

# INTRODUCTORY INFORMATION & GENERAL NOTICES

## **PARENT-STUDENT HANDBOOK (PS HANDBOOK 1.30)**

This Parent-Student Handbook contains policies and procedures that were in place at the time the handbook was published. Since the publication of this handbook some items may have become inaccurate or incorrect due to changes in law, best practices, Board Policy, Administrative Procedures, or Building Procedures. Some Board Policies or Administrative Procedures referenced in this handbook are not completely included, but have been edited to convey the essential information. The complete Board Policy Book is available for downloading on the district website: [www.caseywestfield.org](http://www.caseywestfield.org)

## **EDUCATIONAL PHILOSOPHY (BOARD POLICY 1:30)**

The School District will responsibly utilize its fiscal resources and actively partner with parents and the community to promote excellence in a caring, safe environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum with a knowledgeable and dedicated staff.

## **SCHOOL DISTRICT INFORMATION DIRECTORY**

Casey-Westfield Community School District C-4 is a unit district serving the communities of Casey and Westfield in the counties of Clark, Coles, Crawford, Cumberland, and Jasper. Casey-Westfield School District provides educational services for students of grades K-6 at Monroe Elementary School, grades 7-12 at Casey-Westfield Jr/Sr High School.

### **District Administration**

<b>Unit Office</b>	<b>Jr / Sr High School</b>	<b>Monroe Elementary</b>
401 E. Main	306 E. Edgar	301 E. Monroe
Casey, IL 62420	Casey, IL 62420	Casey, IL 62420
217-932-2184	217-932-2175	217-932-2178
FAX 217-932-5553	FAX 217-932-2986	FAX 217-932-2816
<b>Dee Scott, Interim Superintendent</b>	<b>Jim Sullivan, Principal Dalton McFarland, AP</b>	<b>Linda Campbell, Principal Kacie Rhoads, AP</b>

## **PARENTAL INVOLVEMENT (BOARD POLICY 8:95 AND 8:95-AP)**

In order to assure collaborative relationships between students' families and the School Board and District personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop administrative procedures to keep parent(s)/guardian(s) thoroughly informed about their child's school and education; encourage involvement in their child's school and education; establish effective two-way communication between all families and the School Board and District personnel; seek input from parent(s)/guardian(s) on significant school-related issues; inform parents/guardians on how they can assist their children's learning.

## **DAMAGED, LOST, OR STOLEN ITEMS**

The school can't be responsible for personal items students bring from home. When an item is lost, we will make reasonable attempts to help the student locate the item. Found articles should be turned in to the principal's office where owners may call to claim them. Lost textbooks will be returned to the teacher if they are not claimed promptly. Found library books will be returned to the library.

## **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

### **(PS HANDBOOK 1.110)**

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

## **VISITORS TO THE SCHOOLS (PS HANDBOOK 1.40) (BOARD POLICY 8:50)**

Visitors are welcome at any School District building, provided their presence will not be disruptive. All visitors shall initially report to the Building Principal's office. Any person wishing to confer with a staff member shall contact that staff member by telephone or email to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board policy 8:30, *Conduct on School Property*.

Students are discouraged from asking permission to bring visitor(s) to school. In most cases, the request will be denied because of the disruption to the daily classroom procedures and limited classroom space.

Visitors must check in at the Principal's office upon entering the building. Visitors will be required to sign their name, list the time they enter the building and indicate their purpose for their visit. They will then be given a visitor's badge that must be worn at all times during the visit. Before leaving the building, visitors must sign out indicating the time they leave, and return their visitor's badge.

## **SCHOOL VOLUNTEERS (PS HANDBOOK 1.70)**

**All school volunteers must complete a Volunteer Information Form and background check form and be approved by the school principal prior to assisting at the school. Forms are available in the school office.** Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **LOCKERS**

Jr/Sr High School students will be assigned a hallway locker with a built-in combination lock. Here

are some things to remember:

Lockers should be kept neat and clean on the outside as well as on the inside. Don't write on them or deface them. You will be responsible for damage to your assigned locker.

The school can't be held responsible for lost or stolen property; however, we will make a reasonable effort to locate missing items.

The school reserves the right to periodically search student lockers in an effort to maintain a safe school environment.

#### **VIDEO & AUDIO MONITORING SYSTEMS (PS HANDBOOK 1.100)**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas in and around the school buildings. These systems have been put in place 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.

#### **EMERGENCY SITUATIONS (PS HANDBOOK 1.90)**

Casey-Westfield School District has detailed plans and procedures for emergency situations that may arise in relation to school. Included are plans for Fire and Explosion, Tornado and Tornado Alerts, Winter Snow Storms, Bomb Threats, Civil Disturbance, Earthquake, Air Pollutants and Vehicle Accidents involving students. Emergency information is posted in each classroom and in other places throughout each school building. Each classroom teacher reviews the emergency information with students and the students practice disaster drills to prepare students and teachers for getting to the best safety location in an emergency. In an emergency situation, parent(s) or guardian(s) must go through the office to release a student from school.

**It is important that students and parent(s) or guardian(s) refrain from coming to school or calling the school or school administrators' homes during emergency or bad weather advisories.** Phone lines are needed by school personnel to provide for the safety and well-being of the students. School plans call for the notification of parent(s) or guardian(s) directly using a notification system and by use of area/local radio, television and facebook as soon as possible in cases where notification is advisable. First announcements will normally be made no later than 6:30 A.M. when school will not be held on any given day.

#### **FIRE AND DISASTER DRILLS (PS HANDBOOK 5.40)**

Fire and disaster drills are conducted several times during the year at unannounced times. These are designed so that the students will know what to do in the event of an emergency. We try to acquaint students with the drills before they happen so that no child is frightened and apprehensive. Parents can help us by stressing the seriousness of these drills and knowing proper procedures in the event of an emergency. There will be a minimum of 3 evacuation drills, 1 severe weather drill, 1 law enforcement drill, and 1 bus evacuation drill each school year.

#### **EQUAL EDUCATIONAL OPPORTUNITIES (PA HANDBOOK 1.50)**

(BOARD POLICY 7:10)

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with

any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

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 the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

## **ATTENDANCE, PROMOTION & GRADUATION**

### **ENROLLMENT PROCEDURES (BOARD POLICY 7:50, AND 7:60-AP2)**

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

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

### **Registration Requirements:**

- Provide proof of residence. Prior to registration at the school(s) all new families in the district must complete a residency form at the Unit Office, 401 E. Main, Casey.
  - A driver's license, rent or utility receipt, voter's registration card, etc. showing the parent/guardian name and street address may be used to establish residency.
  - **A Post Office box is not proof of residence.**
- Present a certified copy of the student's birth certificate.
- Provide the Social Security number of the student.
- Provide 911 address.
- Provide emergency phone numbers.
- Provide proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:
  - Within one year before entering kindergarten or the first grade;
  - Upon entering the sixth and ninth grades; and

- Whenever a student first enrolls in a District school, regardless of the student's grade.
- Provide proof of an eye examination for students enrolling in Kindergarten or students enrolling for the first time.
- Provide necessary information to permit our school to get the transfer record from the previous school attended.
- Provide the Illinois Student Transfer Form from the previous Illinois school.
  - A student enrolling who has been suspended or expelled from another school will be required to complete the suspension or expulsion time before attending Casey-Westfield schools.

***\*Students will be withheld from attending classes until all registration requirements are met.***  
**Homeless Children** (Board policy 6:140)

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. *Education of Homeless Children*, and its implementing administrative procedure, governs the enrollment of homeless children.

### **Foreign Students**

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

### **Re-enrollment**

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). ***Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, Expulsion Procedures.*** A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

***Parent(s) or guardian(s) may request a waiver of registration fees if their child qualifies for free or reduced lunch.*** To apply for free registration fees, a *Free and Reduced Price School Meals*

*Application* shall be completed. Families that do not qualify for the waiver of fees may sign an affidavit requesting to make installment payments during the school year. These forms will be available during registration. Students will not be discriminated against or punished because of their parents' request for instructional materials for waivers or installment payment plan. Parents will be notified in writing within thirty (30) days of the district's decision on their request. A family that has had a request denied may appeal this decision by writing to the Superintendent within thirty (30) days. A copy of the decision will be mailed to the family stating the reason for the denial if the appeal is denied within thirty (30) days of the receipt of the appeal.

**RESIDENCY (BOARD POLICY 7:60, 7:60-AP1, AND 7:60-AP2)**

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months and must not be charged tuition. Non-resident students may attend District schools upon the Superintendent's recommendation, approval of the School Board, and subject to the following: (1) the student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year. (2) The student will attend the school designated by the School Board. (3) The student will be accepted only if there is sufficient room. (4) The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law. (5) Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

Tuition is based on 110% of the Per Capita Tuition Charge for the previous school year as computed by the State Board of Education. The estimated Per Capita Tuition Charge for 2015-16 is \$7863. The actual tuition charge will be computed when the final Per Capita Tuition Charge is received from the State Board of Education.

**TRANSFER/WITHDRAWALS (BOARD POLICY 7:50 AND 7:50-AP)**

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Parent(s)/guardian(s) of a student transferring or withdrawing from the District shall notify the Building

Principal of their intent, pay outstanding fees or fines, sign a release form authorizing the release of student records, and return all school-owned property. Students transferring to another school in the State of Illinois must also take with them the Illinois Student Transfer Form.

**Notice: The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Temporary records will be destroyed five years after the student has transferred, graduated, or permanently withdrawn unless the student with disabilities or a parent/guardian of a student with disabilities requests the records.**

#### **ATTENDANCE AND TRUANCY (PS HANDBOOK 2.10, 2.20, 2.40, 2.50)**

(Board policy 6:110, 7:50, 7:70 and 7:70-AP)

Regular attendance is necessary if a student is to attain success in school. Absence from school disrupts the continuity of instruction, therefore causing the student to fall behind in class work. Students should not attend school when it is detrimental to their health or the health of others.

#### **(PS HANDBOOK 2.50)**

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

#### **Compulsory School Attendance (PS HANDBOOK 2.10)**

This policy applies to individuals who have custody or control of a child (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are students between the ages of 6 (on or before September 1) and 17 years.

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 homeschool) 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 his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

#### **(PS HANDBOOK 2.20)**

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, deployment or leave of military parent(s) (up to 5 days), to sound TAPS (grades 6-12), other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

## **Absence Notification**

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence. If a student in grades Kindergarten through Grade 12 is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers given.

Jr/Sr High School students (7 – 12) who have been absent from school will not be readmitted unless they have done one of the following:

- Parents call the attendance office before 8:30 AM on the day of absence. Students whose parents do not call will be asked to bring notes from home.
- If parents do not call, then students must bring a note signed by the parent stating the reason for the absence. This note is to be presented to the attendance office by 8:00 AM on the date the student returns to school. Failure to comply may result in an unexcused absence.
- Students may be assigned a working lunch / homework help or detention for unexcused or excessive absences.

## **Family Trips**

It may be necessary in some instances for a student to miss school because of a family trip. If such an occasion should arise, the parent shall request permission in writing from the Principal for a pre-arranged absence for the student. If the request is granted, the student is responsible for making arrangements with his/her teachers for the assignments that the student will miss while away from school. All assignments must be completed and handed in before the absence unless circumstances were such that this could not be done in advance or other arrangements were made with the teachers. All assignments or tests completed after the absence must be completed and handed in before 3:15 P.M. on the second day after the absence. Assignments not completed by the deadline will be treated the same as an unexcused absence.

- **A student will be allowed two (2) family trips per year.**
- **If two family trips are taken, the maximum combined number of days allowed is 5 days.**
- **Trips of no more than five consecutive school days.**
- **Family trips will count toward the number of allowable absences per semester.**
- **No family trips will be approved as an excused absence during the last five days immediately preceding the end of the semester.**
- **Principals may grant exceptions to the Family Trips procedures.**

## **Student Absenteeism (PS HANDBOOK 2.100) (Board Policy 7:70 AP)**

If an absence is due to a medical condition, an excused absence will be granted by a medical note signed by a physician up to 5 days after the medical absence. Doctor's notes after this time may not be excused. In cases of extended illness, homebound instruction may be provided. While on homebound instruction, the student will not be counted absent.



**After five (5) absences the student has a conference with the school administrator and a letter notifying the parents. The same procedure will take place after the 10<sup>th</sup> absence.**

Absence is the cause of many student failures in school. Unless a student's health forbids or unless some serious emergency arises at home, a student should be in school. Responsibility for making up work lies entirely with the student. The student should make appointments with his/her teachers to ascertain just what the student is to make up. The student assumes the entire burden of getting this work done and handed in to his/her teachers.

Absences will be considered as unexcused for any reason considered neither reasonable nor legal. The administration is responsible for deciding whether or not an absence is excused or unexcused.

***An absence of 3 or more consecutive days requires a doctor's note in order to be excused.***

***Students who have more than five absences per quarter/ten absences per semester must present a doctor's note for all further absences in order for them to be excused.*** Students returning from an unexcused absence must make-up all missed work including tests. Partial credit will be allowed by averaging a zero for the unexcused missed work with actual work done provided this work is made up within a period of time specified by the teacher.

***After fifteen (15) consecutive days of absence without notification to the school or the school being able to contact a student's residence, a student may be dropped from the roll.***

### **Evening Activities after an Absence**

Students absent from school for an unexcused absence or illness may not attend evening or after school activities.

### **Signing Off Campus**

If a student must leave the school building for any reason, a note or phone call from their parent is required. The student or parent must sign out (and then back in, if returned) at the attendance office. Failure to follow the proper procedure will result in an unexcused absence and disciplinary action. In case of an accident or emergency, the parent must be contacted for permission to go home.

### **Unexcused Absences/Truancy**

Unexcused absences are defined as willful and determined absences from one or more periods of the school day without permission of parents and/or without approval of school officials. All unexcused absences are subject to a student being identified as truant. Students returning from an unexcused absence must make up all missed work including tests. Partial credit will be allowed by averaging a zero for the unexcused missed work with the actual work done provided this work is made up within a period of time specified by the teacher.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% (9 days) or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered **chronic truants**. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer

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

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

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

Any 16 or 17 year old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Clark, Coles, Cumberland, Douglas, Edgar, Moultrie, and Shelby Counties. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

### **Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board policy. The program shall include education and support services that address individual learning styles, career development, and social needs, and may include parent-teacher conferences; counseling services by social workers and/or guidance counselor; counseling services by psychologists; psychological testing; truants' alternative and optional education program; alternative school placement; community agency services; alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time; graduation incentive program; or Illinois Hope and Opportunity Pathways through Education (IHOPE) Program. Any Student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she is considered a dropout according to State law; has been suspended or expelled; is pregnant or is a parent; has been assessed as chemically dependent; or is enrolled in a bilingual education or LEP program.

### **Notification of Non-Transfer Students Removed From Regular Attendance Roll**

Notification will be made to the proper authorities as required by ***The School Code, Section 26-3a***, concerning students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances. The criteria to

determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria approved by the Superintendent.

### **Temporary Exclusion of Students**

A student 17 years of age or older can be temporarily excluded for failing to meet minimum academic or attendance standards according to provisions in ***The School Code, Section 26(c)***. A parent/guardian has the right to appeal a decision to exclude a student; the Illinois State Board of Education's rule will control the appeal process, 23 Ill.Admin.Code §1.242.

### **Student Illness During the Day**

Students who become ill or injured during the day must report to the office. If the student needs to go home, office personnel will call the parents or emergency contact to pick up the student or, for students who drive to school, give permission for the student to drive home. Students will not be permitted to leave the school when ill or injured unless permission is received from either the school nurse, principal, or the parents are notified.

### **Make-Up Work (PS HANDBOOK 2.40)**

If a student's absence is excused, he/she will be permitted to make up any missed work, including 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 staff.

### **LAKE LAND COLLEGE DUAL CREDIT ATTENDANCE POLICY**

Due to the importance of expected student attendance in a college class, **students who miss more than 10 class sessions in a semester will become ineligible to receive college credit from Lake Land College**. Absences that are accompanied by a doctor's note do not count toward the 10 days but all other absences do, including field trip absences. This policy has no bearing upon a student's ability to receive credit from Casey-Westfield High School; therefore, a student losing college credit because of attendance will still be eligible to receive high school credit for the course.

### **MONROE ATTENDANCE AND PUNCTUALITY**

We ask that children always be on time so that they may begin work with the class.

The following school hours are in effect:

8:00	Building Opens (7:45 for Breakfast)
8:15	Project HELP AM classes begin
8:20	Classes Begin(K-6th and ECSE)
10:45	Morning Preschool Dismissal (both ECSE and Project HELP)
11:00-11:20-11:40	Kindergarten Lunch/Physical Activity
11:10-11:30-11:50	First Grade Lunch/Physical Activity
11:25-11:45-12:05	Second Grade Lunch/Physical Activity
11:35-11:55-12:15	Third Grade Lunch/Physical Activity
11:50-12:10-12:30	Fourth Grade Lunch/Physical Activity
12:00	Afternoon ECSE Preschool Begins
12:00-12:20-12:40	Fifth Grade Lunch/Physical Activity
12:10-12:30-12:50	6th Grade Lunch/Physical Activity
12:10	Project HELP PM classes begin
2:45	Afternoon Preschool Dismissal (both ECSE and Project HELP)
3:00	Dismissal of Bus Riders
3:08	Dismissal of walkers/bikers

Children who do not ride a bus to school should plan to arrive at school **no earlier than 8 A.M.** (7:45 for breakfast). At that time Kindergarten - 2nd grade students will be allowed to deposit books and other materials in their classrooms and go outside for recess and 3rd-6th grade students will prepare for the school day in their classrooms.

Bicycles, skateboards and scooters are to be walked on school grounds and are to be parked in the designated area until it is time to go home.

Bus riders are dismissed first. After the buses have gone, anyone not riding a bus will be dismissed.

**Children should not be taken from class before dismissal, as the few final minutes of the day are important.**

**Parents who pick up their children may do so on Monroe Street (eastbound traffic only).** This guideline has been established to protect children from the dangers involved in crossing a street at this busy time of day. Students are to cross streets only in the crosswalk area, even when accompanied by an adult. Students should cross the railroad tracks at the street crossing and are reminded to not walk on the railroad tracks nor the right-of-way.

All students not under the direct supervision of a teacher or coach **must leave the building promptly at dismissal.** It is not acceptable for students to remain in the building unsupervised while waiting for a coach to arrive at a basketball practice which starts at 3:30 P.M. Families must make other arrangements for their children for the time between dismissal and the start of practice.

If a change from normal routine is to be made, please send a note to school with your child. For example, if a child normally rides the bus, but will be walking on a given evening, a note confirms the change and eliminates confusion. **If we do not receive a note, we will follow the normal routine.**

For the safety of each child, when it becomes necessary that a student be dismissed early from his/her daily schedule the parent must notify the office to properly release the student. We will not release any student to anyone other than a parent or legal guardian without permission from parents. Individuals listed by the parents in the child's file as an emergency contact will be contacted when no parent can be reached.

#### **TARDINESS: JR / SR HIGH SCHOOL**

Promptness is recognized as necessary in school as it is in business, and it reflects a student's concern for the rights of others. Should a student become chronically tardy to school or class, his/her parents and he/she will be required to confer with the administration on corrective measures.

1. A student is tardy if he/she is not in his/her classroom at the beginning of the period.
2. Upon arrival at school and at the beginning of sixth period when tardy, the student will report to the office; during the school day individual teachers will record a tardy in the Teacherease system.
3. Tardiness between classes will be handled by the teacher or teachers involved.
4. If tardiness should be caused by a teacher, that teacher will see that the student gets into his/her next class.
5. After a student is tardy 3 times a 45-minute Homework Help / Detention(s) will be assigned.
  - a. Each additional tardy up through six will result in additional 45-minute homework help/detention being assigned.
  - b. After the sixth tardy a parent conference with the student and administration will be scheduled in addition to the homework help/detention. A student's failure or refusal to attend these will result in further disciplinary measures.
  - c. A parent or guardian of the student will be notified at each of these above steps.
6. Excessive tardiness will result in the student losing his/her sign-out or open campus privileges.

#### **HALLWAY PASSES GRADES 7-12**

During class time, students are not to be in the hallways without a signed pass from that teacher.

**It is the student's responsibility to see that they have a pass.** Only teachers and the office staff issue passes. If a student wishes to see a teacher during the teacher's planning period or to do work for a teacher or subject requiring library research, it must be arranged in advance. The appropriate teacher must issue a pass granting permission to be excused from study hall. When on a pass to a teacher or the library, a student may not go to the restroom, locker, or any place other than where the pass specifies.

## PERFECT ATTENDANCE GRADES 7-12

A perfect attendance record is interpreted as meaning that a student's attendance has been as nearly perfect as humanly possible. The following provisions are made:

- Absence of three (3) periods will constitute a half (0.5) day's absence.
- Absence of over six (6) periods will constitute a full day's absence.
- A one (1) or (2) period absence will not count against a student's perfect attendance unless it exceeds two (2) times.
- A student tardy more than twice in a quarter, to their first attendance period and/or sixth period, will not receive perfect attendance.

Perfect attendance certificates will be presented at the Honors Program.

## ATTENDANCE INCENTIVE GRADES 7-12

Casey-Westfield Jr/Sr High School is committed to the philosophy that all students must attend their classes in order to receive the maximum benefit of a complete education. Regular attendance and promptness of each student are essential for the development of responsible behavior which will be useful throughout life. Casey-Westfield Jr/Sr High School will enforce the laws of the State of Illinois concerning compulsory school attendance. This law basically states that it is the parent's/guardian's duty to make sure that his/her child attends school. Failure to do so can result in legal action against the parent(s)/guardian(s) and/or student. Students who have regular attendance tend to have higher academic accomplishments than those irregular in attendance. To encourage perfect attendance at the Jr/Sr High School an incentive with the intent of helping students to improve themselves academically and realize the importance of dedication and responsibility. **High School students (grades 9-12) with perfect attendance for the year will be awarded \$50.00. Student with perfect attendance for all 4 years of high school will be awarded an additional \$250.00. Students with perfect attendance for grades 7-12 will be awarded an additional \$500.**

### PERMISSION TO LEAVE SCHOOL (BOARD POLICY 7:90)

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school: (1) at any time other than the regular dismissal times, or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/guardian.

### PERMISSION TO LEAVE ACTIVITIES

A parent/guardian may provide written consent (oral in special circumstances) for his/her child to leave an activity with another adult other than a parent or legal guardian.

### RELIGIOUS OBSERVANCE (PS HANDBOOK 2.30) (BOARD POLICY 7:80)

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday or for religious instruction. The student's parent/guardian must give a written notice to the building principal at least 5 days before the student's anticipated absence.

### COLLEGE VISITATION

Students planning to attend college are permitted pre-approved college visits during their junior and/or senior years (**only 1 college visit is permitted during the junior year**). Students are encouraged to visit campuses during summer or times when high school is not in session. There are certain procedures that must be followed in order for students to take a college day and be **excused** for being absent from school. ROTC physicals or some testing may fall within this group.

- 1) Obtain a **prearranged** absence at least TWO days before you plan to be gone. This requires a note from the parents giving permission to visit the college.
- 2) An appointment must be made with the college that can be verified, or the appointment must be made by the counselor. If you are sent a letter, please bring it to the counselor's office to copy for your file.

- 3) Appointments should be made with an admissions counselor, financial aid representative, and possibly the head of the department of the major the student intends to pursue. Also, schedule a tour of the campus.
- 4) Students need to obtain a statement from the college on the college's letterhead stating that you were there (including the date attended) and signed by a college official.
- 5) **No college visits** will be granted **after April 30** without special permission from the counselor and/or administration.

## **DISTRICT FIELD TRIP POLICY**

The school district recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the school to encourage field trips as part of and directly related to the total school program and curriculum. Educational field trips should be considered as a method of instruction and planned as such with definite objectives determined in advance. Incentive field trips are earned through appropriate behavior choices and are designed to reward positive choices made by students.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of appropriate Administrative levels.

- **Students who do not possess passing grades in their courses immediately prior to the field trip will not be allowed to attend.**
- **Any student who has received 3 or more days of school suspension/assigned AER, or expulsion (removal to alternative placement) may not be allowed to attend the field trip.)**
- **The administrative team reserves the right to override these qualifications / requirements under special circumstances that would allow a student(s) to attend an academic field trip.**

### **HOMEWORK (PS HANDBOOK 2.70) (BOARD POLICY 6:290 AND 6:290-AP)**

7th-12 Grade Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Student homework will be closely monitored. Students **must** do assigned homework to aid in retention of facts, enhance thinking and understanding, and to increase independence and self-confidence. Studies have found that the student who does homework regularly outperforms two-thirds of those who don't.

4th-6th grade students may attend homework help Monday through Thursday from 3:00-4:00 with written permission from a parent/guardian. Homework Help at Monroe is designed to support students and families needing additional time and guidance on school assignments and concepts.

**Jr/Sr High School students (7<sup>th</sup>-12<sup>th</sup> grade):** Students who do not have a majority of their homework done on any day when the teacher asks to see it will be assigned a 45 minute homework help/detention. The 45 minutes will be spent in the Homework Help classroom or with the teacher who assigned the detention in an effort to help the student get started appropriately with their homework. These homework detentions will be served immediately before or after school on the Monday through Thursday following the issuing of the detention or during the lunch period. This will

allow the student to make prior transportation arrangements if necessary.

### **RESPONSE TO INTERVENTION (RTI)**

RTI is a statewide initiative and the district has developed an RTI plan. RTI is a model for delivering high quality instruction using scientific, researched-based interventions matched to student needs with frequent progress monitoring instruments. The RTI model is a multi-tier model of school support that is based upon using an integrated data system to make decisions based upon the student's responses to the interventions. Tier 1 uses scientific, researched-based core instruction and behavioral interventions designed for all students. About 80-90% of students learn well in Tier 1. Students who are identified through data and teacher input as needing additional instruction beyond Tier 1 may receive Tier 2 services. Tier 2 uses scientific, researched-based supplemental instruction and behavioral interventions designed to meet the needs of students in addition to core instruction. About 5-10% of students may need Tier 2 interventions. Interventions are provided in small groups within the classroom setting when possible. If Tier 2 interventions do not help students to progress, Tier 3 interventions may be used. Tier 3 interventions are the most intensive, often providing an additional 30-50 minutes of instruction specifically designed to address individual student needs. About 1-5% of students may need Tier 3 interventions. Interventions are provided in small groups of students within the classroom setting as much as possible. A 4-step problem-solving method is used to match instructional resources to educational needs. The steps are: 1) identify the problem area or concern, 2) analyze the problem area or concern, 3) plan interventions, and 4) monitor progress. The process uses data from universal screening testing along with other available data. One of the goals of RTI is to reduce the number of Special Education referrals by providing opportunities to find ways to deal with barriers to student learning within the regular classroom. Students who do not respond to interventions over time may be referred for Special Education testing. Parents can request a Special Education referral at any time during the process. In order to promote academic success, students may be removed from non-required courses or activities. Additional information about RTI can be obtained from your building principal.

### **EXEMPTION FROM PHYSICAL ACTIVITY (PS HANDBOOK 2.80)**

#### **(BOARD POLICY 7:260)**

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for a pupil whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

### **PHYSICAL EDUCATION (BOARD POLICY 6:300-AP2)**

**Waivers:** Students in grades 11-12 may waive the Physical Education requirement for any of the reasons listed below. Students requesting this waiver must fill out a waiver form and turn it into the Guidance Office to be kept on file.

- 1) For ongoing participation in an interscholastic athletic program.
- 2) To enroll in academic classes required for admission to an institution of higher learning provided that failure to take such classes will result in the pupil being denied admission to the institution of his/her choice.

- 3) To enroll in academic classes required for graduation for high school provided that failure to take such classes will result in the pupil being unable to graduate.
- 4) For ongoing participation in the marching band program.
- 5) Students in grades 9-10 participating in marching band programs must receive approval from the Building Principal to apply for a waiver.

**Special Education (IEP):** A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

#### **Participation:**

Students will be excused from physical education activities under the following guidelines:

- 1) Medical excuse signed by a registered physician and presented to the Physical Education teacher. Students will be used as helpers in class, assigned alternative physical education activity, or will be sent to the counselor for a program change. This will be at the discretion of the teacher.
- 2) Parental note presented to the Physical Education teacher. This will be accepted only after an absence or illness and will be acceptable just the day immediately following the absence. Students will be used as helpers in class, assigned alternative physical education activity, or will be sent to the counselor for a program change. This will be at the discretion of the teacher.
- 3) The teacher or nurse may excuse an ill student from participating in Physical Education for that day.

Students not participating in Physical Education will be expected to follow the teacher's instruction for each non-participating day.

The daily physical education requirement may be met by approval of the Principal to exempt students for special reasons. This daily physical education requirement exemption may be for a limited period of time. Students being exempted must be assigned to a class, study period, or another teacher.

**Uniforms:** Junior High and High School students are required to wear a Casey-Westfield P.E. uniform for physical education classes. These uniforms are available for purchase at registration and throughout the school year. Students will be reminded about this as well as the daily dress requirement on the first day of classes.



## **GRADING AND PROMOTION (PS HANDBOOK 2.60)**

### **(BOARD POLICY 6:280 AND 6:280-AP)**

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on state testing, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include: a miscalculation of test scores; a technical error in assigning a particular grade or score; the teacher agrees to allow the student to do extra work that may impact the grade; an inappropriate grading system used to determine the grade; or an inappropriate grade based on an appropriate grading system. Should a grade change be made, the administrator making the change must sign the changed record.

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, progress made toward standards and/or other assigned numerical criteria.

### **Reporting to Parents**

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals, but at least 4 times a year. Divorced or separated parents will both be informed unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention. Various methods for communicating with parent(s)/guardian(s) will be used including but not limited to: phone calls, emails, parent portal (TeacherEase) and Parent/Teacher Conferences.

### **Elementary Promotion, Retention and Remediation**

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. Students shall not be promoted for purely social reasons.

Students who demonstrate a proficiency level comparable to the average student performance two grades or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include response to intervention, summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

The procedure for promoting or retaining elementary pupils shall be as follows:

- Any elementary school child whose work is not satisfactory may be retained in the same grade for the ensuing year.

- No elementary school child may be retained in the same grade without approval by the teacher and the Principal.
- Generally, an elementary school child may not be retained in a grade more than once during his/her six (6) years of elementary schooling. In extreme cases, however, a child may be retained twice. In no case should a child normally be more than two (2) years out of his age group.
- In the event that a child is doing substandard work, the parents shall be notified as early in the school year as possible.
- In the case of chronic absence, a child may be retained. However, the Principal and the teacher must concur with the decision to retain the child in the grade.
- In the event an elementary school child's work is so poor as to warrant retention in a grade the parents must be contacted as early as possible and a conference arranged.
- At the end of each school term the elementary Supervisor shall send to the Superintendent of Schools a list of students who have been retained in grade, along with a summary of the difficulties these students experienced.

**Junior High School Promotion (Board Policy 6:280-AP)**

Pupils are promoted to grades eight (8) and nine (9) by full grades rather than by specific courses.

1. The normal minimum requirement for promotion is passing grades in each of the Core Areas of Science, Social Studies, Language Arts, and Mathematics, including a passing grade regarding the United States and Illinois Constitutions for grade eight (8).
2. In the absence of a passing grade in the aforementioned Core Areas of work (3 of 4 quarters), promotion shall depend upon the decision of the Principal after conferences involving pupil, parent, teachers and the counselor.
3. The Principal should review carefully all factors including age, mental maturity, reading ability, and probable chances for improvement, social adjustment, psychological adjustment, and such factors as desire, determination, and sincerity, before giving the pupil his final grade in the eighth (8) year.

**District Grading Practices**

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention. The following grading scale will be used:

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

All skills in Kindergarten will be reported through each student's progress towards desired standards. Student progress toward specific skills is documented throughout the grading period. Student progress toward standards will be reported as: ES (Exceeds Standard), MS (Meets Standard), PS (Progressing toward Standard), NP (No Progress) or \* for Not Assessed during the grading period.

Elementary P.E through 4th grade. uses S(*satisfactory*), S-, I(*improving*), N(*needs improvement*), 5th and 6th grade PE assign letter grades.

Elementary Music uses S(*satisfactory*), S-, U(*unsatisfactory*) Band assigns letter grades.

Elementary Art uses S(*satisfactory*), S-, U(*unsatisfactory*).

In addition to progress reports, progress and grades are communicated to parents of K-12 students by notes, graded assignments, phone calls, parent/teacher conferences, etc. Midterms skill reports are sent home in grade K-1 for the 2nd, 3rd and 4th quarters. Midterm grades for 2-12 students are sent home with the student for the 2nd, 3rd and 4th quarters.

### **Junior High and High School Grade Point Average**

In figuring grade point averages the following grading scale will be used:

4.00	A	3.67	A-		
3.33	B+	3.00	B	2.67	B-
2.33	C+	2.00	C	1.67	C-
1.33	D+	1.00	D	0.67	D-
0.00	F				

\*Please note that students choosing to retake a class will not result in the replacement of the previous grade received by the student. However, new grades will be factored into the student's cumulative GPA.

**Junior High School Honor Roll** - is determined by Letter grades.

**High Honors** – All As

**Honors** – As and 2 or less Bs

**High School Honor Roll** - is determined by G.P.A.

**High Honors** - G.P.A. of 3.667 and above

**Honors** - G.P.A. of 3.33 to 3.66

### **HIGH SCHOOL STUDENT CLASSIFICATION (BOARD POLICY 6:300-AP3)**

High School Students shall be classified according to the following criteria:

- Sophomore - at least a second year student and has achieved 6 credits.
- Junior - at least a third year student and has achieved 12 credits.
- Senior - at least a fourth year student and has achieved 18 credits.

### **Weighted Grade Policy:**

Beginning with the Class of 2024, Class Rank and the Valedictorian Award will be determined by a combination of weighted and non-weighted grades. The student's grade point average is a function of the number of weighted and non-weighted grades. Therefore, taking more weighted classes gives a student a better opportunity to raise their grade point average than a student who takes fewer unweighted classes. Please note that Honor Roll will continue to be based on the 4.0 GPA scale. Additionally, National Honor

Society metrics will not be changed. Below is a list of courses that will be weighted with the additional points to be added to the 4.0 scale.

**Weighted Courses:**

English- Literature (.5) Speech (.5) Comp I (.5) Comp II (.5)

History- EIU College History (.5)

Math- Algebra 3 (.25) College Algebra (.5) Calculus (.5)

Science- Biology II (.25) Chemistry II (.25) Anatomy/Physiology (.25) Physics II (.25) Dual

Credit Science (.5)

Spanish- Spanish III (.25) Spanish IV (.25)

<b>Points for One Semester of a Course with an Additional Weight of .25</b>				
Letter Grade	A	B	C	D
Unweighted Grade	4	3	2	1
Weighted Grade .25	4.25	3.25	2.25	1.25

<b>Points for One Semester of a Course with an Additional Weight of .5</b>				
Letter Grade	A	B	C	D
Unweighted Grade	4	3	2	1
Weighted Grade .5	4.5	3.5	2.5	1.5

**SEMESTER EXAMS**

All students in grade 9-12 will be given final exams at the end of each semester. The last days of the semester will be dedicated to these exams, and an exam schedule will be established for those days. All students who do not meet the grades, behavior, attendance, and tardy incentive, must be in attendance both of the exam days. Please see the criteria for meeting the incentive below.

**High School Finals Exemption Policy:**

**FRESHMAN**

**1st Semester Exams**

All Students will take semester exams, for all classes, at the end of the Fall Semester.

**2nd Semester Exemption**

In order to be exempt for the Spring semester, student may not have a grade lower than a B in all classes, and meet minimum behavior, 90% attendance, and tardy requirements.

**SOPHOMORES**

**1st Semester Exams**

All students will take semester exams, for all classes, at the end of the Fall Semester.

**2nd Semester Exemptions**

In order to be exempt for the Spring semester, student may not have a grade lower than a B in all classes, and meet minimum behavior, 90% attendance, and tardy requirements.

## **JUNIORS**

### **1st Semester Exams**

All students will take semester exams, for all classes, at the end of the Fall Semester.

### **2nd Semester Exemptions**

In order to be exempt for the Spring semester, student may not have a grade lower than a B in all classes, and meet minimum behavior, 90% attendance, and tardy requirements. Students who receive Finals exemptions enrolled in Dual Credit Classes will be required to only take those Finals.

## **SENIORS**

### **1st Semester Exams**

Seniors could attain exemption for Fall Semester Exams, if they scored a meets or exceeds in both Math and Reading on the SAT Exam. In order to be exempt for the Spring semester, student may not have a grade lower than a B in all classes, and meet minimum behavior, 90% attendance, and tardy requirements. Students who receive Finals exemptions enrolled in Dual Credit Classes will be required to only take those Finals.

### **2nd Semester Exemptions**

Graduating Seniors will not be required to take Semester Exams at the end of their Spring semester, unless they are enrolled in Dual Credit or weighted classes. They would only be required to take an exam in those classes.

\*Mid-year early graduates who do not receive the Fall Semester Exam exemption are required to take semester exams at the end of their 7th semester.

### **Dual Credit and Weighted Classes**

Students enrolled in Dual Credit and/or Weighted Classes are required to take Semester Exams in those classes, no matter their exemption status for regular classes.

**Minimum Behavior, Attendance, and Tardy Requirements:** Students who have zero major discipline referrals (ISS or OSS) and 3 or less minor discipline referrals will have met the minimum behavior requirements for semester Exam exemption. Additionally, students must maintain a 95% or above attendance rate (**excluding medically documented absences, religious ceremonies or funerals**), have 3 or less total tardies for 1st &/or 6th-hour classes, and 5 or less total tardies for the semester, to be exempt from grade 9-11 and grade 12 Fall semester exams.

**Students may take semester exams in any exempted class, if they believe it could improve their overall semester grade.**

## **HIGH SCHOOL SCHEDULING**

Each student will be required to enroll in six (6) periods of instruction and will be allowed no more than one (1) study hall per day. Students may enroll in more than 6 periods of instruction.

Students in grades 9-12 may access *Course Description Handbook* each year on the school's website. Information concerning Casey-Westfield course offerings and descriptions, graduation requirements, and other pertinent information regarding post-secondary education recommendations and requirements will be listed in this handbook.

**Early Bird HS Courses** When considering enrolling in HS Early Bird classes, which are held before regular school begins, remember **exceptional student attendance** is required. If you do not believe that you can attend these classes, **regularly and on time**, students may want to reconsider not enrolling in Early Bird Classes. \* **Early Bird Classes normally meet 2 days a week and each class counts as 2 regular class periods.**

**Schedule Changes** Students wishing to make schedule changes from what is listed on their

schedule must do so during the first two (2) student attendance days of each semester. No changes will be made after this time.

### **Dropping a Class**

- 1) Students taking 7 or more classes may drop an elective course(s) up until the end of the 4th week of each semester.
- 2) Students **MAY NOT** drop below the 6 periods of instruction requirement.
- 3) Consent of Parent / Instructor and Administration must be obtained to drop an elective course.
- 4) After the first four (4) weeks of each semester dropping an elective course will result in a failing grade.
- 5) Students wanting to transfer into lower level core course must be done prior to start of the second and fourth quarters respectively.
- 6) Required courses may not be dropped.
- 7) A student who successfully passes Algebra I, Algebra II or Geometry I, with a grade of B or better, may not be enrolled in either Concepts of Algebra or Concepts of Geometry.

### **HIGH SCHOOL GRADUATION REQUIREMENTS (PS HANDBOOK 2.120)**

**(Board policy 6:300 and 6:300-AP1)**

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

- Completing all District graduation requirements that are in addition to the State requirements.
- Completing all courses as provided in The School Code, 105 ILCS 5/27-22, according to the year in which a student entered the 9th grade.
- Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Taking the College Board SAT, unless the student is exempt according to 105 ILCS 5/2-3.64.
- High school seniors must complete either the Free Application for Federal Student Aid (FAFSA) or the Alternative Application for Illinois Financial Aid (Alternative Application).
- **Starting with the class of 2026, students must complete 25 hours of community service by the time of graduation.**

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. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

### **Veterans of World War II, the Korean Conflict, or the Vietnam Conflict**

Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma or General Educational Development (GED) diploma.

### **Administrative Procedure - Graduation Requirements**

Eight semesters of attendance and 24 credits are required for graduation unless granted a waiver due to special circumstances by the Board of Education upon recommendation of the High School Principal.

Participation in graduation exercises will include students who have completed the course requirements and have completed the terminating courses under the auspices of Casey-Westfield High School. Participation in the graduation ceremony is considered a privilege, not a right. Appropriate conduct and apparel is required. Failure to abide by the established rules and standards may result in the student not being allowed to participate in the ceremony.

A unit of credit is earned by a student in a subject meeting five (5) periods a week throughout the school year and requiring outside preparation. In all subjects, a passing average of at least a D- for a semester grade must be earned before any credit is given.

Students who can't attend due to illness or physical handicaps may have part of the minimum graduation requirement met through approved home study conducted by the school under the Special Education Program.

**Credit for online correspondence courses and community college will not be applied toward graduation, unless prior approval is given by the administration.** Permission to enroll in Community College Courses or Online Credit Recovery must be granted by the principal.

***Students must successfully complete the following courses in order to graduate from high school and earn 24 credits:***

- Four credits of English/Language Arts; two years of writing intensive courses, one of which must be English and the other of which may be from any other subject;
- Three credits of Mathematics in High School,
- Two credits of Science; (Three Credits for all Freshmen entering school in the fall of 2015)
- Three credits of social studies, of which one must be American History, World History and one credit of Civics;
- One-half credit of Consumer Education;
- One-half credit of Vocational;
- One-half credit of Fine Arts: Music, Art, Foreign Language, which shall be deemed to include Sign Language;
- One-half credit of Health Education;
- Three and one-half credits (3.5) of Physical Education;
- One-quarter credit of Driver Education;
- Five and one-half credits of Electives
- One credit of Computer Literacy

***In addition no student shall receive a certificate of graduation without passing a satisfactory examination on patriotism and principles of representative government, proper use of the flag, methods of voting and the Pledge of Allegiance.***

### **EARLY GRADUATION (PS HANDBOOK 2.110) (BOARD POLICY 6:300- AP1)**

An early graduation form must be signed by the parent and student agreeing to the conditions of early graduation. This form will be kept in the student's temporary file until graduation requirements are fulfilled. For a student to be allowed to graduate early from Casey-Westfield High School the following conditions must be met:

- 1) A student may graduate at the end of his/her 7th semester providing all State of Illinois and Casey-Westfield High School graduation requirements have been met at the end of their 7th semester.
- 2) All required coursework/credits must be completed before the end of their seventh semester. Any delinquent coursework that requires attendance during summer school or through on-line course work (APEX classes), will have a fee.
- 3) The Student must apply in writing to the principal prior to September 1<sup>st</sup> of his/her senior year.
- 4) The letter must be signed by the student and his/her parent(s) or guardian(s). The letter must indicate that the student has met with the Casey-Westfield High School counselor to discuss the graduation requirements and implications of early graduation. The letter must have the counselor's signature after the required meeting has taken place.
- 5) Board Approval: September Board Meeting

#### **Early Graduates**

- 1) Lose all "social ties" and extracurricular ties upon the end of the 7th semester if the Early Graduation application is approved.
- 2) Will receive their diploma at the Commencement ceremony in the spring. If the student elects to receive his/her diploma at Commencement, it is up to the student to get the necessary information from the school and to attend graduation practice, as well as meeting all other guidelines and deadlines.
- 3) Will not be eligible for locally based scholarships, valedictorian or salutatorian awards, or other academic honors.
- 4) Form must be signed by the parent and student agreeing to the conditions of early graduation. This form will be kept in the student's temporary file until graduation requirements are fulfilled.

***Administration has the right to exempt or adjust these requirements as deemed appropriate.***

**HOME SCHOOLED STUDENTS TRANSFER OF CREDITS:** The following policy applies to all students who meet the residency requirements and wish to enroll in Casey-Westfield CUSD 4C Schools and are transferring from a school that is not accredited by the Illinois State Board of Education or the accrediting agency of another state:

- A. The building principal or designee has the right to place the student into the appropriate grade or classes based on transcript review, standardized tests, or proficiency examinations.
- B. Transcripts for High School credit will only be reviewed from Illinois Approved Virtual Online Courses or other online state-accredited programs. Please view the link to courses approved by the state of Illinois. <https://www.isbe.net/Pages/virtual-course-catalog.aspx>
- C. Grades transferred to CWHS from a home school shall not be weighted.
- D. Students re-enrolling in K-8 may be required to take placement tests using online standardized assessments in Reading and Math.



## COLLEGE BOUND STUDENTS ADMISSION REQUIREMENTS:

Colleges may use some or all of the following information for admission requirements: Grade Point Average (GPA), Class Rank, ACT and/or SAT Scores, Course Selection, Recommendations, Activities/Awards, Essays, Interviews. Please note, that the NCAA requires that all students have a minimum 2.3 high school GPA in all core classes in order to gain eligibility their freshman year.

### **Recommended Courses:**

4 years English

3 years Math (including Algebra I, Geometry, & Algebra II)

3 years Social Studies

3 years Lab Science

2 years same Foreign Language

### **Core Units Required for NCAA Certification**

### **Division I**

### **Division II**

English Core

4 Years

3 Years

Math Core (Algebra I or higher)

3 Years

2 Years

Science Core (at least one lab course)

2 Years

2 Years

Social Science Core

2 Years

2 Years

From English, Math, or Science (Additional Courses in English, Math, Natural or Physical Science)

1 Year

3 Years

Additional Core (English, Math, Science, Social Studies, Foreign Language, Computer

Science, Philosophy, Non- doctrinal Religion)

4 Years

4 Years

**Total Core Units Required**

**16**

**16**

\*Go to [http://web1.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp) for information and registration.

## PaCE

Each student will follow the PaCE (Postsecondary and Career Expectations) Framework.

The framework provides guidance to students, families, and educators on what types of experiences and information a student should have in order to make the most informed decisions about college and career planning, beginning in 8th grade and continuing through 12th grade. The framework is organized around three key areas:

- Career Exploration and Development
- Postsecondary Education Exploration, Preparation, and Selection
- Financial Aid and Literacy

The intent of the PaCE Framework is for it to be an organizing tool to help acknowledge and connect areas of success and identify those that may need additional attention or resources. Students will engage in specific career and postsecondary activities each year in order to fulfill the state PaCE requirement.

## LIBRARY MEDIA CENTER / INSTRUCTIONAL MEDIA CENTER (IMC)

The library media center is maintained for use by students for reading and research purposes. Books are available to all students and may be checked out at any time during the school day. Books to be checked out must be taken to the person at the desk who will use the online automation system to check out the book.

Students are responsible for the care of the items checked out by them. If items are returned damaged, a fee will be charged based on the condition of the item. If items are lost, a non-refundable processing fee plus the cost of the item will be charged. The cost of the item may be refunded if the item is returned in good condition. Students with unpaid library fees may not be allowed to check out until payment has been received.

Students are asked to return books promptly when finished in order that they may be made readily available to other interested students.

Media materials are available for classroom use by teachers and individual students for use in the library media center and also for overnight checkout.

## **STUDENT FEES & MEAL COSTS**

(PS HANDBOOK 3.20)

<b><u>Registration Fees:</u></b>	Pre-School	\$25.00
	Half Day Kindergarten	\$25.00
	Full Day K- 6	\$40.00
	Grades 7-12	\$50.00

\*Registration fees are used for purchasing new books, workbooks, rebinding books, computers, paper supplies, and classroom teaching supplies.

**Late Registration Fees:** Students enrolling after the beginning of the year will be charged a prorated registration fee based on the quarter of enrollment.

**Withdrawal from school:** Parents may request a prorated refund of the registration fee based upon the number of quarters left in the school year.

### **PE Uniforms: (Grades 7-12)**

Cotton Shorts	\$5.00
PE Shirt	\$10.00
Mesh Shorts	\$10.00

***Family members will receive a \$2.00 discount for each additional uniform set (shorts and shirt) purchased.***

### **Other Fees: Jr / Sr High School**

Art Fee	\$ 20.00
Drivers Education	\$ 100.00

Dual Credit Courses (2023-2024)—Calculus \$148.75, College Algebra with Trigonometry \$148.75, Welding/Ag Mechanics \$74.38, Composition One/Two \$120.00 each, Speech \$400.00, College History of the US \$400.00, Literature \$400.00.

Extra-Curricular (participation fee)	\$ 50.00 / per sport / activity \$ 100.00 maximum / per student
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**Jr. High – *Baseball, Basketball, Cheerleading, Intramurals, Scholastic Bowl, Track, Softball and Volleyball.***

**Sr. High – *Band, Baseball, Basketball, Cheerleading, Chorus, Dance, FCCLA, FFA, Flag Corp, Football, Golf, Intramurals,***

**Scholastic Bowl, Bass Fishing, Tennis, Track, Softball and Volleyball.**

<b>Credit Recovery Course (online)</b>	<b>\$100.00 / .5 credit attempted</b>
Parking Permit	\$10.00
<b><u>Breakfast:</u></b> Adult	\$3.50
<b><u>Lunch:</u></b> Adult	\$4.00
Snack/Extra Milk	\$0.30

## **K-12 Student Meals**

K-12 Student meals are available to all students at no charge through the Community Eligibility Provision of the National School Lunch Program. Both breakfast and lunch are available daily at no cost to students.

### **K-12 PAYMENT PROCEDURE**

Payment of K snack milk and 7-12 ala carte items payments may be made online, sent to the school with the student or mailed to the school. Payment will be accepted at any time. Parents/students may choose to pay weekly, monthly, or for the entire year. A record of each student's account will be maintained and parents/students will receive a notice when the account balance is low. Charging is not allowed..

### **LUNCHTIME PROCEDURES (PS HANDBOOK 6.50)**

Cafeteria hot meals are available for all students. Menus are published weekly in the local newspapers and available on the CW webpage. Parents of children with food allergies need to study the menus and plan accordingly. Students may bring a sack lunch. They are required to eat it in the cafeteria at the same time as the other students. Campus is closed for students in grades K-10. Parents may request that their child be allowed to walk home for lunch or leave campus for lunch with an adult age 21 or over by sending a note to school for administrative approval.

***11th and 12th grade students may leave campus during the lunch period. Students who are truant, late to school / class, or have poor attendance are subject to losing sign-out and open campus privileges.***

## **TRANSPORTATION & PARKING**

### **CROSSING GUARDS**

The only crossing that students will be given assistance in crossing is the intersection of 4th and Monroe Streets. Students may meet a bus at the High School to ride to Monroe or at Monroe to ride to the High School. Monroe students may ride to Casey-Westfield Jr. / Sr. High School, or other stops along 4th Street in the afternoon.

### **BUS TRANSPORTATION (PS HANDBOOK 4.10) (BOARD POLICY 4:110 AND 4:110-AP2)**

The District shall provide free transportation for any K-12 student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available,

or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Nonpublic school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. Students may have ONLY one pick-up location. They are not required to ride the bus every day, but on days when they do ride, it must be from the same pick-up location. The pick-up location may be different from the drop-off location. Students may ONLY have one drop-off location. Students are not required to ride the bus every day, but on days when they do ride, it must be to the same drop-off location. The superintendent may make exceptions to this policy for families with a hardship. The pickup and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

The following guidelines will ordinarily be followed in setting Unit C-4 bus routes.

1. Buses will not travel down private lanes unless it is more convenient to turn around or make pick-ups by using a private lane.
2. Buses will not travel down dead-end public roads unless they are more than .5 mile(s) and if there is a satisfactory turn around.
3. Buses will not travel less than .25 of a mile along a public road for a pick-up if there is an extra turn-around required unless there are special circumstances involved such as lack of shelter or only young children riding.
4. Bus drivers should consolidate pick-up points where homes are adjacent along a bus route. Students will not ordinarily be required to walk more than .25 of a mile to a consolidated pick-up point.
5. Students living within 1.5 miles of the attendance center will be transported only if there is room

- on a bus or if hazardous conditions exist and the bus does not have to change its regular route.
6. Buses will not travel on roads determined unsafe or impassable as determined by bus drivers after consultation with the Superintendent.
  7. Routes may be changed at any time it is determined necessary to do so.
  8. Whenever possible, a route should be run the same way in the evening as it is in the morning unless the route starts at a distance from school making this impractical.

The first pick-up should not ordinarily start earlier than 7:00 AM.

The above guidelines may be altered or adjusted by the Unit Office if it is determined that unsafe or unreasonable conditions exist or other conditions exist or other conditions that may merit change in routes.

### **TRANSPORTATION NOTICE TO PARENTS/GUARDIANS**

Parent(s) or legal guardian(s) who must provide transportation to and from school, **because free transportation is not available for their children**, may be eligible to receive money from the state to help offset some of the costs, for example: bus fares, mileage reimbursement at 31 cents per mile. You may be eligible if you can answer yes to the following questions for the current school year:

- Will the pupil be under the age of 21 at the close of the school year?
- Is the pupil a full-time student in grades Kindergarten through 12?
- Does the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but **must be transported** due to a serious safety hazard resulting from vehicles (see following paragraphs)?
- Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30th of the current year to complete a claim application. Claim forms will be available from February through June. Parent(s)/guardian(s) who have pupils living **less than 1 1/2 miles** from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they lived by February 1 of the current year. The Regional Superintendent is required to send the Application to the Department of Transportation within 15 days. The Illinois DOT reviews and approves or denies the application and returns it to the Regional Superintendent within 30 days who mails it to the requesting parent/guardian. **If the safety hazard is certified, the parent/guardian must go to the school the pupil attends and complete the claim form.** The completed claim form will be sent to the Illinois State Board of Education. If the claim is approved, a check will be mailed to the applicant during November of the following year for the lesser of the costs of transporting the pupil(s) or the average per pupil paid to public schools for transporting regular education pupils. Claims may be prorated. If you have any questions, contact the school.

### **BUS CONDUCT (BOARD POLICY 7:220, 7:220AP, 7:220-AP2 AND 7:220-AP3)**

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline 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 the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
7. Due to COVID-19 regulations from ISBE, face coverings are required of any person riding in or driving a school bus.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. District administrators have the authority to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus. Such suspension may continue until it has been reviewed by the School Board. At such review the parents or guardian of the child may appear and discuss such suspension with the Board. The Board may take such action on the suspension as it finds appropriate.

The following is a list of instructions to the school bus riders:

1. Be on time at the designated school bus stop.
2. Wait until the bus comes to a complete stop before attempting to enter the bus.
3. Be careful in approaching the place where the bus stops.
4. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
5. Keep hands and head inside the bus at all times after entering and leaving the bus.
6. Assist in keeping the bus safe and sanitary at all times.
7. Please do not bring glass containers on the bus. Use plastic or cardboard.
8. Please do not use hair spray, fingernail polish, polish remover, or glue on the bus.
9. Please keep toys in a sack or box.
10. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
11. Never tamper with the bus or any of its equipment.
12. Leave no books, lunches, or other articles on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Help look after the safety and comfort of smaller children.
15. Do not throw anything out of the bus window.
16. Do not leave your seat while the bus is in motion.
17. Be courteous to fellow pupils, the bus driver, and the patrol officer or driver's assistants.
18. Be absolutely quiet when approaching and at a railroad-crossing stop.
19. In case of a road emergency, remain in the bus until instructions are given by the driver.
20. After leaving the bus, help look after the safety and comfort of smaller children.
21. Be alert to a danger signal from the driver.

22. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
23. No eating or drinking allowed on the bus.

In order to ensure that our bus routes are as safe as possible Students engaging in misconduct on buses will be subject to one or more of the following disciplinary actions:

- Verbal warning from the driver and name entered in a driver's notebook.
- The driver will notify the parents and enter the name in a driver's notebook.
- A **Bus Conduct Report** will be sent to the parents and filed in the student's respective school office. The student will meet with a building administrator.
- The building administrator will contact the parents. The student may be assigned to the Alternative Education Room. **Gross misconduct** which may be considered dangerous or hazardous to the students and/or the bus driver, such as fighting, profanity, lighting fire, vandalism, and/or gross insubordination will result in a **Bus Conduct Report** and disciplinary consequences.
- **Gross misconduct or ongoing infractions may result in suspension or additional disciplinary measures.**
- **Additional disciplinary measures may be taken beyond what is listed above depending upon the severity, frequency, or impact on others of the offense(s). These measures could include, but are not limited to, suspension from school, expulsion from school, referral to law enforcement agencies and alternative school placement.**

## **ELECTRONIC RECORDINGS ON SCHOOL BUSES**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to provide for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **STUDENT OPERATION OF MOTOR VEHICLE (PS HANDBOOK 4.20)**

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

**Students have no reasonable expectation of privacy in cars parked on school grounds.** School lots are regularly searched by contraband dogs, administration, and police officers. 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.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

**Safe Driving Rule:** All Casey-Westfield students who drive motor vehicles (car, pickup truck, motorcycle, etc.) to school are expected to operate them in a safe and reasonable manner on or near school property. All vehicles are to be parked appropriately at all time on school property.

**Warning:** Any student, who in the opinion of a school employee, is observed violating the "Safe Driving Rule" will be notified of this violation by the Principal or designee. At this time, the violation will be recorded and notification of the student's violation will also be sent to the parent.

**The first violation:** against the student will be regarded as a warning and the student will be conferred with concerning this warning at the time he/she is notified of the violation.

**A second violation** could result in the student's privileges to drive to school being suspended, and the police may be notified.

***If the violation is of a serious nature, ie. speeding, reckless driving, etc., the police may be notified immediately.***

**Vehicle Search:** As per SEARCH AND SEIZURE policy (**see p. 57**) school authorities may inspect and search vehicles parked on school property without notice. By signing the *Driving Permit Request Form*, and/or by parking on school premises, the student consents to school searches of his/her vehicle, and personal effects therein. Also, the Superintendent may request the assistance of law enforcement officials to conduct searches of parking lots and vehicles through the use of specially trained dogs.

**General Rules:** Students who drive to school will be issued a parking permit upon registering their vehicle(s) in the office. This permit must be hung from the rearview mirror inside the vehicle. Display of this permit will allow the student the privilege of parking in the C-W student parking lots. Replacement of lost parking tag will be issued at a cost of \$10. Students obtaining their driver's license during the school year who apply for a parking permit, may have the \$10 fee pro-rated based on the date of the application.

All students must park within the marked spaces on school property to allow for maximum use, to promote and maintain a safe environment for students and employees when transportation is parking areas. **No student parking will be allowed off school property on side streets.** Students parking in unauthorized areas or in an unauthorized manner may have their vehicle towed away at their expense.

## **HEALTH & SAFETY**

### **STUDENT ACCIDENTS AND INSURANCE**

All students are covered by school time student accident insurance, including catastrophic coverage for athletes, under a policy from AIG Companies provided by the school district. Family insurance has the first obligation to pay claims. Items not covered by family insurance will be considered by school insurance. If a student is not covered by family insurance, then school insurance is the first provider. The plan pays 100% of usual and customary expenses of any other valid and collectible



insurance or plan of coverage. The plan has exclusions and limitations that are listed in the brochure provided at registration. School insurance How to File a Claim and Proof of Claim forms can be obtained at the school office by parents when a claim needs to be filed. Parent(s)/guardian(s) must complete a Proof of Claim form and submit to The Makin Group within 90 days from the date of injury. Parents may purchase year-round 24-hour accident insurance for their children directly from the insurance company by completing the required forms and mailing the forms with the payment to the company. Details about this option are available during registration. Questions may be directed to The Makin Group at (800) 375-6826 or Weis Insurance Agency at (217) 342-9777.

## **ADMINISTERING MEDICINE TO STUDENTS (PS HANDBOOK 5.20)**

**(BOARD POLICY 7:270 AND 7:270-AP)**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/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 and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. 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 auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them

as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

## **COMMUNICABLE AND INFECTIOUS DISEASE (PS HANDBOOK 5.50)**

(BOARD POLICY 7:280, 7:280-AP, AND 7:100-AP)

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case by case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician and local health authorities, and the Multi-Disciplinary Committee. If the parent(s)/guardian(s) disagree with the student's alternative educational placement or program, they shall be offered the opportunity to appeal to the School Board within 10 days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team.

**Head Lice Policy:** A child who has been determined to have head lice or nits will be sent home immediately for the appropriate treatment and may not return to school until he or she has been checked by the school health professional and is found to be nit-free. Parents should call the school to make an appointment for a re-enter check-up by the school health professional. Student absence due to head lice will be excused for **one day only** for each occurrence. In the event the school health

professional is not available for a re-entry check-up, the principal or designee will perform the check-up if available.

Additional Guidelines:

- Fever—excluded from school until fever free for 24 hours without use of fever reducing medication
- Pink eye – excluded from school until 24 hours after treatment begins
- Impetigo – exclude from school until 24 hours after treatment begins, should cover area when returning to school
- Ring Worm/Pin worm – excluded from school until 24 hours after treatment begins, should cover the area when returning to school.
- Scabies – exclude from school until the day after the first scabicide treatment
- Chicken Pox – exclude from school for not less than five (5) days after the eruption of the last vesicles or until vesicles become dry
- Diarrhea- excluded from school for 24 hours after last episode of diarrhea
- Vomiting- excluded from school for 204 hours after last episode of vomiting
- Strep throat – excluded from school until 24 hours after treatment begins and fever free for 24 hours.

**HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS (PS HANDBOOK 5.10) (BOARD POLICY 7:100)**

### **Required Health Examinations and Immunizations**

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician ensuring "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 shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

## **Dental Examination**

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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:

- Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **GUIDANCE/COUNSELING (PS HANDBOOK 5.30)**

The school district provides a counseling system for the purpose of helping to guide students through school and prepare them for later life. The services of the counselor include:

1. Individual student counseling. This includes help with questions and problems concerning occupations, education in high school, college and trade school, test interpretations and other school related problems.
2. Coordination and administration of standardized testing programs.
3. Student conferences regarding unsatisfactory work or behavior choices.
4. Conferences with teachers and parents regarding student progress and problems.
5. Conference with teachers and parents regarding student program schedules.
6. Helping to enroll new students.
7. Providing vocational information.
8. Providing college counseling and information.
9. Please see [caseywestfield.org](http://caseywestfield.org) for announcements concerning scholarships.
10. Coordinating visits by college representatives.

11. Services are offered based on the needs of the students. Students and parents/guardians may request an appointment with the counselor by calling or emailing the guidance counselor.

## **HEALTH SERVICES**

The main objective of health services is to assist in meeting the health needs of the students. This includes first aid treatment, selective testing of vision and hearing, immunization programs, selective measurement of height and weight, a dental health program, continued emphasis on the importance of proper nutrition, encouragement of a healthful environment, and comprehensive record keeping.

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

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

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

In addition, anyone may contact the National Suicide Prevention Lifeline by dialing (988) from a any phone, the Crisis Text Line by texting HOME to 741741 from anywhere in the United States, anytime. Crisis Text Line is here for any crisis. A live, trained Crisis Counselor receives the text and responds, all from our secure online platform. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment. You may also contact the Safe2Help Illinois helpline in one of the following ways:

Phone: 1-844-4-SAFEIL



Web: [www.Safe2HelpIL.com](http://www.Safe2HelpIL.com)



Text: SAFE2

or download the free mobile app

### **District Plan for Nut Allergies**

Casey-Westfield is an allergen aware district. Individual classrooms at Monroe Elementary may have restrictions based on student needs. Parents will be notified if their student's classroom is affected.

At both Monroe Elementary and C-W Junior and Senior High School:

1. All classroom snacks must be pre-packaged. Home baked goods are not allowed.
2. Cafeteria food prep- Monroe cafeteria prepared lunches will continue to be nut free. At the Junior/Senior High School, items containing nuts or nut products may be distributed if individually factory sealed.
3. Cafeteria eating area- Students will not be allowed to share food. Visitors eating with students will sit at a designated visitor's table.

4. Group lunches, classroom treats, parties- All food must be pre-packaged and labeled. Home baked goods are not allowed. \
5. No food will be eaten on school buses.

If your child has a food allergy, it is imperative that you inform the school nurse so appropriate measures can be taken to help your child. Please provide a written action plan from your child's physician. All C-W staff are trained on recognizing anaphylaxis and administering epinephrine in an emergency.

“Nut Free” means the product does not contain nuts and/or nut products **AND** that the label does not indicate any warning about being processed in a facility that handles nuts and/or nut products.

## **DISCIPLINE & CONDUCT**

### **SCHOOL PROPERTY**

Through constant work and care our school buildings and grounds have been kept in good order and appearance. Please help us to keep your schools neat and orderly. Bulletin boards are furnished for announcements and posters. Students may use school bulletin boards by obtaining permission from the school office. At no time should anything be attached to painted walls or glass.

### **TOBACCO AND SMOKING MATERIALS POLICY**

Absolutely no use or possession of tobacco or other smoking materials by students will be allowed in the school or on the school grounds during the school day or at school activities. No use of tobacco or other smoking materials by students or adults will be allowed in the school or on school grounds at any time, including evening activities.

### **STUDENT RIGHTS AND RESPONSIBILITIES (BOARD POLICY 7:130)**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

### **VIDEO SURVEILLANCE AND ELECTRONIC RECORDING**

Surveillance cameras and the resulting electronic visual and audio recordings may be used in and around school buildings to provide a safe and secure environment and to monitor conduct. Notice of such shall be displayed throughout the school buildings.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate

educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

## **STUDENT BEHAVIOR (PS HANDBOOK 6.30) (BOARD POLICY 7:190)**

### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling or offering to sell tobacco materials including electronic or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering to sell:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological change in the body, including without limitation, pure caffeine in a tablet or powder form.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone, commonly known as "sexting". Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
11. Engaging in sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure(including mooning) and sexual assault.
12. Entering school property or a school facility without proper authorization.
13. In the absence of reasonable belief that an emergency exists, calling emergency responders (Calling 9-1-1); signaling or setting off alarms or signals indicating the presence of a bomb or explosive devices on school grounds, school buses or at any school activity.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related 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. 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.

20. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted special permission by the building principal.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Notifying parents/guardians.
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. In-school suspension
9. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

10. Out of school suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
11. Suspension of bus riding privileges, provided that appropriate procedures are followed.
12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. 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 legal drugs (controlled substances), "look-alikes", alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local 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 and expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Weapons

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian.

“School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### 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 setting. The goal of this meeting shall be to support the student’s ability to be successful following a period of exclusion and shall include opportunity for students who have been suspended to complete or make-up missed work or equivalent credit.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be electronically available on the district’s website ([www.caseywestfield.org](http://www.caseywestfield.org)) to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

### **POLICIES, RULES AND REGULATIONS**

#### **Alcohol**

If any alcoholic beverages are discovered in any car in the parking lot, the party in possession will be suspended in accordance with current school policies. If individual possession can’t be determined, the driver of the car will be considered in possession of the beverage; and any and all parties in the car will be considered guilty. If any pupil is found in possession of alcoholic beverages inside the school building, on school premises or at any school sponsored activity, whether within the school district or out-of-town, the school administrator will suspend that pupil. Additionally, students will be referred to appropriate legal authorities.

#### **Drugs**

In recognition of the school’s obligations to education, and to inform adequately all students regarding the factual knowledge and known hazards of drug use, assistance will be given students in becoming adequately informed in dealing with problems related to drug abuse in accord with the recommendations of the Office of the Superintendent of the State Board of Education and the requirements of the State’s Health Education Act.

The school recognizes its legal obligation to the community. The use, possession and/or transfer or attempted transfer of narcotics, depressants, stimulants, hallucinogens or any other illegal or

controlled substance, drug paraphernalia, or look-alike drugs of any type anywhere on school premises or at any school sponsored activities, whether within the school district or out-of-town, is expressly prohibited. If any pupil is found in possession of illegal drugs or look-alike drugs inside the school building, on school premises or at any school sponsored activity, whether within the school district or out-of-town, the school administrator will suspend that pupil. Additionally, students will be referred to appropriate legal authorities.

### **Tobacco and Other Smoking Materials**

Absolutely no use or possession of tobacco or other smoking materials by students will be allowed in the school or on the school grounds during the school day or at school activities. Penalties will include the student attending an Alternative Education Room for the remainder of the school day on which the offense occurred. The parents will be notified of the offense. Additional disciplinary measures may apply.

### **Open Display of Affection**

Open display of affection will be defined as kissing, hugging or any behavior inappropriate for the school building. Penalties could include notification of parents, conference with students, withholding of privileges and detention. :

### **HAZING PROHIBITED (BOARD POLICY 7:190-AP1)**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agencies.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

### **PREVENTING BULLYING, INTIMIDATION AND HARASSMENT (BOARD POLICY 7:180)**

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 is an important District goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at a school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally and/or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

### **GANG ACTIVITY PROHIBITED (BOARD POLICY 7:190-AP2)**

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

- No student shall engage in any gang activity, including, but not limited to:
- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang,
- committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
- using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

- Suspension for up to 10 consecutive school days
- Expulsion not to exceed 2 years

## **USE OF ISOLATED TIME OUT AND PHYSICAL RESTRAINT**

**(Board policy 7:190-AP4)**

This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools (that is, as a means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, that is, as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, Requirements for the Use of Isolated Time Out and Physical Restraint.

### **STUDENT APPEARANCE (PS HANDBOOK 6.20) (BOARD POLICY 7:160 AND 7:160-AP)**

The clothing which a student wears to school is primarily the responsibility of the home and involves mature decision making on the part of the student and his or her parents/guardians. Only when a student's mode of dress interferes with the learning process or constitutes a hazard to the student or others, or exhibits poor judgment will the school become involved. Good judgment would indicate that dirty or torn clothing is not suitable. Health and safety factors will determine the type of clothing to be worn in lab classes. Individual counseling, with recommendations, may be made by the faculty or Administration at any time the need arises. **Failure to follow these staff directives in a timely and respectful manner will result in additional consequences.**

#### **Examples of unacceptable dress are as follows:**

1. Bare feet.
2. Bare midriff (such as crop tops) or transparent clothing.
3. Clothing with undesirable lettering or offensive pictures. (Alcohol, Drug, Violence, and/or Sexual Related Material)
4. Hats, caps and hoods are not to be worn during the school day in the school building.
5. Clothing that does not appropriately cover the body such as:
  - a. Revealing tank tops and tank tops with spaghetti straps. This includes tube tops, halter tops, strapless tops, one strap tops and ripped or cut off t-shirts.
  - b. Short shorts, short skirts and skorts that do not entirely cover waist and posterior area and extend downward to the fingertips when standing straight. Holes cannot be higher than the minimum short length
  - c. Student's undergarments should be covered at all times. No see through apparel allowing undergarments to be visible.
6. Any chain or device which cannot be broken with minimal force, and/or that is determined to be a safety concern.
7. Any apparel deemed to be dress associated with gang dress. **(Gang Activity Prohibited)**
  - a. torn or tattered, loose, or "baggy" clothing that could create a safety issue.
  - b. sunglasses.

Hats, caps, book bags, purses, backpacks, and coats are not to be worn or taken into classrooms in buildings where Student Lockers have been assigned.

Costumes and theatrical type of makeup and/or adornments should only be worn on special dress up days such as spirit days for Homecoming.

First offense: The student will receive a verbal warning and instructed to correct infraction; Second offense: The student will be required to correct infraction, parental contact made and detention; Third and/or additional offenses: administrator, parent and student conference, corrective measures established and potentially other disciplinary actions.

### **FOOD AND BEVERAGES IN THE CLASSROOM**

In the interest of the comfort, health and safety of its faculty, staff and students, the school maintains the following rules regarding food and beverage consumption:

1. Consuming of Food and/or beverages by students in the classroom or any other areas other than the cafeteria is prohibited unless prior approval is granted by the teacher or staff.
2. This policy will be waived for those students who have documented medical needs and 3rd-6th grade students participating in the Grab and Go Breakfast until 8:30 am.
3. Under those special circumstances when food/beverages are allowed in the classroom, the teacher and students are responsible for ensuring that all food and containers are disposed of properly.
4. The supervising teacher must ensure that any products consumed in the classroom follow the nut free policy of the building.
5. Students who violate this policy will face disciplinary action.
6. The purchasing of breakfast items and/or bottled waters will promptly stop at the end of JH/HS first period class. No items will be offered for purchase until the scheduled JH/HS lunch periods, and will promptly end at 12:30 pm.

### **CONDUCT DISRUPTIVE TO THE LEARNING PROCESS**

Demonstrations, throwing objects (snowballs, paper wads, etc.), obscene language, note writing, inappropriate dress, running in halls, public displays of affection, insubordination, continued and willful disobedience, disrespect for authority, truancy, immoral conduct, and gambling, are all considered to be conduct disruptive to the normal school climate and will be subject to disciplinary action. Any student found to have damaged or destroyed school property will be required to make full restitution and disciplinary action may also be taken.

Any other misbehavior that in the opinion of the administrator and/or teaching staff that is disruptive to the learning process will be subject to disciplinary actions. Types of discipline could include detention, late-stay detention, Alternative Education Room, in school suspension, out-of-school suspension, and Saturday School.

### **ACCEPTED CLASSROOM PROCEDURES — JR / SR HIGH SCHOOL**

**(PS Handbook 6.10)**

By the time students enter Jr. / Sr. High School, teachers and administrators assume that students are mature enough to accept responsibility and to conduct themselves properly. Teachers expect students to do the following:

1. Be in his/her assigned classroom and seat when it is time for class to start.  
***A tardy will be given to any student who does not comply with this rule.***

2. Bring pens, pencils, paper, textbooks, charged chromebooks, and other required materials to class. Students will not be allowed to go back to their lockers to get items they have forgotten / neglected to bring.

***Not having other necessary materials may result in detention(s).***

3. Listen attentively to students' recitations and teachers' remarks.
4. Acknowledge techniques of courteous conversation; to be recognized before commenting on other's remarks.
5. Avoid comments and wisecracks which contribute nothing to the instruction or discussion.
6. Respect the rights of others and to accept their opinions.
7. Leave desks and classrooms neat and orderly.
8. Make worthwhile contributions to group problems and projects.
9. Dismissal from class by the instructor, not the time.

#### **CLASSROOM DISCIPLINE PROCEDURES — JR / SR HIGH SCHOOL**

A teacher may exclude a student from a classroom when, in the opinion of the teacher and the principal, the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the conduct makes the continued presence of the student in the classroom intolerable for the continuing educational process.

1. If a teacher determines that a student's conduct is such that removal of the student from the classroom must be considered, the teacher will notify the office.
2. Each teacher may provide a list of classroom rules in addition to the accepted classroom procedures.
3. Disciplinary action for violation of any classroom rules will be determined by the teacher.
4. The teacher will fill out a discipline referral form for all infractions of the rules and the discipline assigned. The referral will include date and other necessary information.
5. If a teacher observes a student problem beyond ordinary misconduct or if persistent misconduct occurs, a discipline referral will be sent to the principal or designee who will schedule a conference with the student after consultation with the teacher.
6. A conference with the offending student, the parent(s), and the principal may be scheduled when a student is referred more than one time by a teacher or by two or more teachers.
7. A student who is suspended from school will be required to make up all missed assignments and will be given full credit for the assignments provided the work is done within a required period of time. A suspended student may not attend any school activity during their suspension.
8. Students who demonstrate continuous or chronic misconduct in the classroom or at school may be referred to outside agencies for study and consideration of placement in alternative educational programs.

#### **7TH-12TH DETENTION/HOMEWORK HELP**

Detentions and or Homework Help sessions are designed to be served before, during the lunch hour or after school for 45 minutes. A student who is experiencing grade / academic difficulties (failing) may be assigned to a homework help session in the specific academic area. Detentions may be assigned as a result of discipline in the classroom or building and grounds. Failure to serve a detention / homework help assignment will result in additional assignments or disciplinary consequences. Additional consequences do not replace the original assignment. After a student receives 3 noon detentions during a quarter any further detentions will be assigned after-school. Students must do mandatory test corrections on and test that a student fails during homework help.

#### **7h-12th SOCIAL PROBATION:**



Students will be placed on social probation for discipline incidents. Students will receive social probation for more than two unexcused periods of attendance, 2 or more detentions in a week, 1 or more in school suspensions, and 1 or more out of school suspension. Social probation may prohibit students from participating in extracurricular activities as seen appropriate by school administration. This includes attending any school-sponsored activities such as: sporting events, dances (including prom), field trips, Wednesday early release, and the graduation ceremony.

### **MONROE DISCIPLINE POLICY (PS HANDBOOK 6.10)**

The elementary staff believes that an orderly environment is essential in promoting academic achievement and excellence in education. This discipline policy is a means of regulating student behavior in hallways, restrooms, the lunchroom, classrooms, and on the playground. The philosophy behind such a program recognizes that students can and will behave appropriately, if they understand the standards which have been set for them. Every effort will be made to reinforce and reward good behavior; however, no students will be allowed to disrupt the positive educational environment. Therefore, any behavior deemed inappropriate by a staff member will be addressed.

All students are informed of the rules and of the consequences that follow if they choose to break them. Discipline Incident Reports are used to document and monitor negative behavior.

#### **Be BRAVE Guidelines and I Can Statements**

All students will be taught BRAVE standards, expectations, rewards and consequences at the beginning and throughout the school year. The BRAVE standards include the Illinois Social and Emotional Learning Goals and Standards and align with PBIS traits. BRAVE is a Monroe School Motto and an acronym for desired behaviors. BRAVE stands for:

#### **Be Positive**

- I can have a good attitude
- I can stay motivated

#### **Respect Others**

- I can show kindness and good manners
- I can be a good member of the team

#### **Act Responsibly**

- I can make smart choices
- I can be organized and prepared

#### **Value Learning**

- I can stay focused in class
- I can do my work

#### **Expect Excellence**

- I can reach my goals
- I can be a leader

**Incentive Systems** will be used at the classroom, grade and building level to reinforce and reward good behavior. All teachers will use Class Dojo to monitor goals and provide feedback on student behavior choices. Students will receive positive points for demonstrating **BRAVE** components:

- **B**e positive - having a positive attitude, accepting challenges, showing perseverance, etc.
- **R**espect others - being helpful, considerate of others, taking turns and sharing, etc
- **A**ct responsibly - following rules, being honest, being prepared for class, etc.

- **V**alue learning - completing work on time, paying attention, participating as directed, etc.
- **E**xpect Excellence - putting forth your best effort, continue working to improve, leadership, etc.

Students will receive strikes for demonstrating negative behaviors of the **BRAVE** components:

- **B**e positive - complaining, sulking, etc.
- **R**espect others - arguing with others, loud and/or disruptive behavior, etc
- **A**ct responsibly - unprepared for class, inappropriate actions, lying, etc.
- **V**alue learning - incomplete homework, refusal to participate in class/groups, etc.
- **E**xpect Excellence - setting a poor example, lack of effort, etc.

Students will participate in a grade level goal party at the end of each quarter as well as school wide party at the end of the school year, if they have met the following criteria::

- 85% positive DOJO
- 2 or fewer discipline referrals
- Passing all subjects on the day of the event
- No suspensions from school - either in-school or out of school

**Minor offenses** will be handled by the immediate supervisor and/or the classroom teacher. Each classroom teacher has developed a system of assertive discipline which is effective for him/her. Major components of all systems are rewarding positive behaviors and regular communication between home and school. Students with consistent, recurring minor offenses will have their families notified and be referred to the administration for further disciplinary measures. Class Dojo will be useful in keeping families informed of student behavior choices and patterns.

**Major offenses** include, but are not limited to:

- Intentionally harming others
- Profanity
- Disrespectful and/or destructive behavior
- Academic dishonesty

***\*Major offenses will be handled by the administration directly.***

**Possible Consequences:** Discipline will be administered according to the severity and frequency of the offenses and may include, but not limited to, verbal warning, loss of recess time, parent/guardian notified, conference with parents, after-school detention, Saturday detention, alternative educational setting, in school suspension, out-of-school suspension, and/or expulsion. Board Policies 7:190 (Student Discipline), 7:200 (Suspension Procedures), and 7:210 (Expulsion Procedures) will be followed when appropriate. A record of major infractions will be maintained for the entire school year.

## **MONROE PLAYGROUND RULES**

Decisions are made on a daily basis in regard to playing outside at recess based on weather conditions and predictions, heat index and wind chill factors. We try to make judicious decisions

regarding this, but we do feel that the children should come dressed appropriately and play outside when possible. Monroe staff are not required to regulate appropriate outerwear. It is suggested a coat or jacket be worn if temperature drops below 55 degrees Fahrenheit. If there is a medical reason for a student to remain inside, a doctor's excuse may be required.

- a. Play in the correct areas (Not around doors, windows or parking lots)
- b. Football and Soccer are played only on the grass
- c. Ask permission to leave the fenced area for a loose ball
- d. Stay on designated school property only
- e. Stay in your own classroom during indoor recess

#### USE EQUIPMENT CORRECTLY

- a. Keep playground/recess balls out of mud and off the building
- b. Only playground balls are allowed on the concrete area
- c. Swings: only one person per swing; no standing up, cross swinging in the swings, or jumping out of the swings; no pushing each other
- d. Slides: go down the slides on your bottom only, feet first; do not run up the slides; only one person on a slide at a time; get up and out of the way quickly at the bottom of the slides; do not flip over the bars at the tops of the slides; when getting in line for a slide, do not cut in front of others
- e. Jump Ropes: use for jumping only
- f. Do not play with toys on the equipment
- g. Do not sit on the top of the octagon monkey bars

#### OBSERVE GOOD SAFETY RULES

- a. Tackle football and tug-of-war are not allowed
- b. Do not throw sticks, stones or dirt
- c. Do not carry other children
- d. Leave books, paper, and writing utensils inside the building
- e. Do not wrestle or fight
- f. Do not take or throw another person's property
- g. Show respect for the supervisors and other students
- h. Use only appropriate language
- i. Ask permission before going back into the building
- j. Line up quickly and quietly, walk in from recess silently in single file and silently
- k. Check and clean your shoes before entering the building
- l. Do not threaten, intimidate, or harass other students

## **ALTERNATIVE EDUCATION ROOM**

The Alternative Education Room is a special classroom designed to address remedial instruction, tutorial help, guidance, one-on-one attention, and direction needed to address student truancy and/or misbehavior. Students who have failed to abide by the rules and regulations of Casey-Westfield may be placed in the Alternative Education Room for an in-school suspension to offer direction and intervention needed to deal with such behavior. The classroom atmosphere is a structured, quiet environment with minimal diversions and is supervised at all times. A student may be assigned to the A.E.R. because of a violation of building and grounds, classroom or general school rules and policies or special needs determined by a teacher, counselor, and/or administrator. The A.E.R. is a place where students can renew their respect for the educational opportunities of the traditional classroom. The A.E.R. is intended to be a temporary placement that serves as a deterrent to truancy and misbehavior and also addresses the problems that lead to out-of-school suspensions. Assignments to the A.E.R. may be made on a full-day or partial day basis. While assigned to the A.E.R., students will be required to do their schoolwork or activities related to school. All work completed during AER will receive FULL CREDIT. It is the student's responsibility to report to all of his/her teachers and secure assignments and teachers' signatures prior to reporting to each day assigned to the A.E.R.

Students who are tardy, truant, misbehave, fail to cooperate, leave the A.E.R. without permission, exhibit gross misconduct, or fail to follow the A.E.R. procedures will be subject to additional disciplinary consequences. In this case, the original A.E.R. assignment will stand, and additional action may result, including, but not limited to, additional assignment to the A.E.R. or suspension/expulsion. Students who are assigned to a full day in the A.E.R. must report to the office at the beginning of the school day for each day assigned. High School students with an Early Bird class must attend the Early Bird class and then attend the A.E.R. Students must remain in the A.E.R. throughout the school day, for full-day assignments. Time away from the A.E.R. assignment must be made up on the next day of student attendance. If the student is suspended, absent with valid cause, or school is canceled for any day of the A.E.R. assignment, the assignment shall continue once school resumes until all assigned days have been attended.

## **SUSPENSION PROCEDURES (BOARD POLICY 7:200)**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and 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.
3. 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 which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds

appropriate.

5. An administrator may substitute Alternative Education Room for an out-of-school suspension, or may substitute another form of discipline which in the administrator's opinion will serve as a better deterrent to the adverse behavior.

### **Students assigned Out-of-School Suspension**

1. A parent or guardian will be required to return to school with the suspended student for a conference with the school administration on the day the student is to return. The suspended student will not be readmitted until this requirement is satisfied.
2. Student work during the suspension will be required to be completed. Credit for work done while a student is on suspension will be counted as full credit. In situations where a student's absence is of his/her own choosing (truancy/unexcused absences) the student will only be given 1/2 credit for the work done by averaging a zero for the unexcused missed work with the actual work done provided this work is made up within a period of time specified by the teacher.
3. A suspended student is not allowed on school grounds or within 1000 feet of any district building during the period of suspension.
4. A suspended student will not be allowed to participate in or attend any Casey-Westfield School activities at home or away during their suspension.
5. 7<sup>th</sup> and 8<sup>th</sup> grade student who is expelled or who has been assigned a total of three (3) or more days in the Alternative Education Room (ISS) and/or Out-of-School suspension during the school year may not be allowed to participate in class or organizational trips or participate in field trips.
6. 9<sup>th</sup> through 12<sup>th</sup> grade student who is expelled or who has been assigned a total of three (3) or more days in the Alternative Education Room and/or Out-of-School suspension during the school year may not be allowed to attend Prom and may not be allowed to participate in class or organizational trips or participate in field trips.

***Administration may review each student's situation to allow an exemption to the above.***

### **EXPULSION PROCEDURES (BOARD POLICY 7:210)**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. 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, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board 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.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the 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 testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

#### **CONDUCT ON SCHOOL PROPERTY (BOARD POLICY 8:30)**

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.

10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.
16. Take and/or distribute pictures or recordings of students or staff without administrative approval. (For example, chaperones may NOT take photos and videos of a group of children on a field trip and post on Facebook.)

### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

## PROM POLICY/SENIOR TRIP/TRIP

Any Casey Westfield students and guests must agree to abide by the rules and policies of the CW handbook. The policies listed below address the qualifications to attend dances:

All juniors and seniors who meet school requirements will be invited to the Junior-Senior Prom.

- To attend Prom a student must be **currently** enrolled as a Junior or Senior in Casey-Westfield High School on the date of the Prom.
- To be considered as a junior or senior, a student must meet the credit requirements needed to be a part of that class **at the beginning of the semester** or receive special permission from the Administration.
- Juniors / Seniors may invite Freshmen or Sophomores as dates to Prom.
- **Formal Attire** will be required to attend prom. Jeans and Shorts will be not permitted.
- All outside guests (not currently students at Casey-Westfield High School) must be approved by the administration to attend. Forms will be available in the office and from class sponsors. **(No one below a freshman status will be approved to attend Prom)**
- **No person over the age of 20 will be allowed to attend Prom.**
- Juniors will be required to pay a fee to attend Prom. This fee may include any unpaid class dues the student has yet to pay and/or a surcharge for any student who did not contribute to some or all of the class fundraisers.
- Any student who has been assigned **3 or more days of out of school suspension, in-school suspension, alternative placement and/or expulsion during the current school year, will NOT** be allowed to attend School Prom/and or Senior Trip. **Students must have a 90% attendance rate for the school year at the time of the invitation to attend prom and senior trip and other trips..**
- **Students who receive 10 or more total detentions during the school year will not be able to attend PROM or attend the Senior Trip.**
- **Passing grades in all their courses immediately prior to the dance, is required to meet criteria to attend Prom. (Administration may grant exceptions to the rule if requested two months in advance of the event)**
- Students must be in school attendance on day of dance, **a minimum of 4 class periods (not including Warrior period or lunch)** if dance is scheduled on a regular school attendance day. If dance is scheduled on a non-school attendance day, students must be in attendance **a minimum of 4 class periods (not including Warrior period or lunch) on most recent school attendance day.**
- Any absence from school on the day of dance or most recent school attendance day must be a **pre-approved excused absence** to qualify student to attend that dance.
- Administration reserves the right to modify or change Prom/Senior Trip Policy.

## HOMECOMING DANCE POLICY

- To attend High School dances a student must be **currently** enrolled as a 9<sup>th</sup> – 12<sup>th</sup> grader at Casey-Westfield High School on the date of the dance.
- All outside guests (not currently students at Casey-Westfield High School) must be approved by the administration to attend school dances. Forms will be available in the office and from the Dance Sponsor(s).
- **No one below a freshman status will be approved to attend High School Dance(s)**
- Students must have a 90% attendance rate at the time of 1st payment to attend. Administration may grant exceptions to this rule if requested.
- Formal attire will be required, no jeans or shorts will be allowed. The **Winter Dance** will be an informal attire event.



- Any student who has been assigned **more than 1 day of school suspension**, (in-school or out-of-school), **expulsion** or (removal to alternative placement), and/or 3 or more discipline detentions, **will NOT** be allowed to attend Homecoming or School Dances, excluding Prom for that school year.
- **Passing grades in all their courses immediately prior to the dance, is required to meet grade criteria, to attend the dance. (Administration may grant exceptions to the rule if requested.)**
- Students must be in school attendance on day of dance, **a minimum of 4 class periods (not including Warrior period or lunch)** if dance is scheduled on a regular school attendance day. If dance is scheduled on a non-school attendance day, students must be in attendance **a minimum of 4 class periods (not including Warrior period or lunch) on most recent school attendance day.**
- Any absence from school on the day of dance or most recent school attendance day must be an **excused absence** to qualify student to attend that dance.
- Administration reserves the right to modify or change dance policy.

**\*All Casey-Westfield Jr High dances are only for current 7<sup>th</sup> & 8<sup>th</sup> grade students.**

- To attend a Casey-Westfield Jr. High dance, a student must be a current CWJH student at the time of the dance. No one below 7th grade or above 8th grade will be allowed to attend.
- Any student who has been assigned **3 or more days of suspension, in-school or out of school, or is currently on expulsion (removal to alternative placement) will NOT be allowed to attend dances that school year.**
- Any student who **has been assigned more than 3 discipline detentions during a quarter, or more than 6 total detentions for the school year**, may not be allowed to attend a junior high dance.
- **Passing grades in all classes immediately prior to the dance, is required to meet grades criteria, to attend the dance. (Administration may grant exceptions to the rule if requested.)**
- Students must be in school attendance on day of dance, **a minimum of 4 class periods (not including Braves period or lunch)** if dance is scheduled on a regular school attendance day. If dance is scheduled on a non-school attendance day, a student must be in attendance **a minimum of 4 class periods (not including Braves period or lunch) on most recent school attendance day.**
- Any absence from school on the day of dance or most recent school attendance day must be a **pre-approved excused absence** to qualify student to attend dance.
- Students are expected to follow all school rules, including dress code and appropriate conduct, while in attendance. Any student in violation of school policies while in attendance, **may have their parents/guardians notified, and/or removed from dance.**
- **Students will receive notice 1 week before the dance if they are ineligible.**
- Administration reserves the right to modify or change dance policy.

**JH and HS Quarterly Incentive Trip:**

As a way of rewarding students who have demonstrated proficiency in the areas of attendance, grades, and good behavior, for a quarter grading period; junior high and high school students may qualify to attend a reward's incentive. The reward's incentive is not a punishment for students who do not qualify but rather a motivator and recognition of those students who meet the minimum criteria.

**Junior High Criteria:** 3 or Less Office Referrals, No Assigned Suspensions (ISS and/or OSS), Passing All Classes With No Grade Below a C, 3 or Less Total Tardies, No class periods of Truant

Absence, No More Than 1 Unexcused Absence. Attendance rate of 90% or higher.

**High School Criteria:** 3 or Less Office Referrals, No Assigned Suspensions (ISS and/or OSS), Passing All Classes With No Grade Below a C, 3 or Less Total Tardies, No class periods of Truant Absence, No More Than 1 Unexcused Absence, Attendance rate of 90% or higher.

**\*Early Bird Classes:** Since Early Bird classes only meet 2 days a week, any absence (excused or unexcused) counts as 2 days of attendance.

## **INTERNET, TECHNOLOGY & PUBLICATIONS**

### **DISTRIBUTION OF MATERIALS (BOARD POLICY 7:310 AND 7:310-AP)**

Any material, printed or otherwise, distributed on any school property, other than official school publications and routine classroom instructional materials, must meet the criteria and follow the procedures found in Board Policy 7:310 and 7:310-AP. **See Publications.**

### **DAILY ANNOUNCEMENTS**

The Daily Announcements will be read each day at the Jr. / Sr. High School. It is the responsibility of the student to know what information is in the Daily Announcements.

### **SCHOOL ACTIVITIES AND MENUS**

A monthly list of activities and menus will be given to all K-6 students and will be made available for students in grades 7-12 in the respective offices. This information will also be posted on the district website [www.caseywestfield.org](http://www.caseywestfield.org).

### **TELEPHONE USE AND MESSAGES**

**Monroe:** A student may use the telephone only in case of an emergency and with the permission of his/her teacher. Children should not call home to ask permission for after school plans. These arrangements should be made prior to leaving home in the morning. Messages for students or teachers may be left with the school by calling the Monroe office at 217-932-2178

**Jr. / Sr. High School:** A telephone is located in the office for student use. The phone may be used only before school, during lunch and after school. The school phones are available only for calls that pertain to school business. We will relay telephone messages to students, or have a student return a call if the number is left with us. We will not call students out of class for a telephone call except in the case of an emergency.

### **ELECTRONIC SIGNALING AND TELECOMMUNICATION DEVICES**

(Board policy 7:190)

Students in grades PK-8 may not use a cellular telephone, smartwatch, electronic signaling device, a two-way radio, and/or other telecommunication devices, unless authorized and approved by the Building Principal.

**All Students - CWSHS Cell Phone Policy/Smart Watches/other Electronic Devices; Cellular phones must be turned off or turned down and placed in designated phone holders located in all classrooms during class time. Smart Watches will be considered just the same as cellular phones. Other Electronic devices (Chromebooks or PCs) must be used in an appropriate manner and according to Acceptable Use policy.**

**7<sup>th</sup> and 8<sup>th</sup> grade students** – All electronic devices are prohibited during the school day (including

lunch). Electronic devices are to remain in lockers and turned off during school hours. Cell phones and other prohibited electronic devices brought into a classroom during normal class periods will be considered a violation of the JH Cell Phone Policy, and subject to confiscation and disciplinary consequences.

**Casey-Westfield Junior/Senior High School** recognizes the technological world we live in today. The following policy is intended to facilitate teaching students how and when to properly use technology in the school setting.

Electronic Devices (including cellular phones) may be carried and used before school, between classes, during lunch and after school. CWHS Students Only.

**First offense** will result in the phone being confiscated and turned into the office. Students will be assigned a detention and allowed to retrieve their phone after school upon a conference with the administration.

**Second offense** will result in a detention and the student's parent contacted, and held in office until a parent can retrieve the phone from administration or office staff.

**Subsequent Offenses** will result in additional consequences, which may include, but not limited to: electronic devices turned into administrators' offices for the duration of the school day, or student not being allowed to have their devices in the school building during regular school day attendance.

Student's refusal to turn over their phone or other electronic devices to staff or administration if requested is considered a violation of discipline policy, and may result in more severe disciplinary consequences including an In-School Suspension.

***\*At no time will taking of pictures or videos (inappropriate or otherwise) be allowed before, during, or after school on school property or at school functions.***

## **ACCESS TO ELECTRONIC NETWORKS (PS HANDBOOK 7.10)**

(BOARD POLICY 6:235)

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Casey-Westfield students will use Google Apps for Education which is a suite of web-based programs that include email, documents, spreadsheets, web page creator sites, calendars and more. Google Apps for Education will allow the students to collaborate with teachers and other students within the school. Email will be restricted to Casey-Westfield students, staff and staff authorized users. Students will be able to access their documents from any computer with internet connection. Casey-Westfield staff will create the accounts and have the ability to monitor and restrict usage as necessary. Casey-Westfield School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet., the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software;
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain; wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network 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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- All communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically

deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

For each re-publication (on a Web site 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. If possible, the notice should also include the Web address of the original source.

Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

The school and 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 or staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of

the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet 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 certain of that message's authenticity and the nature of the file so transmitted.

Use of the electronic mail system constitutes consent to these regulations.

### **Curriculum**

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Each District device with Internet access shall have 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 Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

Ensure staff supervision of student access to online electronic networks;

Restrict student access to inappropriate matter as well as restricting access to harmful materials;

Ensure student and staff privacy, safety, and security when using electronic communications;

Restrict unauthorized access, including "hacking" and other unlawful activities; and

Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition

for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District's devices to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **CHROMEBOOK AGREEMENT**

All students will be issued Google Chromebooks for use in school and at home. (Kindergarten-6th grade Chromebooks will remain at Monroe.) Information will be provided to students and their parents/guardians about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that all activity on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.*

To understand the expectations of Casey-Westfield CUSD C-4, students and their parents/guardians are responsible for reviewing the District's Technology Use Policies and Procedures located in the student handbook.

### **Ownership of the Chromebook**

Casey-Westfield CUSD C-4 retains sole ownership right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Casey-Westfield CUSD C-4 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Technology Use Policies and Procedures when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Casey-Westfield CUSD C-4 Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in the protective case provided.
- Students must promptly report any problems with their Chromebook to Technology Staff (or classroom teachers for Monroe students).
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything other than their finger (no pencils, pens etc.). Use only approved computer screen cleaners.

## **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Casey-Westfield CUSD C-4 technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed. Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

## **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

## **Warranty and Insurance**

The District will repair or replace damaged equipment resulting from normal use. The District will make its best attempt to purchase replacement parts at the best possible price. The student will be responsible for reimbursing the District for all other breakage costs. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.



## **RESTRICTIONS ON PUBLICATIONS (PS handbook 7.20) (Board policy 7:310)**

### **School-Sponsored Publications and Websites**

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### **Non-School Sponsored Publications Accessed or Distributed On-Campus**

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether offline (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication 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 a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, 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 Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. 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.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## **SEARCH & SEIZURE**

## **SEARCH AND SEIZURE (PS HANDBOOK 8.10) (BOARD POLICY 7:140)**

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

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

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

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

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

### Seizure of Property

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

### Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

### **USE OF METAL DETECTORS (BOARD POLICY 7:140-AP)**

Metal detectors may be used when the administration in any school has reasonable suspicion that weapons or dangerous objects are in the possession of unidentified students; when there is a pattern of weapons or dangerous objects found at school, on school property, at a school function, or in the vicinity of a school; or when violence involving weapons has occurred at a school or on school property, at school functions, or in a school's vicinity. The Building Principal shall obtain the Superintendent's permission before using a metal detector.

The reasons supporting the use of a metal detector shall be documented. Before a metal detector is

used in a particular school;

- The student(s) shall be notified via the intercom, at an assembly, or by similar means of its use. On the day of its use, signs will be posted to inform students that they will be required to submit to a screening for metal as a condition of entering or continuing attendance at school. The screening will be conducted by District staff who may be assisted by law enforcement officials.
- When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student will be asked to remove metal objects from his or her person and walk through or be scanned again. If, after the removal of other metal objects, a third activation of the metal detector occurs, the student will be taken to a room out of view from the other students and subjected to a “pat-down” search.
- A “pat-down” search conducted by school personnel shall be a limited feeling of the student’s outer clothing for the purpose of discovering only items which may have activated the metal detecting device.
- If the school personnel conducting a “pat-down” search feel an object which may have activated the metal detecting device or be other prohibited contraband, the student will be asked to remove it. If the student declines to remove the object, it may then be removed by school personnel.
- If the object removed from the student could have activated the metal detector, the school personnel must cease performing the “pat-down” search. In such event, the student will again pass through the metal detector and the “pat-down” search will be continued only if the device again yields a positive reading.
- Under all circumstances, the “pat-down” search will be conducted by school personnel of the same sex as that of the student.
- School personnel may inspect the contents of any briefcase, knapsack, purse, or parcel which activates the metal detector for the limited purpose of determining whether a weapon is concealed therein.
- All property removed from the student as a result of the above procedures which may be legitimately brought onto school premises will be returned to the student.
- Property removed from the student, possession of which is violation of District policy, shall be confiscated and the student disciplined in accordance with the District policy.
- Students who fail to cooperate with school personnel performing their duties under these procedures may be subject to discipline for insubordination.
- Nothing in these procedures shall limit the authority of school officials to search a student in accordance with District policy on search and seizure.

#### **AGENCY AND POLICE INTERVIEWS (BOARD POLICY 7:150 AND 7:150-AP)**

These procedures should be used in conjunction with the Ill. Council of School Attorneys’ *Guidelines for Interview of Students* which is available at: [www.iasb.com/law/icsaguidelines.cfm](http://www.iasb.com/law/icsaguidelines.cfm).

#### **Interviews by Police**

The Building Principal will check the police officer’s credentials and any legal papers, such as warrants for arrest, search warrants, or subpoenas to be served.

- Interviews of minor students without permission of the parents/guardians are not permitted unless a legal process is presented or in emergency situations, which could include assertion of probable cause for arrest. The Building Principal will attempt to contact the student’s parent/guardian, and inform him or her that the student is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or

treating physicians may, in effecting temporary protective custody, request that the District not notify parents until the child's safety is ensured. The Building Principal should ask that such a request be made in writing. If possible, the parent/guardian will be given the opportunity to be present and be represented by legal counsel at his or her own expense.

- Interviews will be conducted in a private setting. If a parent/guardian is absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the interview.
- Interview proceedings will be documented in writing for inclusion in the student's temporary records.
- No minor student shall be removed from the school by the police officer without the consent of a parent/guardian, except upon service of a valid warrant of arrest, in cases of warrantless temporary protective custody or when probable cause for arrest exists. When a police officer has no warrant and asserts that probable cause exists, the Building Principal shall inform the police officer that removal of the student from the school will occur in the least disruptive setting as determined by the Building Principal. If a parent/guardian is absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the removal of the student from the school building.

#### **Interviews by the Illinois Department of Children and Family Services (DCFS)**

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process.
2. The Building Principal will attempt to contact the student's parent/guardian and inform him or her that the student is subject to an interview, if appropriate.
3. If the DCFS agent does not want parents/guardians notified or present during the interview, this stipulation should be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If a parent/guardian is absent, the Building Principal or another adult witness, a member of the District staff, will be present during the interview.
5. The student may be removed from school by the DCFS agent if circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if: (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; or (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.
6. No District employee may act as a DCFS agent.

# **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

## **ASSEMBLIES**

- School assemblies are held from time to time as they are needed or requested.
- Students should first report to their class for roll and then be dismissed by the teacher to the designated area.
- Students are expected to conduct themselves as ladies and gentlemen during all assemblies.

## **STUDENT COUNCIL**

The purpose of student council is to maintain a loyal and sincere school spirit on the part of all students, to foster a friendly and cooperative relationship between the student body and the faculty, to give the students some voice in the conducting of school affairs, and to initiate and carry out worthy student enterprises. The membership is open to any student regularly enrolled in school and elected in the manner prescribed by the constitution of the student council

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
    - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believe that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including

without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
    - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
    - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
    - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
  4. Require all student athletes to view the Illinois High School Association's video about concussions.
  5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
  6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
  7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

#### **STUDENT CODE OF CONDUCT (PS HANDBOOK 9.10) (BOARD POLICY 7:240-AP)**

The Student Code of Conduct has been written as a guideline for sponsors and coaches to follow when establishing organization or team rules.

- All students are held to the behavior standards contained in this Student Code of Conduct during school and at school activities.
- Violations of these behavior standards for all students are covered under Board Policy

7:190 Student Discipline and 7:190-AP1, AP2, AP3, AP4.

- Students who represent the Casey-Westfield School District as participants in interscholastic athletic and non-athletic competition or in a leadership role have a responsibility to the School District and team or organization that involves a higher standard of behavior and additional sanctions for violations of these standards.
- These students represent Casey-Westfield School District and their team or organization at all times and in all places during the school year from the first day of school in August to the last day of school in May or June.
- Beyond these guidelines, individual coaches or sponsors may include additional rules for their team or organization.
- Participation in athletics or other extra-curricular activities is a **privilege, not a right**.

#### Definitions:

**Non-athletic competition** – any activity involving public competition with another school district or state level competitions - Examples: Scholastic Bowl, individual band competition

**Leadership roles** – any position a student is elected or appointed to that involves public service to an organization or activity where the student is seen by the public as a leader in the organization or activity - Examples: Class officers, club officers, Homecoming court, school plays

**Exclusions** - Any activity in which a student is required to participate in order to receive a grade in a class – Examples: Full Band competition

**Membership in a non-competitive club or organization** – a student may be restricted or removed from a club or organization by the sponsor or membership of the club or organization according to club or organization rules. **Participation in activities of the club or organization will only be restricted or denied by administration when a student is suspended or expelled from school.**

#### ACADEMIC REQUIREMENTS:

All students are expected to achieve passing grades in all classes, but students who participate in interscholastic athletic and non-athletic competition or in a leadership role are expected to maintain academic eligibility standards.

- Students must maintain passing grades in all classes on a weekly basis in order to participate in extracurricular activities or to practice in athletics.
- At the end of the quarter grading period, students must have a "C" grade average or the student will be placed on probation for the following quarter.
- If the student fails to reach a "C" average after the probationary period, the student is ineligible for extracurricular and/or athletics the following quarter.
- Student athletes reported as failing a class or more on the weekly eligibility check will attend an after school study hall or Homework Help on non-game days.
- Students must take and pass at least five (5) academic classes each semester to be eligible according to IHSA academic requirements.
- Students must be in attendance for at least four (4) classes during the day to be able to participate in an activity or contest that day. (Prearranged absences are an exception.) (Lunch does not count as a class.)

## **GOOD CITIZEN RULE:**

- Students are expected to act as good citizens at all times while representing the Casey-Westfield School District and their team or organization as a participant or leader.
- Major violations of the Good Citizen Rule during the school year will result in penalties set in the Student Code of Conduct for a major violation.
- The Sponsor, Coach, Assistant Principal, and/or Principal will determine the penalties as defined in the Student Code of Conduct for minor violations during the school year.
- A penalty may include one or more sanctions.

### **Major Violations:**

- Use of, transportation, possession, or sale of alcohol, or other illegal / illicit drugs.
- Attendance at parties where there is known underage consumption of alcohol or other illegal drugs.
- Unlawful use of weapons as defined by Section 24-1 of the Illinois Criminal Code, 720 ILCS 5/24-1 (1994 State Bar Edition) and by Casey-Westfield School District Board Policy 7:190;
- A violation of the Illinois Controlled Substances Act, 720 ILCS 570/100 et. Seq. (1994 State Bar Edition);
- A violation of the Cannabis Control Act, 720 ILCS 550/1 et. Seq. (1994 State Bar Edition); or
- A "forcible felony" as defined under Section 2-8 of the Illinois Criminal Code, 720 ILCS 5/2-8 (1994 State Bar Edition), which shall include the offenses of treason, first degree murder, second degree murder, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement, and any other felony which involves the use of threat of physical force or violence against any individual.
- Use of Illegal performance enhancing substances.

### **Minor Violations:**

- Violation of a school and/or classroom rule leading to a school suspension.
- Conviction of a non-traffic legal misdemeanor or misconduct as defined by law other than offenses involving alcohol and tobacco as covered under major violations of the Good Citizen Rule.
- Other misconduct that reflects negatively on the Casey-Westfield School District and team or organization.
- Use of, transportation, possession, or sale of tobacco or tobacco products.

### **Arrests for Major or Minor Violations:**

Students arrested and charged with a non-traffic violation or alcohol/drug traffic violations are presumed innocent by our court system until proven guilty. The arrest and charging is not sufficient grounds for school district disciplinary action under the Student Code of Conduct.

***Casey-Westfield School District and/or the sponsor or coach may take action under the following circumstances:***

- A student admits to the Sponsor, Coach, Assistant Principal and/or Principal that he/she has violated the Student Code of Conduct, and/or
- A credible first-hand witness to the violation reports the violation to the Sponsor, Coach, Assistant Principal and/or Principal.



## PENALTIES FOR RULES VIOLATIONS:

### Minor Violation:

- Disciplinary action for a minor violation will be assigned by the Sponsor, Coach, Assistant Principal and/or Principal.
- The disciplinary action will be in the form of school/community service, club service, extra preparation time, extra practice time, and/or suspension from the appropriate activity for a period of time less than a suspension under a major violation.
- A second minor violation will be treated the same as a first major violation.
- A minor violation may not be appealed to the Appeal Committee unless the sanction is as great as or greater than the major violation sanction.

### Major Violation:

- **First Offense:**
  - Suspension for 33% of the activity or season.
  - If the activity or season is over prior to the completion of the activity or season, the remaining time carries over to the student's next activity or season.
  - If the student seeks professional counseling and maintains a regular meeting schedule, the suspension penalty can be reduced by half.
  - The counseling will be at the student's expense.
- **Second Offense:** If the same student commits a second major violation in his/her Casey-Westfield school career, the student **will be suspended from all activities or seasons for one calendar year.**
- **Third Offense:** If the same student commits a third major violation in his/her Casey-Westfield school career, the student **will be suspended from all activities or seasons for the remainder of time spent in school.**

**Since the Student Code of Conduct is in effect for the school year, the student's penalty will carry over into the next school year.**

- a) Any problems encountered by the student during the summer months will be handled by the student's parents and/or local authorities. The sponsor or coach will also have the option of taking action, if so desired. If the sponsor or coach is directly responsible for the student in summer activities, the student will be held accountable under the Student Code of Conduct rules. For example, a sponsor or coach who accompanies the team or group to a summer camp or on a trip shall enforce the Student Code of Conduct rules for student participants.
- b) The student will have the opportunity to appeal violation penalties. These appeals will be made to an Appeal Committee formed by the Principal, Assistant Principal, CWEA Building Representative, Athletic Director and Sponsor/Coach of the student's activity. The student should have a parent or guardian present at the appeal meeting. The student and parents will be told orally the results of the Committee's decision and the final determination by the Appeal Committee will be written and forwarded to the Superintendent.
- c) The student may appeal the Athletic Committee's decision to the Superintendent by requesting a meeting with the Superintendent.
- d) The student may appeal the Superintendent's decision to the Board of Education.

### Determining the Suspension Period:

- a) For non-competition extra-curricular activities the percentage is based on the total number of weeks of the extra-curricular activity. For example, a class officer would serve for the entire year, so the suspension period for a first major offense would be 33% of the year.

- b) For one-time events such as a play or homecoming court the suspension period would be for the entire event.
- c) For competition activities such as sports and scholastic bowl the suspension period is based on the total number of regular season contests scheduled plus the minimum number of games that could be competed in any tournaments entered.

#### **PARTICIPATION RULES:**

- Students involved in school activities who are true to themselves will give 100% at all times and have complete control of themselves.
- In competition, winning is a goal but losing is part of the game and students should be gracious in defeat as well as modest in victory. It is always courteous to congratulate your opponent after the contest.
- Students must also realize that by joining a team, club, or activity they are making a commitment not only to themselves, but also to the sponsor or coach and the other members of the team, club, or activity. Commitment to a program is essential for the enjoyment of all involved for the present and the future.
- A student must abide by policies and a sponsor's or coach's decisions throughout the course of his/her career keeping in mind that participation **is a privilege, not a right**.
- All extra-curricular activities and sports are privileges provided by the school district to students who wish to participate and who agree to comply with the Student Code of Conduct as well as the rules and regulations established for the activity or sport.
- Compliance allows for ongoing participation in the particular activity or sport.
- The failure to comply with the rules and regulations shall result in the appropriate sanctions as listed in the Student Code of Conduct.
- Because participation is regarded as a privilege and not a property interest of the student, only those procedural and substantive considerations as provided for within the Student Code of Conduct shall be afforded the student when disciplinary sanction must be considered.
- All extracurricular activities and sports help students to develop fair play and sportsmanship along with an understanding and appreciation for teamwork.
- With these goals in mind the Student Code of Conduct has been formulated for the use of all concerned. As the conduct of the participants is closely observed in many areas of life, it is important that a student's behavior be above reproach in all of these areas.
- In all cases individual activity or sport rules will be in addition to, and not in lieu of those contained in the Student Code of Conduct.

#### **ON TRIPS:**

On trips the student directly represents the school, community, and staff. Therefore, it is expected that all concerned will dress in an acceptable manner when traveling and will conduct themselves in such a way as to be a credit to all parties concerned. **Violations in this area may result in either suspension or dismissal from the activity.**

#### **AGREEMENT TO PARTICIPATE:**

- The Student Code of Conduct was developed to inform the students and parents of what is expected of the student who participates in an extracurricular activity or sport at Casey-Westfield School District.
- Parents and students, after reading the Student Code of Conduct, must sign and return the agreement form provided by the sponsor or coach.
- This form must be signed once a year. Failure to have a signed form on file will result in the student not being able to participate.

- Student athletes must also sign and have on file a “Risk Statement” form before being allowed to participate in a sport.
- **All participation fees must be paid prior to being allowed to participate.**

## **SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND EXTRACURRICULAR EVENTS**

(BOARD POLICY 8:40)

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a one calendar year after a School Board hearing.

- Examples of unsportsmanlike conduct include: using vulgar or obscene language; possessing or being under the influence of any alcoholic beverage or illegal substance; possessing a weapon; fighting or otherwise striking or threatening another person; failing to obey the instructions of a security officer or school district employee; and engaging in any activity which is illegal or disruptive.
- The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date, containing:
  - The date, time, and place of a Board hearing;
  - A description of the unsportsmanlike conduct;
  - The proposed time period that admission to school events will be denied; and
  - Instructions on how to waive a hearing.

## **EXTRACURRICULAR ATHLETICS (BOARD POLICY 7:300)**

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student’s participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student’s health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
6. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

## **ATHLETIC PHYSICALS**

Students entering the ninth grade or from out of state may use their regular school physical; however, athletic physicals will not substitute for regular physicals. No student will be allowed to practice or participate in 7-12 athletics without an up-to-date yearly physical examination on file.

### **Junior High and High School - Dual Commitments**

On rare occasions an athlete may be in a situation where seasons overlap. Coaches will work together to ensure that every effort is made for an athlete to participate in both activities. However, in an event there is a conflict the following rules will apply:

- The first season an athlete begins will have priority over subsequent seasons.
- In essence, an athlete must meet obligations to the first sport he/she is involved in to include softball, baseball, basketball, volleyball track, cheerleading\* and scholastic bowl.
- If an athlete decides to quit one sport in order to participate in another sport they will not be able to play until the season of the first commitment is completed.

***\* Even though cheerleaders are selected in the spring, their season begins when they actually begin cheering at athletic events. \****

## **SPECIAL EDUCATION**

### **SPECIAL EDUCATION (PS HANDBOOK 10.10) (BOARD POLICY 6:120)**

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 22 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's *Special Education* rules, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

## **DEAF AND VISUALLY IMPAIRED SERVICES**

If a child is deaf, hard of hearing, blind, or visually impaired and he or she might be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired, the school district shall notify the parents or guardians, in writing, of the existence of these schools and the services they provide. This notification shall include without limitation information on school services, school admissions criteria, and school contact information. The Illinois School for the Deaf can be reached at 217-479-4297, by e-mail at [Carolyn.Eilerling@illinois.gov](mailto:Carolyn.Eilerling@illinois.gov) or at their website <http://www.morgan.k12.il.us/isd>. The Illinois School for the Visually Impaired can be reached at 217-479-4400 or at their website at <http://isvi.net>.

## **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION (PS HANDBOOK 10.50)**

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.

## **MISCONDUCT BY STUDENTS WITH DISABILITIES (PS HANDBOOK 10.20)**

(Board policy 7:230)

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent/guardian of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent/guardian. The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent/guardian.

### **Misconduct by Students with Disabilities**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral

interventions for children with disabilities.

### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. 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.

## STUDENT RECORDS & PRIVACY

### TRANSCRIPTS

Transcripts of academic records will be sent, at no charge to the student, to colleges, vocational schools, and potential employers requesting such records upon formal request from the student or school. Other information in the student records will be sent only after the student has signed a waiver form giving permission to the school to do so.

### NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS (PS HANDBOOK 11.20) (Board policy 7:340 and 7:340-AP)

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

**The Permanent Record shall include:** Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s); Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations; Attendance record; Accident and health reports; Record of release of permanent record information in accordance with 105 ILCS 10/6©; Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). **The permanent record may include:** Honors and awards received; School-sponsored activities and athletics. No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

**The Temporary Record consists of All information not required to be kept in the student permanent record must include:** A record of release of temporary record information in accordance with 105 ILCS 10/6©; Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8); Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit; Completed home language survey. **The temporary record may include:** Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education files, including the report of the

multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; Verified reports or information from non-educational persons, agencies, or organizations; Verified information of clear relevance to the student's education.

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

- The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
- The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records.
- Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
- The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected.
- The counselor will review and summarize any information contained in the student's educational records after a written request has been approved by the building principal.
- Such inspection may be made only in the counseling or principal's office and may not be taken from either office.
- Upon the student's graduation from high school, the counselor will inspect the educational records and remove temporary records which are not pertinent to the permanent record.
- All educational records of departing students will be filed in accordance with Illinois School Code. 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 a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).**

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

- Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) 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(s)/guardian(s) or eligible student when notified of the right to a hearing.
- **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
- Disclosure is permitted without consent to school officials with legitimate educational or administrative interests.
- A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical

consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.
- Before information is released to these individuals, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
- When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.
- Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

#### **DESTRUCTION OF STUDENT RECORDS NOTICE**

**The right to a copy of any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. Notice: The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Temporary records will be destroyed five years after the student has transferred, graduated, or permanently withdrawn unless the student with disabilities or a parent/guardian of a student with disabilities requests the records.

**The right to prohibit the release of directory information concerning the parent /guardian child.** Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place, Parents'/guardians' names and addresses, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school. ***Any parent(s)/guardian(s) 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. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.*** A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parent(s)/guardian(s) before publishing a photograph or videotape of the student in which the student is identified.

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.



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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-46057:340-E1

**Student Biometric Information Collection (PS HANDBOOK 11.30)**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendations shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans. Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student. All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee. The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

**STUDENT AND FAMILY PRIVACY RIGHTS (PS HANDBOOK 11.10)**

**Surveys (Board Policy 7:15)**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

**Surveys Created by a Third Party**

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

#### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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, antisocial, 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 a program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

#### Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

#### Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

### Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

### Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

### **MILITARY RECRUITERS AND POSTSECONDARY INSTITUTIONS RECEIVING STUDENT (PS HANDBOOK 11.40)**

#### Directory Information

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent. **Important:** If you do not want military recruiters or institutions of higher learning to be given your secondary school student's name, address, and telephone number, please notify the Building Principal in writing.

### Frequently Asked Questions Regarding Military Recruiter Access to Students and Student

## **Information**

### **What do the U.S. Patriot Act and No Child Left Behind Act require of schools with regard to allowing military recruiters access to students?**

The Patriot Act has nothing to do with the military recruiter's access to students or information. It requires schools to comply with an *ex parte* order issued in connection with the investigation or prosecution of terrorism. A court issues an *ex parte* order without notice to an adverse party. Student records may be disclosed pursuant to such an order without parents' consent or knowledge.

Two pieces of legislation require schools receiving funds under the Elementary and Secondary Education Act to: (1) give military recruiters the same access to secondary school students as they provide to postsecondary educational institutions or to prospective employers or an institution of higher education, and (2) provide students' names, addresses, and telephone listings to military recruiters, when requested. Those laws are:

§9528 of the No Child Left Behind Act of 2001, 20 U.S.C. §7908.

10 U.S.C. §503, as amended by the National Defense Authorization Act for Fiscal Year 2002.

### **What information about students (and which students) must be disclosed to military recruiters by our administration?**

Secondary schools must disclose names, addresses, and telephone numbers of secondary students, unless parents/guardians have requested the information not be released.

### **What notification must schools provide to parents before disclosing students' names, addresses, and telephone numbers to military recruiters and institutions of higher education?**

Under federal and State laws governing student records, schools must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes names, addresses, and telephone numbers. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent. Under the No Child Left Behind Act, schools must notify parents that the school routinely discloses names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request, subject to a parent/guardian's request not to disclose such information without written consent.

A notice provided through a mailing or student handbook informing parents of the above information is sufficient to satisfy the parental notification requirements. The notification must advise parents how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a parent opts out of providing directory information to third parties, the opt-out also applies to requests from military recruiters and institutions of higher education. For example, if the opt-out states that telephone numbers will not be disclosed to the public, schools may not disclose telephone numbers to military recruiters.

If a school does not release "directory information," it still must provide students' names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. The school must notify parents that it discloses information to military recruiters and institutions of higher education, noting that parents have the right to opt their children out of this disclosure.

**Does recruitment take place in a private office or out in a common area?**

Neither federal nor State law addresses where recruitment takes place. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions recruiters and/or prospective employers.

**How frequently are recruiters present?**

Neither federal nor State law addresses how often recruiters may have access to students. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions and prospective employers.

**What information does a military recruiter request of students during the interview?**

The type of questions military recruiters may ask students is generally not limited. Of course, students may refuse to cooperate or even refuse to be interviewed.

**Can schools supervise recruiters to ensure they do not approach impressionable students too strongly?**

Federal law does not grant authority to schools to supervise military recruiting efforts. The school may, of course, require military and postsecondary recruiters to abide by the District's policy governing conduct on school property.

**What are parents' rights relative to military recruiters on campus?**

Parents may instruct their children to forgo being interviewed by military and/or postsecondary recruiters or prospective employers.

**What information do schools provide to families relative to recruiting that goes on at school?**

Neither federal nor State law addresses what information schools must provide to parents regarding the recruiting that takes place at school – this is a local issue to be determined by the Superintendent or Building Principal.

**Where can I get more information on the requirements of 10 U.S.C. §503?**

The Office of the Secretary of Defense may be contacted for copies of the statute, or questions relating to it. Please contact the Accession Policy Directorate as follows:

Director, Accession Policy  
4000 Defense Pentagon  
Washington, DC 20301-4000  
Telephone: 703/695-5529

**Where can I get more information on the requirements of §9528 of the ESEA?**

The Family Policy Compliance Office (FPCO) in the Department of Education administers FERPA as well as §9528 of the ESEA (20 U.S.C. §7908), as amended by the *No Child Left Behind Act of 2001*. School officials with questions on this guidance, or FERPA, may contact the FPCO at [FERPA@ED.Gov](mailto:FERPA@ED.Gov) or write to the FPCO as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Telephone: 202/260-3887

Fax: 202/260-9001

[www.ed.gov/offices/OM/fpcc](http://www.ed.gov/offices/OM/fpcc)

## **CHAPTER 12 PARENTAL RIGHT NOTIFICATIONS**

### **No CHILD LEFT BEHIND NOTIFICATION (PS HANDBOOK 12.10)**

**(Board policy 5:190-E1)**

No Child Left Behind requires that a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **NOTICE TO PARENTS REQUIRED BY NO CHILD LEFT BEHIND ACT OF 2001 (BOARD POLICY 6:170-AP2)**

#### **Improving Basic Programs Operated by Local Educational Agencies**

As required by NCLB §1111(h)(6)(A): At the beginning of each school year, a school district that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status. The teacher's baccalaureate degree major and any other graduate certifications or degrees. Whether paraprofessionals provide services to the student and, if so, their qualifications. As required by NCLB §1111(h)(6)(B)(i): Districts must provide to parents information on the level of achievement of the parent's child in each of the State academic assessments. As required by NCLB §1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

#### **Limited English Proficient Students PS HANDBOOK 12.60**

As required by NCLB §1112(g)(l)(A) and (g)(2), and §3302(a): Districts must inform a parent of a limited English proficient child identified for participation, or participating in, such a program of the reasons for their child being identified, their child's level of English proficiency, instructional method, how their child's program will meet their child's needs, how the program will help the child to learn English, exit requirements for the program to meet the objectives of any limited English proficiency,

and information regarding parental rights. As required by NCLB §1112(g)(l)(B), and §3302(b): Each district using funds provided under this part to provide a language instruction educational program that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation in such a program, or participating in such program, of such failure not later than 30 days after such failure occurs. As required by NCLB §1112(g)(4) and §3302(e): Each district shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their children's education, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging State academic achievement standards and State academic content standards expected of all students. In addition, the outreach shall include holding, and sending notice of opportunities for, regular meetings for formulating and responding to parent recommendations.

### **Academic Assessment and Local Education Agency and School Improvement**

As required by NCLB §1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under §1116(b)(1)(E)(i), for corrective action under §1116(b)(7)(C)(i), or for restructuring under §1116(b)(8)(A)(i). An explanation of what the identification means, and how the school compares in terms of academic achievement to other district schools and the State educational agency; The reasons for the identification; An explanation of what the school identified for school improvement is doing to address the problem; An explanation of what the district or State educational agency is doing to help the school address the achievement problem; An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child, in accordance with subsection (e). As required by NCLB §1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing a plan. As required by NCLB §1116(e)(2)(A): The district shall provide annual notice to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under §1116(b)(1)(E)(i), for corrective action under §1116(b)(7)(C)(i), or for restructuring under §1116(b)(8)(A)(i).: The availability of supplemental education services; The identity of approved providers that are within the district or whose services are reasonably available in neighboring districts; and A brief description of those services, qualifications, and demonstrated effectiveness of each such provider.

### **Parental Involvement**

As required by NCLB §1118(b): Parents shall be notified of the parental involvement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

As required by NCLB §1118(c): Each school shall: Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved; Offer a flexible number of meetings; Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parental involvement policy and the joint development of the schoolwide program plan under §1114(b)(2); Provide parents of participating children: Timely information about programs under this part; A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

### **Voluntary Public School Choice Program**

As required by NCLB §5245(a): The district shall provide to parents of students in the area to be served by the Voluntary Public School Choice program with prompt notice of: The existence of the program; the program's availability; and a clear explanation of how the program will operate.

### **Education of Homeless Children and Youths**

As required by NCLB §722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that: Shall be signed by the parent or guardian; Sets the general rights provided under this subtitle; Specifically states: The choice of schools homeless children and youths are eligible to attend, That no homeless child or youth is required to attend a separate school for homeless children or youths, That homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs; and that homeless children and youths should not be stigmatized by school personnel; and, Includes contact information for the local liaison for homeless children and youths.

As required by NCLB §722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal. As required by NCLB §722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

### **Student Privacy**

As required by NCLB §1061(c)(2)(A): The student privacy policies developed by a district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by that district. At a minimum, the district shall: Provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity. As required by NCLB §1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g. "The Board has adopted and continues to use policies regarding student privacy, parental access to information, and



administration of certain physical examinations to minors. *(Copies of those policies are available on request.)*"

### **School Report Cards**

Illinois District and School Report Cards are posted on the district website [www.caseywestfield.org](http://www.caseywestfield.org) by November 30 each year. Printed copies are available by contacting your child's school.

### **CURRICULUM CONTENT (BOARD POLICY 6:60)**

The curriculum shall contain instruction on subjects required by State statute or regulation.

### **Driver Education Requirements:**

This course will consist of thirty (30) clock hours of classroom instruction, which must be successfully completed. Topics covered will include, but not be limited to: Illinois traffic laws, traffic control, driving skills and responsible decision making behind the wheel. Each student will be required to complete a minimum of six (6) clock hours of practice driving and observation time. In addition students must complete 50 hours of driving time (40 during the day and 10 at night) with a parent. Student must have a valid permit for 9 months prior to taking their Driving Test to obtain a license. Driver Education enrollment is based on the age of those who qualify. Students must be or turn 15 during the classroom portion of Driver Education; oldest students will have first priority.

### **Credit for Military Experience**

Students may receive credits for military experience per Board Policy (6:310 & 320).

### **Comprehensive Health Education Program (PS Handbook 12.40) (Board policy 6:60-AP)**

The major educational areas of the District's comprehensive health education program are delineated in board policy. No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

### **EDUCATIONAL PROGRAMS**

The following summary of the educational programs in Casey-Westfield School District indicates the growing complexity of the school system as it attempts to provide the programs necessary for a well-rounded education.

**Basic Education:** The primary purpose of the day-to-day classroom teaching and learning program is to provide a coordinated and sequential kindergarten through high school curriculum that allows each student to master basic skills of reading, writing, speaking and computation within the limits of their abilities. At the secondary level, these skills become more specialized in order to orient and prepare the students for continuing their education at a higher level or entering the world of work upon graduation from high school.

**Kindergarten Education:** Casey-Westfield offers a full-day Kindergarten. Parents who do not wish their child to attend full-day Kindergarten may request with the Monroe Principal a half-day

Kindergarten program for their child.

**Special Education:** Because of certain physical or environmental conditions, some students require particular attention and specialized teachers and programs. Casey-Westfield School District is a member of the Eastern Illinois Area Special Education District, which is a voluntary cooperative effort of thirty (30) school districts in ten (10) counties joined together to meet these special needs. The special education programs covered include learning disabled (LD), educable mentally handicapped (EMH); trainable mentally handicapped (TMH), social maladjusted, preschool, speech correction, psychological evaluation, and supportive services.

**Title Grants—Title 1:** Under Every Student Succeeds Act (ESSA), the district conducts a project to meet the needs of students who are not achieving up to their expected grade level. Staff employed through Title 1 work with students on an individual or small group basis in the areas of English language arts and math, often tutoring in selected subject matter areas. Parents who desire more information should contact their building principal. **Title IIA and IV-A:** This grant provides for professional development. The district allotment for FY24 for Title I is \$198,827 and funds 100% of the project. The district allotment for FY24 for Title II for Professional Development activities is \$61,812 and funds 50% of the project. The district allotment for FY24 for Title IV-A is \$13,978 and funds 25% of the project.

**Pathways:** Is an optional education program serving the student population between the ages of 16-21 who have either dropped out of high school or are potential dropouts. The curriculum will consist of GED preparation or credit accumulation, parenting education, life skills training, vocational education and job-seeking and job-keeping skills. In addition, tutoring, mentoring, and service learning opportunities are provided. College credits are made available for those students who are college ready. Instruction will satisfy ISBE State goals for learning and any additional requirements from participating high schools. Pathways will be based at the Lake Land College Workforce Development Center and will have additional classrooms in Casey, Charleston, Effingham, Paris, Shelbyville, Mattoon and Marshall. Classes will be available 5 days per week, 6 hours per day. Each site will be staffed by a certified teacher and a classroom assistant. Indications of successful completion will be a return to public school, the earning of a high school diploma or GED, as well as developing the academic, vocational skills and personal and social skills to become a productive citizen.

**Vocational Education:** The Vocational Program includes career exploration in the elementary grades and orientation and skill development at the secondary level.

**Credit Recovery:** Casey-Westfield Credit Recovery program is an alternative educational program aimed at helping students re-gain credit toward graduation. Eligibility for this service is limited and based on student need. Students may be required to attend summer school to be eligible for this program. In some cases, students may be charged a fee for this option. Approval must be obtained from the Guidance counselor and Administration. Administration and Guidance Counselor will determine placement / schedule and time allotted to complete course requirements.

**College Preparatory Education:** The College Preparatory Program follows the course requirements and sequence as outlined by the Illinois Board of Higher Education as necessary for college entrance. Only those students who meet these requirements will be recommended for college.

## TITLE I STUDENT-PARENT-SCHOOL COMPACT (PS HANDBOOK 12.50)

As a **Student**, I will ...

- Attend school regularly.
- Work hard to do my best in class.
- Ask my teacher for help when I need it.
- Complete my school work on time.
- Study at home to be prepared for school.
- Discuss with my parents what I am learning at school.
- Respect and cooperate with other students and adults.

As a **Parent**, I will ...

- Make sure my child has good attendance at school.
- Make sure my child arrives at school on time and ready to learn.
- Provide a home environment that is safe and healthy.
- Provide a quiet study time at home and encourage good study habits.
- Encourage my child's efforts and be available to questions.
- Help my child learn how to resolve conflicts in positive ways.
- Communicate and work with teachers and school staff to support my child.
- Review my child's homework and stay informed about what is happening at school.
- Attend school events such as Open House, Family Reading Night, Parent/Teacher Conferences, and Music Programs.
- Volunteer at school for field trips and other jobs when possible.

As a **Teacher**, I will ...

- Provide instruction and assistance to help students meet their educational goals.
- Provide motivating and interesting learning experiences.
- Provide ongoing information about student progress.
- Cooperate with each parent to ensure student achievement of learning standards.
- Find out what techniques and materials work best for the student.
- Create a classroom environment which encourages respect, cooperation, and positive choices.
- Implement educational practices that have been proven successful by research.

As a **Principal**, I will ...

- Create a welcoming school environment for students and parents.
- Ensure the development of a school-wide curriculum which enables students to fully meet the Common Core State Standards..
- Communicate to students, parents, and community members the school's mission and goals. Report on progress toward those goals.
- Inform parents and community members about important school projects and success.
- Ensure a safe, respectful, and orderly place to learn.
- Set high expectations for myself, students, and other staff members.
- Provide support and training for teachers and staff members.
- Provide opportunities for parents and community members to become involved in school events and educational activities.

## **PARENT/TEACHER CONFERENCE DAYS**

There are two one-half days and two evening parent/teacher conference dates for parents/guardians to meet with teachers to discuss their children's progress in school. Families are encouraged to take advantage of these dates. Teachers are available every day to meet with parents/guardians by appointment or during the teacher's conference or planning periods. Parents/guardians should call or email the school to arrange a conference time and date or to obtain more information.

## **SCHOOL VISITATION RIGHTS (PS HANDBOOK 12.70) (BOARD POLICY 8:95-E1)**

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. The following information from this Act provides basic information about the School Visitation Rights Act. More complete information is contained in Board Policy 8:95-E1 and is available from the District Office or from each Building Principal.

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 non-work 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 in advance of the time the employee is required to utilize the visitation right. In emergency situations, 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 operations of the employer. Nothing in this Act requires that the leave be paid. For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

## **STUDENT WELFARE SERVICES (BOARD POLICY 7:250 AND 7:250-AP)**

The following services may be provided by the School District: (1) Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*). (2) Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff. (3) The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker. (4) Guidance and counseling services. Protocols for responding to students with social, emotional, or mental health problems that impact learning ability have been developed. The District, however, assumes no liability for preventing, identifying, or treating such problems. This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Act, 42 U.S.C. §12101 et seq.

## **Protocol for Responding to Students with Social, Emotional, or Mental Health Problems**

### **Student Support Committee**

Each Building Principal shall annually appoint a building-level Student Support Committee that shall have the tasks described in this Administrative Procedure. Committee members must be school staff members who are qualified by professional licensing or experience to address issues concerning students who may have social, emotional, or mental health problems. As needed on a case-by-case basis, the Student Support Committee may request the involvement of the Building Principal, relevant teachers, and the parents/guardians. Records produced and shared among Committee members may be subject to laws governing student records. Confidential information given by a student to a therapist is governed by the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.

### **Children's Mental Health Partnership's Plan and Annual Progress Reports**

The Illinois Children's Mental Health Partnership (ICMHP) monitors the implementation of its statewide Children's Mental Health Plan (CMH Plan). The CMH Plan is a statewide strategic blueprint or "roadmap" to promote and improve the children's mental health system and covers a range of recommendations and strategies necessary to reforming the children's mental health system in Illinois. Every year, the ICMHP must submit an annual progress report to the Governor for approval. The Student Support Committee will monitor the annual CMH Plan (available at [www.ivpa.org/childrensmhtf/](http://www.ivpa.org/childrensmhtf/)) and decide how to implement its recommendations and strategies as appropriate within the resources available in the District.

### **Referrals**

Staff members should refer a student suspected of having social, emotional, or mental health problems to the building-level Student Support Committee. The Student Support Committee will review information about a referred student, including prior interventions, and suggest appropriate steps for referral and follow-up. The Student Support Committee may offer strategies to a referred student's classroom teachers and parents/guardians about ways they can manage, address, and/or enhance the student's social and emotional development and mental health. In addition, the Student Support Committee may recommend coordinated educational, social work, school counseling, and/or student assistance services within the school as well as referrals to outside agencies.

Referrals under this procedure are unrelated to the special education evaluation process and do not trigger the District's timeline for evaluations. However, the use of these procedures shall not circumvent the special education process. See Administrative Procedure 6:120-AP, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*.

### **School Counseling and Psychological Services**

The Student Support Committee may request school counselors, psychologists, and school nurses to provide support and consultation to teachers and school staff about strategies to promote the social and emotional development and mental health of all students. They may also be requested to provide screening and early detection approaches to identify students with social, emotional, and mental health problems.

Written permission from the parent/guardian is required for any ongoing counseling and psychological services. "On-going" is defined as more than 5 contacts in which the student received these services. Written consent may be obtained through an IEP or other designated form. That consent does not entitle parents/guardians to know the contents of all that is discussed. School counselors and psychologists will inform parents/guardians of all issues that pose a health and/or safety risk; they will inform the Building Principal of any health or safety risks that are present in the school.

### **Psycho-Educational Groups**

As appropriate, the Student Support Committee may recommend that a student participate in a variety of psycho-educational groups. These groups are typically led by school counselors, social workers, or psychologists, but are not structured as therapeutic services. Groups are designed to help students better understand issues and develop strategies to manage issues of concern to them that may, if not addressed, interfere significantly with the student's educational progress or school adjustment. Groups have a written curriculum that guides discussion over a set period of time, generally 5 weeks. A student may participate in a group without parent/guardian permission for one such time period; subsequent enrollment in the same group requires parent/guardian permission.

Students in a group who present significant concern and for whom therapeutic services must be considered will be referred to the social workers, psychologists, or school counselors for individual consultation. (See above description of these services.)

### **School and Community Linkages**

When possible, the Student Support Committee shall seek to establish linkages and partnerships with diverse community organizations with the goal of providing a coordinated, collaborative early intervention social and emotional development and mental health support system for students that is integrated with community mental health agencies and organizations and other child-serving agencies and systems.

### **Medicaid Policy**

Casey-Westfield CUSD #C-4 is an **EPSDT Medicaid Provider** with Illinois' State Medicaid Agency, **Healthcare and Family Services (HFS)**. **EPSDT** (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate in the States to provide early intervention / prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the district. As an **EPSDT Medicaid Provider**, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his / her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings / assessments that are completed. The Medicaid claims are filed and processed per the district's contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.

The health care services listed on a student's IEP are provided with parental consent and at "no cost" to the parents. This "no cost" provision is in compliance with Public Law 94-142 - "Education of the

Handicapped Free and Appropriate Public Education”, IDEA - “Individual Disabilities Education Act”, PUBLIC Law 100-360 and State of Illinois – State Board of Education mandates. The District, an **EPSDT Medicaid Provider**, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois’ Medicaid – All Kids Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State’s Medicaid program is based upon a family’s income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an **EPSDT Medicaid Provider**, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits: [www.illinois.gov/hfs/Pages/default.aspx](http://www.illinois.gov/hfs/Pages/default.aspx)

#### **EDUCATION OF HOMELESS STUDENTS(PS HANDBOOK 12.30)(BOARD POLICY 6:140 & 6:140-AP)**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

#### **HARASSMENT (BOARD POLICY 7:20 AND 7:20-AP)**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student’s race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a

student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

**Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: Substantially interfering with a student's educational environment; Creating an intimidating, hostile, or offensive educational environment; Depriving a student of educational aid, benefits, services, or treatment; or Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Non-Discrimination Coordinator:**

**Complaint Managers:**

Dee Scott	Mallory Foster	Jim Sullivan
Casey-Westfield Unit Office	Monroe School	C-W JR/SR High School
932-2184	932-2178	932-2175

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual



harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **ASBESTOS MANAGEMENT PLAN**

Federal Law requires the district to annually notify residents and employees of the district that the buildings contain asbestos and that an approved Asbestos Management Plan has been completed and is available for public inspection in each building. The District Management Plan indicates that all buildings are safe in the present condition and that there is a plan to monitor and remove the asbestos on a timely schedule. Contact the Unit Office if you have any questions or would like additional information.

### **ANNUAL NOTICE OF NON-DISCRIMINATION (BOARD POLICY 7:10)**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

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 the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **PESTICIDE SPRAYING (PS HANDBOOK 12.80)**

The District has the kitchens sprayed on the first Friday of each month starting at 3:15 P.M. and other parts of the buildings as needed. The pesticides are applied by a professional company and are considered safe for school building use. If your child has allergies to pesticides or if you suspect that your child may have a reaction to pesticides, you should contact the building principal. Parents or guardians who wish to be notified of the spraying should notify the child's principal in writing at the beginning of the school year.

### **ABUSED AND NEGLECTED CHILD REPORTING (PS HANDBOOK 12.90)**

(Board policy 5:90)

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a

disability, shall immediately: (1) report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

### **SEX OFFENDER NOTIFICATION LAW (PS HANDBOOK 12.110)**

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

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 that 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 on school property and upon 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.

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS (PS HANDBOOK 12.120)**

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

### **ACCESS TO DISTRICT'S PUBLIC RECORDS (BOARD POLICY 2:250)**

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

### **GENERAL COMPLAINT PROCEDURES**

Complaints are best solved at the level of the source of the problem. The four basic steps outlined

below should be followed to provide due process at the local level.

1. Take the complaint to the employee concerned if the problem is between you and the employee. Try to solve it at that level.
2. If it can't be resolved there, take it to that employee's direct supervisor; in Unit No. C-4 that will be the Building Principal in most cases.
3. If the problem isn't resolved at that level, arrange to take it to the Unit Superintendent.
4. If it still has not been resolved, arrange with the Superintendent for it to be taken to the Board of Education. The Superintendent will gather the facts of the case for presentation to the Board. The Superintendent will also advise you of your rights as you prepare to meet with the Board. If you feel your rights have been violated you should notify the District Complaint Manager as outlined in the Uniform Grievance Procedure.

### **STUDENT COMPLAINT PROCEDURES**

Students have both the right and the responsibility to express school-related concerns and grievances to the Administration. The Board desires student complaints and grievances to be resolved through orderly processes at the lowest possible level. If a student believes their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy have been violated, the Uniform Grievance Procedure may be the best vehicle to resolution of the complaint or grievance. In other cases the following procedure should result in resolution of the complaint or grievance:

1. Any student or his/her parents shall be provided the opportunity to discuss with a teacher a decision or situation which the student considers unjust or unfair.
2. If the incident remains unresolved after discussion with the teacher, the student or his parents, or the teacher, may bring the matter to the principal's attention for consideration and action.
3. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for his/her consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be, if appropriate, referred to the Complaint Manager under the Uniform Grievance Procedure or may be referred in writing to the Board for review.
5. Through procedures established by the School Code of Illinois, recourse beyond the local school district level is available through the Regional Superintendent of Schools and the Illinois State Board of Education.

### **UNIFORM GRIEVANCE PROCEDURE (BOARD POLICY 2:260)**

#### **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 one 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, 42 U.S.C. §2000d 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. Provision of services 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, to 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 use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "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 him or herself of this grievance procedure may do so by filing 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 undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, 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 the identity of the Complainant will not be disclosed except:

1. as required by law, this policy,
2. as necessary to fully investigate the complaint,
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 fully investigate the complaint,

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 date the complaint was filed, 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 in accordance with 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 written decision to the Complainant by U.S. mail, first class, as well as 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.

#### **Nondiscrimination Coordinator:**

Dee Scott  
401 E. Main  
Casey, IL 62420  
217-932-2184

#### **Complaint Managers:**

Jim Sullivan	Mallory Foster
306 E Edgar	301 E Monroe
Casey, IL 62420	Casey, IL 62420
217-932-2175	217-932-2178

### **TITLE 1 COMPLAINT RESOLUTION PROCEDURE**

Casey-Westfield CUSD No.C-4 will within thirty (30) days, investigate and resolve a complaint that Title 1 has been violated, unless an extension of time is agreed upon. All parties will have the opportunity to question each other and present evidence. All parties to a complaint about Title 1 will follow the Uniform Grievance Procedure.

### **COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS**

(BOARD POLICY 6:260)

Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

### **SCHOOL BOARD**

The District is governed by a seven member Board of Education. The Board's office and meeting room is located at the Unit Office.

Members of the Board of Education and terms of office are:

Tracy Gelb, President (4/23 - 4/27) Erin Fain, Vice-President(4/21 - 4/25)

Jeremy Perie, Secretary (4/23 - 4/27)  
Jason Sharp (4/21 - 4/25)  
Shane Todd (4/23 - 4/27)

Joe Hickox (4/21 - 4/25)  
Becky Clement (4/21 - 4/25)

### **2023-2024 SCHOOL BOARD MEETINGS**

The Casey-Westfield Board of Education holds regular monthly meetings 7:00 P.M. in the Unit Office. The regular Board meetings are scheduled on the following dates:

July 17, 2023	August 14, 2023	September 18, 2023
October 16, 2023	November 20, 2023	December 18, 2023
January 22, 2024	February 26, 2024	March 18, 2024
April 15, 2024	May 20, 2024	June 17, 2024

These meeting dates, time, and place are subject to change. Special Board meetings may also be held. Notice of regular meeting times and places as well as Special Board meetings will be provided to the local newspapers for publication.

### **PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS AND PETITIONS TO THE BOARD (BOARD POLICY 2:230)**

At each regular and special open meeting, the members of the public and District employees may comment on or ask questions of the Board, subject to reasonable constraints. The public shall be given the opportunity to address the Board of Education at a regular or special Board meeting provided a request to the President or Superintendent is made at least 48 hours prior to a regular or special Board meeting. There shall be an agenda item on each regular meeting agenda to recognize visitors and allow them to address the Board or to request to testify or comment on a particular agenda item during Board consideration of the agenda item or issues. The individuals appearing before the Board are expected to follow these guidelines:

Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.

Identify one's self and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.

The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months. Should more than one person wish to comment on the same item, time may be limited to a cumulative total on each issue. The President may limit the time of public testimony or comments on each agenda item or issue. Board members present may also vote to limit or extend the amount of time of public testimony or comment on any agenda item or issue.

The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in School Board policy.

Complaints or certain situations involving specific employees or students are not to be addressed in open session of the Board meeting. The Board may hear complaints or certain situations involving specific employees or students in closed session. The Board president shall determine whether a situation requires addressing in closed session.

Petitions or written correspondence to the Board shall be presented to the School Board at the next

regularly scheduled Board meeting. A guide to public participation at Board meetings will be printed in each agenda of a regular meeting.

**SCHOOL DISTRICT ORGANIZATIONAL CHART**

