wearing a dress not conforming to this dress code will be required to: alter the dress if possible to correct the problem, wear additional clothing over/under the dress to correct the problem, or use other solutions provided by the student/parent/school personnel to correct the problem. If the student's attire cannot be corrected to meet the rules, the student will be required to leave the dance.

ATTENDANCE AT SCHOOL DANCES/SPECIAL EVENTS

Attendance at school-sponsored dances and special events is a privilege. Students who attend the school may attend school-sponsored dances and special events. If a student wishes to bring a person who is not a student at Carrier Mills Stonefort High School to a dance or special event, the guest request form must be completed for that student. The form may be picked up in the office and returned at least one week before the dance or special event. A guest must be "age-appropriate," defined as under 21.

All school rules, including discipline and dress codes, are in effect during school-sponsored dances. Students who violate the school's discipline code must leave the dance immediately, and the student's parent/guardian will be contacted. The school may also impose another discipline as outlined in the school's discipline code.

CLASS ACTIVITIES

The Faculty sponsors direct each class. Fundraising for the Prom, social activities, and service projects make up the activities the classes participate in each year.

Extracurricular Activities

Participation in extra-curricular activities can help students increase self-confidence, recognize their leadership abilities, and develop social skills. Being in a club or part of an athletic team facilitates a connection for the student to the school, promotes closer relationships within the student body, and helps to increase school pride. Extracurricular activities are offered to enhance the student's education and are not a fundamental right. Athletic teams and certain clubs may have specific requirements, including tryouts, for a student to be eligible to participate. The administration and staff strongly encourage each student to actively participate in various extra-curricular activities during their years at Carrier Mills-Stonefort High School. Please also refer to the Carrier Mills-Stonefort Extracurricular Handbook.

ABSENCE AND ATTENDANCE/PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

A student who is absent from school because of illness or who leaves school because of illness, cannot participate or attend outside activities after school hours (athletics, music activities, etc.) on the day he/she is absent. If a student is too ill to attend school, he/she is considered too ill to attend an outside activity. Students absent due to a scheduled appointment, funeral, testing, or other unavoidable circumstances may attend the activity at the athletic director's or building principal's determination. Students who have been suspended or expelled from school may not be on school property for any reason for the duration of the suspension or expulsion.

STUDENT COUNCIL: The purpose of the Student Council is to represent the student body, help improve the education standard, promote good relations and communication throughout the entire school, improve morale, develop attitudes of and beliefs in good leadership and citizenship, allow students to gain experience in leadership, promote the orderly direction of student activities, improve student-teacher relationships, improve community relationships, inform students of their membership on the Student Council is gained by popular election and promote the general welfare throughout the school.

WYSE TEAM AND SCHOLAR BOWL: Team and individual academic competitions in various subject areas. Students take tests in competition with students from other schools.

MATH & SCIENCE CLUB: The Math & Science Club provides students with opportunities to learn outside of the classroom. The club promotes the enjoyment of life, physical, and mathematical sciences while emphasizing the social camaraderie between members.

WALL OF FAME: An honor bestowed on students with high academic standing, demonstrated by a cumulative grade point average of 4.25 or higher.

WILDCAT PURPLE PRIDE: Monthly award given to students demonstrating outstanding service, achievement, and citizenship qualities.

SPEECH TEAM: The Speech Team is Carrier Mills-Stonefort High School's competitive speech organization. It allows team members to compete in individual events in various interests, from acting to radio speaking. The team competes from October to March, with tournaments in a state-wide competition. Membership is open to all students.

WINTER & SPRING MUSICAL: The Carrier Mills-Stonefort Unit #2 liberal arts faculty may produce a winter and spring musical. The presentation of the musicals may be held in the George T. Dennis Theater at S.I.C. Try-outs for the musicals will be announced in advance to all students.

HIGH SCHOOL CHOIR: The choir is a musical ensemble of singers. The Choir will perform at special events (i.e. Fall Concert, Veterans' Day Program, Sounds of the Season, Winter Musical, Spring Concert, Spring Musical, etc.).

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA): This club comprises students interested in Christian activities and social betterment through their endeavors to support Christ in Faith.

CHEERLEADERS: Fostering school spirit and providing enthusiastic leadership at school events are the jobs of these two (2) essential groups of students - the Cheerleaders and Top Cats. Tryouts for both squads are held each spring. These teams perform at home sporting events and assist in many athletic activities. In spring tryouts, candidates are judged on spirit, enthusiasm, coordination, and rhythm. Cheerleaders and Top Cats are considered athletes and must follow all applicable rules and regulations.

PEP CLUB: Designed to promote school spirit at Carrier Mills-Stonefort High School. Members attend athletic contests to compose a solid cheering section for our teams.

NATIONAL HONOR SOCIETY: The National Honor Society is the nation's premier organization to recognize outstanding high school students. More than just an honor roll, the National Honor Society honors students who have demonstrated excellence in Scholarship, Leadership, Service, and Character.

SCHOOL NEWSPAPER (ECHO): Written entirely by student authors, Echo attempts to present school news and events excitingly and professionally. Staff members selected by the advisor come from the publications class and the student body. Students with a knack for writing, design, typing, art, and photography are encouraged to join. Over the past few years, the Publications class has produced an online version of the ECHO for students to watch during their Enrichment class.

YEARBOOK (REMINISCENCE): While the obvious purpose of Reminiscence is to produce a yearbook that is sold to students, the organization also serves to educate its staff in various aspects of printing and book production. Although certain English and typing skills are prerequisites for success in Reminiscence, the staff is open to all students.

ATHLETICS: At the heart of any school's spirit is the enthusiasm generated by a successful athletic program.

Carrier Mills-Stonefort High School offers you a rich and complex athletic program designed to interest all students. Our athletic department urges you to become involved by being both a spectator and a participant. The Illinois High School Association rules govern the student-athletes, the Carrier Mills-Stonefort co-curricular handbook, and other policies and rules set by the Board of Education. During the coming year, Carrier Mills Stonefort High School will participate in athletic contests in the following sports: basketball, baseball, bass fishing, cross country, softball, and volleyball. Any disciplinary or legal action necessary due to gross misconduct or disobedience by students or patrons attending school activities, at home or away, may result in a suspension from all such activities for a minimum of one year. For the safety and enjoyment of everyone, all attendees are expected to follow administrative directions at all activities.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student-athletes must comply with Illinois' Youth Sports Concussion Safety Act and all Illinois High School Association protocols, policies, and bylaws before being allowed to participate in any athletic activity, including practice or competition. A student removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including the School District's return-to-play and return-to-learn protocols.

NO PASS - NO PLAY POLICY

Students participating in any extracurricular activity must pass at least 5 classes, not fail more than two classes, and maintain a 2.25 cumulative grade point average. Grades are checked weekly, and students who do not meet the guidelines are suspended from participation for at least one week or until a regular weekly check shows that the grades have improved to the acceptable level. Grades issued at the end of each semester must meet the same overall guidelines for the student to be eligible for the following semester.

EXTRACURRICULAR/STUDENT DRIVER DRUG AND ALCOHOL TESTING PROGRAM

The District maintains an extracurricular drug and alcohol testing program to foster the health, safety, and welfare of its students. Participation in extracurricular activities and driving to school is a privilege, and participants must be exemplars.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing to participate in any extracurricular activity and/or drive to school. Failure to sign a "Random Drug and Alcohol Testing Consent" form will result in non-participation. If a test is "positive," the student will be disciplined according to the Carrier Mills-Stonefort High School Extracurricular Handbook.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

SUSPICION-BASED DRUG AND ALCOHOL TESTING

The Board of Education recognizes that drug/alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based on reasonable suspicion of drug or alcohol use. The administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

DRUG ABUSE

The Drug-Free Schools and Communities Act requires that the school notify the public of available substance abuse counseling and treatment centers. Following is a list of such centers. Information and referrals are available through the schools. The school does not pay for student treatment.

Egyptian Health Department
Route #45
Eldorado, IL 62930
(618) 273-3326

Charter Hospital of Paducah
435 Berger Road
Paducah, Ky. 42002
1-800-421-4443

Gateway Youth Care
406 West Mill St.
Carbondale, IL 62901
(618) 529-1151

Transportation

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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 days for violating school rules or engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for over 10 days for safety reasons. The district's regular suspension procedures shall suspend a student's privilege to ride a school bus.

A student 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 within a reasonable amount of time for equivalent academic credit. The student's parent or guardian must notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Ensure 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.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. 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.
7. 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, always keeping your hands, arms, and head inside the bus.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay outside 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.
10. 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.
11. Never return to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for investigation into misconduct or accidents on the bus. For school transportation issues, contact the building administrators: Mr. Bryce K. Jerrell, or Mr. Ben Vinyard at (618) 994-2392.

BUS CONDUCT

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to the following:

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period over 10 days for safety reasons.

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

CAR, MOTORCYCLE, AND BICYCLE TRANSPORTATION

Driving to school is a privilege. All parking for students is reserved. Students who need to drive may register in the office on registration day. All student drivers must furnish proof of valid operator's permit, family auto ownership, and valid insurance. Students must purchase a parking permit to receive their assigned parking space (\$10 per semester, non-refundable). Each student and his or her parent(s)/guardian(s) must consent to the student's random drug and alcohol testing to drive to school. Failure to complete a "Random Drug and Alcohol Testing Consent" form will result in non-participation. There are a limited number of spaces. Spaces will be drawn for by class, starting with the seniors. All students are encouraged to ride the bus.

Safety is a priority. Drivers should not exceed 10 miles per hour in the parking lot or driveways. Video cameras may be active in parking lots and may be used to investigate student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Students have no reasonable expectation of privacy in cars parked on school grounds. Students are responsible for the contents of their vehicles. Contraband dogs, administration, and police officers regularly search school lots. School officials and/or police may search vehicles on school property at anytime. Students should be aware that items and spaces on school grounds are subject to search and view by others and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. The school is not responsible for student vehicles, possessions left in them, or anything attached to them. Students park

their vehicles on school property at their own risk. Students should be aware that their vehicles are not protected in any way while in the parking lot, and items of value should not be left unattended in or near the vehicle.

Notifications

STUDENT RECORDS (FERPA)

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

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

1) The right to inspect and copy the student's education records within 10 business days of the day the District receives an access request.

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 records. Students 18 or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make access arrangements and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days to grant access. 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 have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and identify the record the parent/guardian or eligible student wants to be changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its employees and who is under the direct control of the school for the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll and to any person as expressly 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 when a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may assist a student with a disability who graduates or permanently withdraws may, after 5 years, be transferred to the parent/guardian or 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.

6) The right to prohibit the release of directory information.

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

- *Name
- *Address
- *Grade Level

- *Birth date and place
- *Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- *Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or exemplary arts programs
- *Academic awards, degrees, and honors
- *Information about 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.

7) The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your written consent.

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

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

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

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

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Avenue, SW
 Washington DC 20202-8520

REQUESTS FROM MILITARY AND COLLEGES

Upon their request, military recruiters and institutes of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosing information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request nor disclose the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation and refuse to allow their child to participate. The school will not penalize any student whose parent/guardian exercised this option.

SEX OFFENDER AND VIOLENT OFFENDER REGISTRATION

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, www.isp.state.il.us/sor/
- Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/ ▪
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss their child's progress.
2. To participate in a conference in which evaluation and placement decisions may be made concerning their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net, or you may request a copy of this guide by contacting the school's office.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival and departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

FAITH'S LAW NOTIFICATION

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

INTEGRATED PEST MANAGEMENT

This school district's policy is to control pest problems in a way that poses the most negligible hazard to human health and the environment through an Integrated Pest Management system. IPM is a pest control program that combines prevention, non-chemical control methods, and the appropriate use of pesticides with a preference for products least harmful to human health and the environment. The IPM includes provisions for 96-hour notification of parent/guardian and school employees before any pesticide application on school property. Carrier Mills Stonefort Unit #2 has therefore established a registry of people who wish to be notified. To be included in this registry, please complete the form, which may be picked up and returned to the Principal's office.

This is to serve as notice that the pesticides (Pyre thins) **may** be used at the regular monthly service dates at each attendance center. Inspection and subsequent applications, if required, are conducted after 4:00 p.m. on the 1st Friday of the month.

ASBESTOS NOTIFICATION

The following notice is being released for compliance with the regulators of the Federal AHERA guidelines for the management of asbestos-containing materials (ACM). The inspection report management plan is on file for review at each school and district office.

This notice informs building occupants and parents/ legal guardians of the location of ACM. It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any ACM.

Inspections are conducted to determine if there is any change in the condition of the known or assumed asbestos. ACM has been found in the Jr. and Sr. high school buildings. Cleaning and maintenance personnel who recognize the danger of asbestos are taking precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken as needed to protect the health of building occupants.

Every Student Succeeds Act (ESSA)

SCHOOL ACCOUNTABILITY

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn on areas necessary to their continuing development and entry into the world of work. The State Board of Education prepared State Goals for Learning with accompanying Common Core State Standards to fulfill that purpose. The School Board prioritizes allocating resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

SCHOOL CHOICE FOR STUDENTS ENROLLED IN A SCHOOL IDENTIFIED FOR IMPROVEMENT, CORRECTIVE ACTION, OR RESTRUCTURING

According to federal law, this section applies to only those enrolled in a school identified by the School Board for school improvement, corrective action, or restructuring. Those students may transfer to another public school within the District, if any, that has not been so identified. If there are no District schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. In its “Overview of Public School Choice for Illinois Schools,” ISBE suggests that a “good faith effort” requires a district to send a letter to superintendents of surrounding districts asking if they would be interested in participating in an intergovernmental agreement and in keeping copies of the letter and any responses it receives. Transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate education as provided to other children and youths, including public preschool education. When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: continuing the child's education in the school of origin for as long as the child remains homeless or if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is living are eligible to attend.

The Grade School principal, Mrs. Melissa Kuhlmann, and the Prevention Specialist, Mrs. Ally Ryan, have been appointed Liaisons for Homeless Children to coordinate this policy's implementation. For additional information concerning assistance and support for homeless families, contact Mrs. Kuhlmann and/or Mrs. Ryan at the Grade School.

TITLE I PARENTAL INVOLVEMENT

The District maintains programs, activities, and procedures for the involvement of parents/guardians to students receiving services or enrolled in programs under Title I. These programs, activities, and procedures are described in District–and School-level compacts.

District-Level Parental Involvement Compact: The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain 1) the District's expectations for parental involvement, 2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and 3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children in attaining English proficiency, achieving at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions about this program or to express input in the school's English Learners program, contact Ms. Jamie Phillips at (618) 994-2413.

NOTIFICATION OF TEACHER QUALIFICATION

Following ESEA Section 111(h)(6), each Title I school must notify the parent of every student that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information includes the following:

- 1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas where the teacher provides instruction.
- 2) Whether the teacher is teaching under emergency or another provisional status through which State qualifications or licensing criteria have been waived.
- 3) The baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- 4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

INTERNET ACCEPTABLE USE POLICY

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited 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 legal action.**

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;

- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is 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 students' or colleagues' personal information, including the addresses or telephone numbers.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the networks in any way that would disrupt their use by other users.
- f. Consider all communications and information accessible via the electronic networks' private property.

No Warranties - The District makes no warranties of any kind, expressed or implied, for its service. The District will not be responsible for any damages the user suffers. This includes data loss resulting from delays, nondeliveries, missed deliveries, or service interruptions caused by 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 its services.

Indemnification - By using the District's electronic networks, 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.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the network as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied network access.

Vandalism - Vandalism will result in the cancellation of privileges and other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any other network. This includes but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. The notice should also include the web address of the source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them identification of the user's Internet *domain*. This domain is registered and identifies the author as being with the District. Therefore, great care should be taken in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is sure of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, a District school's team name, or any logo attributable to the District, provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as to enhance student's educational experiences, to help meet the educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club's websites or social media accounts.
6. An agreement to maintain and protect its finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing an equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Authorization to Participate in the Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct Agreement

This form accompanies policy 6:220, Bring Your Own Technology (BYOT); Responsible Use and Conduct. It must be signed before a student participates in a BYOT Program. Please submit this form to the Building Principal.

Student

School year

To be read and signed by the student-participant and his/her parent/guardian:

Dear Parents/Guardians:

Our School District allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. You must authorize your child's participation in the program by agreeing to the following terms and discussing them with your child, including using the Internet through the District's electronic network during

instructional time (Children's Internet Protection Act (CIPA) (47 U.S.C. §254)). This authorization and agreement needs to be signed only once while your child is enrolled in the District.

Your child must also sign the *Student Authorization for Access to the District's Electronic Networks* agreement to participate in the program. If you have not read and signed this document or do not know whether one is already on file in the District, contact your Building Principal. You may also ask your Building Principal for any other forms or exhibits referenced in the BYOT authorization and agreement below.

The violation of any laws or Board policies while participating in the program may result in the loss of your child's privilege to participate in the program. Remember that you are legally responsible for your child's actions. If you agree to allow your child to participate in BYOT program, sign the authorization and agreement below and return it to your school.

The teacher's role in the program is that of instructor in your child's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their children share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a District-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The District will also expect you and your child to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the District's electronic network. Finally, the right to privacy in your child's BYOT device is limited while it is on any school property.

Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement

I hereby request that my child be allowed to participate in the District's BYOT program. *(Please indicate agreement by initialing the checkbox.)*

I have read this *BYOT Participation Authorization and Responsible Use Agreement*. I understand the program is designed for educational purposes and that during instructional times, my child may access the District's Internet only through its electronic networks to minimize access to inappropriate material.

I will hold harmless the District, its employees, agents, and Board members, from harm caused by materials or software obtained via the District's network and compliance with federal law(s) (including, but not limited to CIPA requirements).

I have previously signed the *Student Authorization for Electronic Network Access* form. I have also read and discussed with my child the following documents: (1) the Responsible Use portion of policy 6:220, *Bring Your Own Technology (BYOT) Programs; Responsible Use and Conduct*; (2) 6:220-E2, *Bring Your Own Technology (BYOT) Program Student Guidelines*; and (3) 6:235-E5, *Children's Online Privacy Protection Act*.

I understand that my child and I share the responsibility for technical support, providing a properly charged BYOT device, and keeping the BYOT device free from viruses, malware and/or any other harmful programs that could infect or harm the District's electronic network.

I understand that the District does not provide liability protection for BYOT devices, and it is not responsible for any damages.

I understand that my child's privacy rights in his/her BYOT device while on any school property are limited as outlined in Board policy.

I consent that my child may share another student's BYOT device, or in the alternative, be asked to share his/her BYOT device with another student, from time to time as directed by the classroom teacher.

Parent/Guardian (*please print*)

Date

Parent/Guardian signature

Student signature

To be read and signed by student and parent/guardian who is not participating:

I have decided **not to participate** in the BYOT program sponsored by the School District for the remainder of this school year. In order for me to participate in the BYOT program at a later date, I understand that I must contact the Building Principal and sign the above *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement*.

Parent/Guardian (*please print*)

Date

Parent/Guardian signature

Student signature

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Carrier Mills-Stonefort High School Faculty and Staff

<u>Administration</u>	<u>Position</u>	<u>Email Address</u>
Mr. Bryce K. Jerrell	Principal/Superintendent	bkjerrell@cmsfcats.org
Mr. Ben Vinyard	Assistant Principal	bvinyard@cmsfcats.org
<u>Office Staff</u>	<u>Position</u>	<u>Email Address</u>
Mrs. Debbie Moore	Unit Bookkeeper	dmoore@cmsfcats.org
Mrs. Michelle Murphy	Secretary	mmurphy@cmsfcats.org
<u>Faculty & Staff</u>	<u>Position</u>	<u>Email Address</u>
Mrs. Tracy Adams	Family Resource Developer	tadams@cmsfcats.org
Mrs. Jennifer Anderson	English Teacher	janderson@cmsfcats.org
Mr. Justin Austin	Classroom Aide	jaustin@cmsfcats.org
Mrs. Stacey Cochran	Classroom Aide	scochran@cmsfcats.org
Mrs. Samantha Craig	English Teacher	scraig@cmsfcats.org
Mr. Darin DeNeal	Agriculture Teacher	ddeneal@cmsfcats.org
Mrs. Laura Dombrow	Classroom Aide	ldombrow@cmsfcats.org
Mr. Mike Eisenhauer	Science Teacher	meisenhauer@cmsfcats.org
Mr. David Klope	Mathematics Teacher	dklope@cmsfcats.org
Mr. Caleb Long	Choir Teacher	clong@cmsfcats.org
Mr. Jeff Roper	Math Teacher	jeffroper@cmsfcats.org
Mrs. Kathy Mathews	English/History Teacher	kmathews@cmsfcats.org
Ms. Kaci McFarland	Paraprofessional	kmcfarland@cmsfcats.org
Mrs. Emma Pappenfuss	History Teacher	epappenfuss@cmsfcats.org
Mr. Gary Ryan	Driver's Ed/PE Teacher	gryan@cmsfcats.org
Mrs. Jodi Stafford	Support Specialist	jstafford@cmsfcats.org
Mr. Burke Wasson	Science/Math Teacher	bwasson@cmsfcats.org

The faculty members may be contacted any day during their conference period or from 7:45-8:00 and 3:00-3:15. **Please call (618) 994-2392** to speak with your young adult's teacher.

Appointments may be made after you have spoken with them on the phone.

CARRIER MILLS – STONEFORT UNIT #2 2023 – 2024 CALENDAR

August 7	School Begins/Teacher In-Service Day
August 8	Teacher In-Service Day
August 9	First Student Attendance Day 1 st Sem/1 st Quarter Begins

September 4	Labor Day (No School)
September 8	<u>1st Quarter Midterm Ends</u>
October 5	<u>1st Quarter Ends (1:45 Dismissal)</u>
October 6	Teacher In-Service (No Student Attendance)
October 9-13	Fall Break
October 16	2 nd Quarter Begins
October 17, 19	Parent-Teacher Conferences (3:00-6:00)
October 27	Early Dismissal (1:45 Dismissal)
November 16	Veterans' Day (No School)
November 17	<u>2nd Quarter Midterm Ends</u>
November 18	No School
November 21	Early Dismissal (1:45 Dismissal)
November 22, 23, 25	Thanksgiving Break (No School)
December 19	<u>1st Semester/2nd Quarter Ends (1:45 Dismissal)</u>
December 20 - January 1	Christmas Vacation (No School)
January 2	Teacher In-Service Day
January 3	Return to School/2 nd Semester/3 rd Quarter Begins
January 5	1 st Semester/2 nd Quarter Report Cards
January 15	Dr. Martin Luther King Jr., Day (No School)
February 2	<u>3rd Quarter Midterm Ends</u>
February 13, 15	At-Risk Parent-Teacher Conferences (3:00-6:00)
February 16	No School
February 19	Presidents' Day (No School)
March 8	<u>3rd Quarter Ends (1:45 Dismissal)</u>
March 11	4 th Quarter Begins
March 22	Early Dismissal (1:45 Dismissal)
March 25-29	Spring Break (No School)
April 19	<u>4th Quarter Midterm Ends</u>
May 10	High School Graduation Ceremony (7:00 pm)
May 16	8th Grade Promotion Ceremony (7:00 pm)
*May 17	<u>2nd Semester/4th Quarter Ends</u>
*May 20-24	Emergency Days (If snow days are used)

**The last student attendance day may be moved back if there are snow days.*