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# Cerro Gordo Elementary School

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## Student Handbook **2023-2024**



**CERRO GORDO CUSD No. 100**  
300 E. Durfee St. PO Box 79  
Cerro Gordo, IL 61818  
217-763-2711  
[www.cgbroncos.org](http://www.cgbroncos.org)

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## CERRO GORDO ELEMENTARY STUDENT HANDBOOK

“RESPECT PEOPLE, RESPECT PROPERTY, BE POLITE & DO YOUR BEST WORK”

### FOREWORD

This handbook is designed to give, in convenient form, important information about the Cerro Gordo Elementary Program. We hope it assists students and parents in becoming familiar with the school’s general procedures, rules, ideals, and traditions. Parents are requested to familiarize their children with this handbook and keep it as a reference throughout the year. This handbook cannot possibly cover all potential scenarios and remain an efficient and effective notification instrument. The Board of Education does not intend to limit the school’s authority to address matters that may not be specifically identified in this handbook. This handbook is a summary of Board policies governing Cerro Gordo CUSD #100. Board policies are available in the Unit office. This handbook may be amended during the school year without notice. In order to facilitate and maximize communication, parents are requested to signify that they have received their child’s student handbook and reviewed it with their child by signing and having their child return the handbook verification form provided when the handbook is distributed.

### BOARD OF EDUCATION

	Mrs. Karen Freese, <b>President</b>	
Mrs. Angie Miller, <b>Vice-President</b>		Mr. Justin Howell
Mrs. Debra Greenwood		<b>Mrs. Melinda Callaway</b>
Mr. Dustin Curran		Mr. Rodd Runyen

### ADMINISTRATION

**Dr. Emily Weidner, Superintendent, 763-5221 ext. 1400**

Mr. Brandon Willard, Junior/Senior High School Principal, 763-2711 ext. 1104

Mrs. Jodi Neaveill, Elementary Principal, 763-2551 ext. 1301

### SECRETARIAL STAFF

Mrs. Stacey Wildman, Elementary, 763-2551 ext. 1300



## ELEMENTARY SCHOOL FACULTY & STAFF

Mrs. Jodi Neaveill - Pre-K-5 Principal, ext. 1301		
Mrs. Stacey Wildman - Secretary, ext. 1300		
PK	Mrs. Heather Yowell, ext. 1309	
K	Mrs. Kelly Martina, ext. 1310	Mrs. Sarah Bone, ext. 1327
1st	Miss Rachel Allen, ext. 1308	Mrs. Katrina Cearlock, ext. 1344
2nd	Mrs. Debby Blickensderfer, ext. 1342	Ms. Yvette Casner, ext. 1343
3rd	Miss Ashley Spent, ext. 1322	Mrs. Frankie Martin, ext. 1337
4th	Mrs. Lisa Forbes, ext. 1338	Mrs. Adrianna Jarvis, ext. 1336
5th	Mrs. Amy Winchester, ext. 1329	Mrs. Sara Looper, ext. 1340
Art	Mrs. Jennifer Thomas, ext. 1200	

Mr. Andrew Buhr - Physical Ed., ext. 1306	Mary Webb/Karen Wildman - RTL Math, ext. 1324
Mrs. Shelley Frye - Social Worker, ext. 1347	Mrs. Tess Spengler- Speech, ext. 1303
Mr. Christian Wilkey-General Music, ext. 1305	Mrs. Amanda Roberts—Title I/RtI Ext 1345
Mr. Wil Pritchard - 5th/6th Grade Band, ext. 1113	Recess Supervisor - Mrs. Cris Perry
Mrs. Trudy Vest-Librarian/Media Aide ext. 1321	Mrs. Courtney Kerley - Learning Resource, ext. 1307
Mrs. Judy Enis, BAS Director, ext. 1200	Mrs. Stacie Warren - Cook, ext. 1302
Mrs. Amy Davis/Ms. Mary Nixon, Life Skills, ext. 1328	Mrs. Megan Shackelford, Nurse, ext. 1313

## MISSION

At Cerro Gordo Elementary School we recognize the unique needs of elementary students. We will work in conjunction with parents and community members to provide meaningful educational experiences in a positive learning environment. Ultimately, our students will become productive, responsible citizens who are lifelong learners.

## ATTENDANCE AND REPORTING

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure 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. **(Policy 7:70 Attendance and Truancy)**

## ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of a student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, **attend a civic duty**, or other reasons as approved by the building principal.

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

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

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

In the event of any absence, the student's parent/guardian is required to call the school at 217-763-2551 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. **(Policy 7:70 Attendance and Truancy)**

Pre-arranged excused absences must be requested in writing in advance to the building principal. Pre-arranged family vacations and out of town trips are limited to one incident per school year with a five school day limit. Homework must be completed the day upon returning to school. Parents must submit requests in writing 5 school days in advance of the vacation. The principal must approve the absence for it to be excused. Additional trips may be allowed with prior administrative approval.

## 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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, and appropriate school discipline

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of Illinois State Law. (***Policy 7:70 Attendance and Truancy***)

## TARDINESS

Elementary students are expected to be prompt in attendance at school and school activities. If a student is tardy, he/she will report to the office where he/she will be given a tardy admit slip. If a teacher detains a student after class, that teacher will write a pass for the student. The instructor of the class will count students reporting to class after the last bell without a pass as tardy. A conference will be scheduled between the parent, student, and principal for students who are chronically tardy at the elementary school. Disciplinary action is at the discretion of the principal and may follow the school disciplinary action listed below.

After 3 unexcused Tardies in a nine week period - Parent Contact

After 6 unexcused Tardies in a nine week period - Parent Meeting or Detention

After 9 unexcused Tardies in a nine week period - Parent Meeting or Detention

## MAKE-UP WORK

A student who has been absent must assume responsibility for making up work missed in regular and special classes. When a student is absent, it is advisable to arrange for make-up work by calling the office by 9:00 AM. The teacher will be notified and every attempt will be made to have assignments ready by the end of the day. If the office is not notified by 9:00 AM, the assignments may not be ready until the conclusion of the following school day. Upon returning to school, students with excused absences will be given assignments missed during

the absence. Students will be given 1 day for each absence + 1 day to make up homework. For example: if a student is absent for 2 days, he/she will have 3 days to make up the homework. If the absence is unexcused, the student will be given a zero for the work missed.

## **SIGN-IN/SIGN-OUT FOR EARLY DISMISSAL**

Students arriving late or leaving school during school hours for illness, dentist appointment, etc. must sign-in or sign-out in the office.

## **ATTENDANCE FOR HOMELESS STUDENTS**

The Cerro Gordo School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act. People wanting more information concerning the student rights under the McKinney-Vento Homeless Assistance Act should contact **Brett Robinson, 763-2711 ext. 400**.

## **ATTENDANCE AT NON-TRADITIONAL EDUCATIONAL EXPERIENCES**

As part of the curriculum, the school may initiate and encourage students to become involved in non-traditional educational experiences, such as going to work with a parent. Students participating in these activities will be considered in attendance at school if they meet the following criteria. The experience must be school initiated and encouraged, the student will be required to verify that they were involved in the non-traditional educational experience all day (a minimum of 6 hours), and the student must demonstrate their learning through a prearranged assessment with at least one of their teachers. The non-traditional educational experience must be initiated by the school and will not include vacations or other commonly pre-arranged absences.

# **DAILY SCHEDULE and ACTIVITIES**

## **BEFORE & AFTER SCHOOL ELEMENTARY SUPERVISION**

Students will be supervised from 7:45 when they are allowed to enter the school building and go to the classroom. Students may enter the school cafeteria for breakfast at 7:35 and then go to their classroom at 7:45.

The following are guidelines for students entering the building after school. These apply to all children once they have gotten on the bus, have gone home or to a baby-sitter, or have been gone from school for a significant amount of time (approximately 20 minutes) after students have been released for the day.

No teacher in the room - No admittance: Students may not re-enter the classroom to retrieve homework or personal items unless permission is given by the teacher. There is an exception to this rule for glasses and other medical belongings. The person answering the door should go get the items or accompany the visitors to the room. They

should also leave a note for the principal of the visit. Children must be accompanied by an adult. This guideline applies even if the teacher is in the room.

## ELEMENTARY BELL SCHEDULE

<u>Period</u>	<u>Time</u>	
Enter Building	7:45-8:05 am	All early dismissals, with the exception of School Improvement Days (12:00 pm), will be 1:53 pm at the elementary school and 1:58 pm at the middle school and high school.
School Begins	8:05 am	
School Ends	2:53 pm	

Lunch #1 (K-1) 11:45-12:15

Lunch #2 (2-3) 12:15-12:45

Lunch #3 (4-5) 12:45-1:15

## DRESS CODE/STUDENT APPEARANCE

Dress and grooming are personal matters. A person's dress reflects the amount of pride and respect the person has for themselves and their environment. Student dress should be conducive to the learning environment at school. When dress becomes inappropriate for the school setting (for reasons of health, safety, or disruptive influence), then it becomes the responsibility of the school to intervene. Faculty and Administration reserve the right of determining whether student dress is appropriate or disruptive to the educational process.

Students in the Cerro Gordo Elementary are expected to wear clothing in a neat, clean, and well fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that will distract or be obscene. Appropriate footwear must be worn at all times. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process.

- Dress and grooming shall not be contrary to curriculum goals, and /or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Bare shoulders, bare backs, and bare midriiffs are unacceptable. Tank tops, halter tops or other tops that expose underwear are unacceptable.
- Dress and grooming including accessories shall not display lewd, vulgar, obscene or plainly offensive language or symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses shall not be worn in the buildings during the school day. Book-bags shall not be carried in the buildings during the school day.
- Pierced jewelry other than earrings worn in the ear shall not be worn in the buildings; neither shall spiked apparel and accessories or chains that can be used as weapons.
- Clothing made of fishnet fabric or clothing with holes that exposes the chest, abdomen, genital area or buttocks, undergarments or the legs above mid-thigh, shall not be worn in the buildings.
- Ragged hemlines or cut off hemlines that drag shall not be worn in the buildings.
- Properly fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly fitted clothing is not allowed. Pants and shorts must be worn at the waist—sagging is prohibited.
- Shoes must be conducive to outdoor play. Sandals without straps around the heels or shoes with high heels present a safety threat to the child. Therefore sandals without heel straps are not allowed. Tennis shoes with wheels (heelies) are not allowed at school or on school grounds. Heels over one inch are not allowed.

- Shorts shall be worn under skirts/dresses.
- Pajamas shall not be worn to school. This includes flannel/fleece pajama bottom pants.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- On days when the snow is on the ground elementary students **must** wear snow pants and boots in order to play outside during recess. Recess will be held indoors when the temperature is below 20 degrees.

**Students who violate this Dress Code will be required to change their attire immediately. They will not be excused during the time that it takes to be in compliance with the Dress Code.** Interpretation will be the responsibility of the Principal.

## **ELECTRONIC DEVICES–STUDENT USE**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off<sup>2</sup> and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:<sup>4</sup>

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the

school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

## FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. **Students will not be denied the opportunity to participate in curricular or extracurricular programs of the school district.** Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. **(Policy 4:140 Waiver of Student Fees)**

The text rental and all other fees charged to Elementary students are as follows:

Text Rental	\$70.00
Assignment book	\$3.00
Technology Fee	\$20.00

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

## LOST AND FOUND

As an aid in identifying personal property that may be lost, it is suggested that pupils have their names on books, boots, clothes, and other personal property if possible. Items which are found are kept in the office for a period of time but no longer than the end of the current school year. The school is not responsible for personal items that are brought to school and lost or stolen. It is recommended that students do not bring personal property to school that has great monetary or sentimental value.

## REGISTRATION MATERIALS

For initial registration in the district, students must have on file a **certified** birth certificate and a current physical, in addition to other paperwork that will be provided at the time of registration.

## TECHNOLOGY USE

See Appendix D  
See Appendix D

## TELEPHONE

Parents are urged not to call pupils while school is in session except in the case of an emergency. Teachers are not called to the telephone when classes are in session except in an emergency. Students are not allowed to use school phones without permission from a faculty member, secretary, or principal. Unnecessary telephone calls (examples: ball game, information, personal) will not be allowed. Long distance calls will be charged to the students and must be paid prior to the phone call.

# TRANSPORTATION

## MORNING STUDENT DROP OFF

Students are to be dropped off at the front of the building on Monroe Street. Motorists should not double park to unload students as it is dangerous for students to be walking between cars. Parents are permitted to park in front of the school when they come to pick up a child during emergency situations. Parents wanting to enter the school with their child during the morning should park on the east side of the street and enter through the main office. Students will walk to their classrooms independently. In the case of an injury or a child with a disability, the parent may accompany the child to the classroom.



## BICYCLE SAFETY

Students, except those in kindergarten, may ride bicycles to school provided they are parked in the assigned area. Students may not ride bicycles on school grounds and must walk bicycles off the school grounds. Students with bicycles should cross the street at the assigned crossing guard locations. The school is not responsible for damaged, lost or stolen bikes.

## BUS POLICY

Riding the bus is a privilege. **Birch Bus Service must have notification when a child is not riding. Parents may call the bus barn at 763-5091 between 6:30-7:00 AM.** All pupils transported are under the authority of the school bus driver and must obey his/her instructions. On field trips, athletic events or any other trip where a teacher is riding the bus, student discipline then becomes the responsibility of the teacher. All school rules are in effect while on the bus or at the bus stop. Specific regulations to follow:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus at the bus stop until the bus has been brought to a complete stop.
4. Keep hands, head, and objects inside the bus at all times.
5. No loud talking and laughing; it diverts the driver's attention.
6. Never tamper with or destroy bus property or equipment.
7. Leave no books, lunches or other articles on the bus.
8. Keep books, packages, coats and all other objects out of the aisles.
9. Do not leave your seat while the bus is in motion.
10. Be absolutely quiet when approaching a railroad crossing.
11. At a discharge point, where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
12. Be alert to a danger signal from the driver.
13. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
14. Students are to remain in their assigned seats and are not to change without approval from the driver.
15. Student discipline rules apply at school bus stops.

VIOLATIONS of the above rules or other school rules will result in:

Minor Violations:

- 1st violation- Warning by the bus driver
- 2nd violation- Letter home from bus supervisor
- 3rd violation-Detention issued by Principal

Major Violations:

Detention, Isolated Learning Environment, Out-of School Suspension or Suspension from the bus.

Chronic discipline problems or endangering the safe operation of a bus may result in extended or permanent suspension from the bus.

## BUS PROBLEMS

In the event that a bus problem should occur in which contact is desired with school personnel, please direct your questions to the person listed in the area of your problem. About 60% of our

students are bussed and once in a while a problem will arise. Please contact us immediately. In the areas concerning:

- Students conduct, student discipline, field trips, athletic trips, class trips, or student conduct at pick-up points:  
CONTACT: Building Principals: **Jodi Neaveill, 763-2551** or **Brandon Willard, 763-2711**
- Bus Problems, bus personnel or seat assignments:  
CONTACT: **Birch Bus Service, 763-5091**
- Establishment of pick-up points, road conditions or cancellation of school:  
CONTACT: Superintendent of Schools, **Emily Weidner, 763-5221**

## **WAITING TO BE PICKED UP**

Elementary students waiting to be picked up by older siblings, babysitters, or parents must wait at the east entrance to the elementary building. During extremely cold weather students may wait just inside the doors. Students should not be on the playground. Parents picking up children are asked to be prompt as there will be no direct supervision after 3:01 PM. **Students not picked up from school by 3:01 or after detention will be placed in the BAS Program and parents will be charged the per hour fee.** Students going to the Middle School or High School must cross with the crossing guards at the south-east corner and wait at the Middle School outside the north door in good weather and just inside the north door in inclement weather. Students are not to wait in the gym.

# PARENT-STUDENT-SCHOOL COMMUNICATIONS

Parent-Student-School communications are important to providing the best educational environment for each student. Please use the policies below to communicate with the school regarding matters of attendance, medicine, student learning and student behavior. When a problem does arise related to your child's education, please contact the school as soon as possible so we can begin working on a solution together.

## **CANCELLATION OF SCHOOL AND EMERGENCY CLOSING**

In the event of cancellation of school and emergency closing, you will receive a phone call through the automated phone system--School Messenger. It is important for parent contact information to be up to date and accurate. Please notify the office of any phone number changes.

### ***PARENTS SHOULD INSTRUCT THEIR CHILDREN IN PROCEDURES TO FOLLOW IN THE EVENT OF AN EMERGENCY DISMISSAL.***

Even young children can, and usually will, follow your instructions if you have taken time to instruct them as to what they are to do in such situations. Children who have no instruction with regard to these possible situations are more fearful and are in position of possible harm. We request that emergency phone numbers be secured inside the students backpack so that we can contact you or your designate should an emergency occur when the child is in route to school.

## **CHAIN OF COMMAND (Who to talk to when you have a problem)**

The procedure for students/parents to discuss pertinent school issues follows the chain of command in the following order: teacher, principal, superintendent, school board member. It is important that we all follow this chain of command so that the individuals most closely associated and most knowledgeable about an issue can be involved in the resolution. In most cases this means talking with the teacher involved with the classroom or extracurricular activity. Please go to that person first.

## **CONFERENCES**

Whenever parents have questions concerning the work of the school or their child's progress, they should contact their child's teacher at school to arrange an appointment for a conference. Teachers may also request a conference.

### ***Conference Rights/Parents Right to Visit Schools***

Employed parents and guardians who are unable to meet with educators because of work conflict have the right to an allotment of time during the school year to attend necessary educational or behavior conferences at the school their children attend. Accommodations will be made for parents or guardians who have a disability in order for them to be able to attend conferences, school programs and meetings. Sec. 15 School conference/activity leave:

- (a) An employer must grant an employee leave of up to a total of 8 hours during the 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 the 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 rights. 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.

- (b) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during both regular school hours and evening hours.

## **SKYWARD**

Parents can access their students' grades, attendance record, and discipline file as well as events through Skyward. Teachers make every effort to record grades in a timely manner. However, teachers need time to grade and record homework, tests, quizzes, etc. Parents and students are provided with usernames and passwords at registration or by calling the elementary school office. The website for Skyward can be found on the school's website. [www.cgbronzos.org](http://www.cgbronzos.org)

## **GRADING PERIODS AND REPORT CARDS**

A report card showing the student's progress in the various subjects will be sent home at the end of each nine week grading period. The student is responsible for reviewing his/her academic progress with their parents or guardians. The parent's signature indicates that the report card has been examined. At the elementary school the report card should be signed and returned by the student within one week after it is received.

## **ACADEMIC ACHIEVEMENT-GRADING & REPORTING TO PARENTS**

Students and student learning constitute the basic reasons for the existence of Cerro Gordo Community Unit District No. 100. The purpose of student assessment and a reporting system is to provide a systematic and formal means of transmitting professional judgments regarding the student and student learning. Student assessment should be viewed as a way to help improve the student's performance and achievement, and to enhance growth and development.

1. Each student enrolled in Cerro Gordo School District No. 100 shall be issued a report card once every nine week period, except Kindergarten students who shall receive a report card at the conclusion of each semester.
2. The aim of the report cards shall be as follows:
  - a. to inform parents of students' progress
  - b. to help the student appraise him/herself
  - c. to enable home and school to cooperate in assisting the student.

3. The assessment of achievement and the subsequent teacher assignment of assessment symbols shall be based on a variety of measures, such as: oral and written daily work, quizzes, projects, notebooks, test results, and teacher observations of the student over the time span of each quarter.
4. Teachers will notify parents of unsatisfactory progress at the interim five week period. Forms for such notification are available from the principal's office.
5. District-wide percentage scales and a suggested range will be used to clarify the achievement level for symbol assignment and subsequent documentation for report card purposes.
  - Letter grades are interpreted as follows for PK and K are as follows:  
S=Satisfactory                      N=Needs Improvement
  - Grades 1-5 Grading Scale
 

A	90-100
B	80-89
C	70-79
D	60-69
F	59-below
6. The symbols + and - may be used to represent directional movement during the Quarter or they may be used as a finer discrimination level between the major symbols.
7. Teachers shall maintain accurate records which reveal how they have determined each student's grade. Grades shall not be used to impose personal bias nor shall they be influenced by pressure. All teachers will have on file in the principal's office their procedures for recording and determining grades. Methods used to weight daily work, homework, quizzes, tests, and all other grading components will be on file. If changes are to be made in these procedures, the teacher shall discuss such changes with the principal and file a copy of the new procedure.

## **GRADING PROCEDURES FOR VARYING GRADES OR LEVELS**

### ***Kindergarten***

1. Grades will be assigned as Satisfactory or Needing Improvement.
2. The teacher will assess social development, work habits, reading readiness, number readiness, and other competencies such as: color recognition, days of the week, memory development, etc. A combination of checklists and other devices will be used to provide support in assigning grades.

### ***Elementary Grades (1-5)***

1. The district approved percentage scale and suggested range will be used to determine assignment of grading symbols for report card purposes.
2. When unique circumstances occur that make the use of the percentage scale unacceptable, the teacher shall discuss the situation with the building principal. Necessary flexibility for assigning grades will be provided.
3. The teacher will assess social development and work habits for the purpose of providing parents with further information concerning the progress of their child.
4. Assessment of actual achievement should not be raised or lowered because of student conduct or citizenship. Those assessments would be noted under the appropriate area of student growth in social development of work habits.

5. Sportsmanship, participation, and effort will be considered when assessing a student's progress in music and PE.
6. At the beginning of each year, each teacher shall explain, in writing, to all students the procedures used to determine grades.

## GRADING AND PROMOTION

The administration and professional staff has established a system of grading and reporting academic achievement to students and their parents and guardians. The system determines 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 Illinois Standard and Achievement Tests, the Metropolitan Achievement Test, 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.

**LEG. REF.: 105ILCS 5/2-3.64,5/10-20.9a,5/10-21.8, and 5/27-27. 23 Ill. Admin.Code 1,440.**

## HOMEWORK

Homework is purposeful when it provides needed practice in newly presented skills. Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Homework helps the child to work independently and enriches the school experience. Parents are requested to talk about school with their student(s) each day, check on homework assignments, discuss the assignments and see that assignments have been completed. Each child should have his/her own study corner at home and a regular time should be established for reading and studying. Third, fourth, and fifth grade students are required to carry assignment books. These can be purchased for a nominal fee in the office. Parents are asked to check the assignment book daily. Students who have incomplete assignments may be assigned a Saturday School. Out-of-class study serves valid purposes when it:

1. Provides essential practice in needed areas/skills.
2. Trains pupils in good work habits.
3. Affords opportunities for increasing self-direction.
4. Enriches and extends school experiences.
5. Helps students learn how to budget time.
6. Brings pupils into contact with out-of-school learning resources.
7. Promotes growth in responsibility.

## CONDUCT AND SPORTSMANSHIP

**Students in grades PK-5, attending an extracurricular school event, must have a parent/guardian present with them. If a student does not have a parent/guardian present at the event, the student will be sent home and the parent will be contacted.** The following policy addresses the conduct and sportsmanship for persons and spectators in attendance at school-sponsored or related activities, functions and meetings, extra curricular and athletic events. Any person may attend school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events held upon grounds of Cerro Gordo Community Unit School District #100, which the student is otherwise permitted or entitled to attend.

1. Do any act which injures, threatens, harasses, or intimidates a staff member, a School Board Member, or any other person.
2. Do any act which causes personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to or defaces School District property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Do any act which is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events or violates any Illinois law, or town, or county ordinance. This includes smoking or the use of tobacco products.
5. Do any act which is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities, functions and meetings, extracurricular activities and athletic events
7. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons.
8. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive.
9. Engage in any risky behavior, including rollerblading, roller skating, or skateboarding or violate other District policies or regulations or an authorized District employee's directive.

"School property" means school buildings, vehicles used for school purposes, and school grounds.

## **PENALTY**

Any person who violates Paragraphs 1, 2, 3, 4, 5, 6, 7, 8, or 9 of this Policy, may be:

- A. Restricted by the Board President, Superintendent, Building Principal, or their designees, to observance of or attendance at any school-sponsored or related activities, functions and meetings, extracurricular and athletic events from a particular place or area.
- B. Removed from or ordered evicted from any building, grounds or place at which any school-sponsored or related activities, functions and meetings, extracurricular and athletic events are held by the Board President, Superintendent, Building Principal or their designee.
- C. Prohibited from further attendance at any school-sponsored or related activities, functions and meetings, extracurricular and athletic events for up to one (1) year.
- D. In the case of the imposition of Penalty C of this Policy, the following procedure shall apply:
  - a. Within ten (10) days from the commission of any act prohibited by this Policy, the Board President, Superintendent, Building Principal, or their designee, may, in writing, deliver to the Board of Education or Superintendent, as applicable, a complaint against any person alleging the commission of any act prohibited by this Policy; that Penalty C of this Policy shall be sought to be imposed: and for what length of time Penalty C should be in effect if imposed. A copy of the

complaint shall be delivered by mail or in person to the person alleged to have committed the act, together with a copy of this Policy.

- b. If the person alleged to have committed the prohibited act so requests, a hearing shall be held as soon as is practicable before the Board of Education or Superintendent, or their designees, as applicable, except that the person designated may not be the person who was the complainant. The complainant and the person alleged to have violated this Policy may appear at the hearing. No formal rules or procedure or evidence will apply. At the hearing it shall be determined: 1) whether the person did, in fact, commit the alleged act, 2) whether Penalty C is appropriate; and 3) if Penalty C is appropriate, for what length of time it should be imposed.

For determining 2 and 3 above, the following shall be taken into account:

1. The nature and severity of the act.
2. Whether or not the person who committed an act prohibited under this Policy has committed other acts prohibited under this policy, either before or after the act which is the subject of the hearing.
3. The age, intelligence and maturity of the person who committed the prohibited act.
4. Whether the person's presence at any school-sponsored or related activities, functions and meetings, extracurricular and athletic events constitutes a threat to any other persons, property or the events.

Upon completion of the hearing, the Board of Education or Superintendent or their designees, as the case may be, shall determine whether the prohibited act was committed: whether Penalty C is appropriate; and if Penalty C is appropriate, for what length of time it should be imposed.

The person accused of the act shall be notified in writing of said determination. If the complainant or the person who committed the prohibited act is dissatisfied with the decision of the Superintendent or his designee, that person may file a written notice of appeal of the decision with the Secretary of the Board of Education. Upon receipt of such notice, the Secretary shall cause the matter to be placed upon the agenda of the next regularly scheduled meeting of the Board of Education; at which time the Board of Education shall consider the matter according to the same rules and procedures as set forth in this Policy for the initial hearing before the Superintendent or his designee.

Nothing in this Policy shall prevent the application of other disciplinary rules of the Board, including but not limited to those rules relating to detentions, suspensions or expulsions and criminal sanctions.

## **CONCERT AND PROGRAM ETIQUETTE**

When we go to concerts and school programs, we may go for many reasons, but the most important reason is to watch and listen to the performers. The performers are alive; they can see and hear the audience; they want to be able to do a great job for you. The audience can help the performers perform better by using good concert etiquette which also allows the audience to have a good experience. With no visual or auditory distractions, performers can concentrate on giving a great performance. They are trying their best to present an enjoyable musical experience for everyone. To help performers do their best:

1. Arrive on time. Stay until the end of the performance. Don't leave early to beat the rush.
2. Don't wander around in the auditorium, especially while the performers are performing.



3. Use the restroom before the performance starts.
4. Turn off all noise making gadgets including watches, phones and pagers.
5. Take “continuous” coughs and noisy children outside or to the High School Hallway.
6. Don’t talk or make noises while the performers are singing/talking. There are appropriate breaks during the programs to talk.
7. Clap enthusiastically to show your appreciation. Don’t holler and hoot.
8. The balcony in the middle school gym is reserved for students **who are seated with their parents.**
9. Regardless of their age, students should be seated with parents or other adult who will supervise them at the concert.

## PARENTS RIGHT TO REVIEW TEACHER QUALIFICATIONS

As a parent of a student at Cerro Gordo Schools you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the unit office at 763-5221.

### CLASSROOM PLACEMENT

There are many factors that enter into the development of a balanced classroom that must be considered by the school when students are placed in classrooms. Our teachers collaborate to place students in classes to best fit the needs of the individual student and the class as a whole. Parents who wish to discuss next year’s classroom placement of their child must schedule a meeting with the current classroom teacher and the principal by April 1st. There is no guarantee that the placement will be honored.

## SEX OFFENDER REGISTRATION

Please be aware of the **Public Act 94-004: Sex Offender Registration**. This legislation requires that principals and or teachers of public or private elementary and secondary schools notify parents that information about sex offenders is available to the public. This sex offender information is available on this web address: <http://www.isp.state.il.us/>. Registered Sex Offenders are prohibited from being on school grounds, attending school, or attending extracurricular and sporting events without prior written permission from the district administration.

# SCHOOL RECORDS POLICY

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): STUDENT RECORDS

### ***Notification of Rights of Parents and Students***

Rules concerning student records at Cerro Gordo Community School District No. 100 are based on the requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in District administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's guidance counselor or to the building principal.

### ***Permanent and Temporary Records***

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co curricular and extracurricular activities.
8. 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.
9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

### ***Directory information***

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1 or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' names and addresses.
2. Academic awards, degrees and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.

### ***Parent and Student Rights in Regards to Student Records***

#### **Student Records (Legal Update)**

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.
  - a. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.
  - a. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

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

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

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

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

- viii. Information in relation to school-sponsored activities, organizations, and athletics
- ix. Major field of study

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
  - a. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

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

Cross-reference: PRESS 7:340, Student Records
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### ***Limitation on Right of Access Where Court Order of Protection Exists***

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

### ***Other Protections***

A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege.

If you do not want Cerro Gordo CUSD 100 to disclose directory information from your child's education records without your prior written consent, you must notify the District in

writing by September 1. Send necessary correspondence to **Jodi Neaveill**, Principal, PO Box 66 Cerro Gordo, IL 61818.

Cerro Gordo CUSD 100 has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- Electronic mail address
- Photograph
- Date & place of birth
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Major field of study

### ***Exhibit-Notification to Parents of Family Privacy Rights***

The School Board has a policy concerning privacy and parental access to information. A complete copy of the ***Policy 720.06 Student and Family Privacy Rights***, is available upon request from the unit office. Please read the policy for a more thorough explanation of these rights. Please note that a student's parent(s) may inspect certain documents and/or refuse to allow their child or ward to participate in activities described in the box below. The school will not penalize any student whose parent exercises this option. You will receive a copy of this form prior to your child taking a survey.

Your child or ward will be asked to complete a survey as described below.

\_\_\_\_\_

This Activity is scheduled on or about \_\_\_\_\_

**If you would like to inspect this survey, please contact the school where your child or ward is enrolled by \_\_\_\_\_.**

**If we do not hear from you by this date, we will assume you do not object to having your child or ward to participate in the survey.**

## **VIDEOTAPING AND PHOTOGRAPHING**

Students may be videotaped or photographed periodically as part of classroom activities, parties, or professional development activities. Parents having concerns about their child being videotaped or photographed should contact the school principal. Cameras are used to monitor the inside and outside of the building for security purposes.

## **VISITATION**

The parents of children attending Cerro Gordo Elementary School are welcome and encouraged to visit our school. It should be noted that all visitors are required to **sign in at the office** immediately upon entering the school. This is for **student safety**. If a parent wishes to visit the school, please arrange an appointment with each teacher in advance through the office or with the appropriate teacher. This will help minimize any disruption to the educational process in our school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent

possible, outside school hours or during the teacher's conference/preparation period. A parent may not be allowed to visit their child's classroom on a given day if their presence on that day might interfere with the educational process on that day (testing). Children are not permitted to visit unless they are accompanied by an adult or such visits are pre-arranged with the principal. Registered Sex Offenders are prohibited from being on school grounds, attending school, or attending school events and sporting events without written permission from the district administration. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **VOLUNTEER GUIDELINES**

It is important that volunteers be aware of their function in relation to the total school program. Listed below are a few guidelines to help and assist you in working most effectively with the children and the school in your role as a volunteer.

- Please be prompt and dependable. If you are unable to come, call the office at 763-2551 for the grade school. Teachers depend on volunteers and plan their classroom work around the work that you do.
- Please sign in and out of the office, noting the time you spend in the building. Signing in not only allows us to report these hours to the School Board, but it also lets us know who



is in the building in case of an emergency. Also, please, keep track of your volunteer hours and let us know the total hours worked on a monthly basis.

- Please maintain a professional attitude with regard to confidential information pertaining to a child or a classroom of children. **No children should be discussed outside the school situation.** It is very important to observe discretion in commenting on school matters, including performance of other volunteers, children, or school personnel. We must be able to count on you in this matter of professional integrity.
- In all matters, the professional staff is the final authority. A volunteer does not replace the teacher, but offers much needed supplementary service to increase the teachers' effectiveness.
- Teachers should be prepared for you when you arrive, and most instruction can be written so that teaching time will not be interrupted. If the instructions are unclear, however, you should ask the teacher for clarification. If you need additional materials, ask for them.
- If you have concerns about your own child, please schedule a conference for a later time. A teacher will be glad to discuss your child at a scheduled time, but will not be able to do so during your volunteer time.
- Please keep your voice low. Too many voices can be distracting. Hallway noise is also distracting if it becomes too loud.
- Wear comfortable, neat, and appropriate clothing.
- Small children should not accompany you when volunteering. This includes volunteering as a chaperone for field trips and class parties.
- When working with children, use positive reinforcement such as a smile. Think positive! Children will be better and you and the teachers will feel better if you are upbeat!

## HEALTH AND SAFETY

### ACCIDENTS/ILLNESS

All accidents which occur on school property or on school-sponsored trips are to be reported to the supervising teacher and/or office immediately. Sponsors/supervisors are required to complete an accident report in all cases. Parents will be notified of any injury or illness that appears to warrant such action. It is important that parents make contingency plans for the care of their child in case of illness. Students leaving school due to illness or other causes must sign out in the office. Parents are required to provide information for emergency procedure cards that are kept on file for each child. It is important that all pertinent information regarding home address, home phone number, parents' place(s) of employment and employment phone numbers, as well as emergency contacts, be kept current should emergencies arise. Children suspected of having any communicable disease will be excluded from school until a physician or health department confirms that the child may be readmitted. Parents should definitely keep their child home from school if they notice any of the following symptoms:

- Illness that keeps the child from participating comfortably in daily activities.
- Fever. Students must be free of fever for 24 hours before returning to school.
- Lethargy, irritability, persistent crying and difficulty in breathing.
- Vomiting twice or more in 24 hours.
- Diarrhea
- Mouth sores accompanied by drooling
- Pink eye and/or a white or yellow discharge from the eye.

- Impetigo, a skin infection marked by a weepy, scaly or crusty rash, until 24 hours after treatment
- Strep throat, until 24 hours after treatment
- Head Lice, until the child's hair is free of nits, office personnel will check the child when he/she returns to school.
- Chicken pox, until five to six days after the rash appears, or until all lesions have dried and crusted.

## **ASBESTOS NOTIFICATION**

See **Appendix B** in the back of the Handbook.

## **CANDY/ POP (including gum)**

Pop or candy **may not** be brought to school for lunch time unless a student has brought it in his/her cold lunch for a special field trip with permission from the teacher. No pop or food is allowed in the I Gym or building before, during or after school except through prior permission from the office. Candy and pop may be brought in the gym to practice at the discretion of the coach and or principal. Students who wish to have a soda after school before an activity practice must drink it outside, in the back entry or in the cafeteria. A student who brings pop or candy to school for after-school use may only bring enough for personal use that day and it must remain in his/her locker throughout the day. Candy is not to be "stock-piled" in lockers or book bags. Candy or food in the classroom is at the discretion of the classroom teacher and must be disposed of before leaving that class. **Students are not permitted to chew gum at school. Detentions will be issued.**

## **FIREARMS AND DANGEROUS WEAPONS**

No student is to bring any type of weapon or reasonable facsimile to school. This includes guns, knives, live ammunition or other items that could be used as a weapon. Permission may be obtained from the Principal for special class presentations. The phone number for the School Violence Tip line is **800-477-0024. Policy 710.16 & 710.19**

### ***Rights and Responsibilities - Dangerous Weapons***

Possession or use of explosives, firearms, other dangerous weapons or instruments shall be prohibited on school buses, in school buildings or on school grounds at all times. Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges, and or suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow the procedures required by state law and board policy.

### ***Rights and Responsibilities - Firearms***

A student who uses, possesses, distributes, purchases or sells a firearm on school property, school buses, or at any school sponsored activity shall be expelled for at least one year but not more than two years. The School Board may direct the Superintendent to modify the expulsion requirement on a case-by-case basis. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or

her conduct. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

## **IMMUNIZATIONS & PHYSICAL EXAMINATIONS**

Immunizations must be up to date. Please consult your physician or the Piatt County Health Department. Up-to-date immunizations must be completed by October 15 of the current school year. Unless they are homeless students not in compliance with this regulation will be dropped from the school register as of October 15. 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 the physician, registered nurse, or local health department responsible for administering the immunizations. **Starting in the school year of 2007-08 all health records and immunizations will be due by the first day of enrollment.**

Immunizations and health exams are required within one year of entering kindergarten or the first grade, entering the sixth and ninth grades, and whenever a student first enrolls in a district school, regardless of age. Dental exams are also required for students entering kindergarten, second and sixth grade. Parents/guardians of children between the ages of 6 months and 6 years must provide a statement from the physician that their child was "risk-assessed" or screened for lead poisoning in accordance with the State law. For further information see ***Policy 720.16.***

All athletes and cheerleaders must provide proof of a physical examination prior to the first practice of each sport in which they intend to practice

## **INSURANCE**

Student accident insurance is provided to all K-12 students at Cerro Gordo Schools. While all K-12 students in Cerro Gordo School are covered for accidents that occur during the school day, there is an optional coverage plan that parents may purchase for their students.

## **NURSING SERVICES**

Nursing services will be provided through Decatur Memorial Hospital in Decatur. Their staff will handle our immunization program and check out local problems at our request, as well as our Vision and Hearing Tests and distributing medication daily to students needing medication. Referrals to Decatur Memorial Hospital will be done via the Principal's office.

## **PANDEMIC/OTHER HEALTH EMERGENCY**

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

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that

even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

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

## **PESTICIDE REGISTRATION**

District #100 has an Integrated Pest Management (IPM) policy that includes building and grounds maintenance. We have no intention of spraying or fogging with pesticides inside of our building. However, should it become necessary to spray or fog inside the buildings, a registration list of students and staff who might be affected by this application will be maintained.

Those individuals whose name is on this list will be notified two days before an airborne pesticide application. In the event of an extreme emergency that requires the immediate use of pesticides, we will notify those on the list as soon as possible. The spraying of herbicides (herbicides are considered pesticides) on the grounds will take place only in the summer months when children are not present. Contact the main school office (763-5221) if you wish to be added to the registry.

## PHYSICIAN'S NOTES

Students may be required to have a physician's note if there is a medical condition which prevents their participation in school activities. Students will be excused from physical education for up to three days per grading period without a physician's note. Nonparticipation beyond three days will require a medical excuse. Students, with a parental note, may occasionally stay in for recess or lunch. However, this should be requested only as necessary for students recovering from illness.

## PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parents/guardians and students who desire more information or who want a copy of the District's policy may contact the building principal.

## SAFETY DRILLS

Safety drills will occur at times established by the school. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each year. There may be other drills at the direction of the administration. ***Policy 4:170-AP1 Comprehensive Safety and Crisis Program***

## STUDENT MEDICATION POLICY

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

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

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

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

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

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

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

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

### **Emergency Aid to Students**

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

***Cross-References: Policy 7:270, Administering Medicines to Students; Policy 7:270-AP, Dispensing Medication; Policy 7:270-E, School Medication Authorization Form***

## **STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the **Building Principal**.

## VISION SCREENING

Vision screening will be done and mandated for the following children in grades Pre-K, Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> grade during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice screening is **not** an option. If a vision examination report is not on file at the school your child, and your child in the mandated grades will be screened.

# STUDENT SERVICES

## ADVISORY

The principal will hold a quarterly meeting of a student advisory group. The group is made up of one student from each of the 3<sup>rd</sup> through 6<sup>th</sup> grade classrooms. This group will discuss school projects, student concerns, and develop ideas to improve the school.

## CAFETERIA PROGRAMS

### ***Breakfast Program***

Breakfast will be served at the Elementary cafeteria each morning. Breakfast will be served starting at 7:40. Students may not go to the classrooms until **7:45**. Breakfast is **\$1.75**.

### ***LUNCH PROGRAM***

Students will be provided 30 minutes for lunch daily. Hot lunch and milk are available at a cost of **\$3.00** (Grades K-5). Milk is available at a cost of **\$.35** per carton.

The following cafeteria regulations are applicable to all students:

1. Stay at your assigned table
2. Keep lines orderly
3. No "up" in line
4. Use a quiet speaking voice
5. No throwing food or other items
6. When finished eating, wait to be dismissed by supervising teacher
7. If you spill something, help clean it up
8. Deposit all trash in designated area
9. Return all trays and utensils to the proper area

10. Take no food from the cafeteria
11. No selling of food or other items is allowed in the cafeteria.
12. No sharing of food between cold lunch and hot lunch students.

Students who violate lunchroom regulations will forfeit their lunch privileges such as recess.

## LIBRARY

The elementary library is located in the center of the grade school. It serves grades PreK-5. The library's purpose is to provide materials that support the curriculum, as well as to provide materials for free reading. Students may check out a total of two (2) items from the library (PreK-1, one item). They may not check out anything else until all overdue materials are returned with the following exception: If a grade 3-5 student has forgotten to bring his/her books back on the day they are due, he/she may check one additional book. Each student with overdue materials will be reminded each time his/her class comes to the library of what materials are still out. Detentions may be issued in extreme cases. If materials are still not returned after reminders and/or detentions are given, a notice will be mailed to the student's parents asking for help in returning materials.

The library does not charge fines for overdue materials. However, we do hold the student responsible for any materials he/she checks out. Report cards may be held until materials are returned or paid for if lost or badly damaged. The library will refund money for found "lost" books if they are returned in useable condition.

## PTO

The Parent Teacher Organization invites all parents to become active members of the Cerro Gordo PTO. The goal of the PTO is to provide for the welfare of all students. In the past, PTO money has gone toward buying computers, encyclopedias, science equipment, playground equipment, audio-visual equipment, and classroom materials.

This year's President is **Leah Durbin**. Please feel free to contact her if you are interested in helping with our many PTO projects. We encourage and welcome the participation of all Cerro Gordo parents in PTO. Please contact these officers if you wish to be involved in the PTO.

### ***PTO Party Guidelines (Harvest Days and Valentine's Day)***

- Room parents arrive **15 minutes prior to the start of the party.**
- Room parents have 1 or 2 twenty minute whole class games that are age appropriate and consider the limited space of classrooms.
- Please do not bring small children to class parties.
- Remain in attendance the entire party.
- Submit the plan to the teacher a week before the party.
- Provide
  - A snack that consists of a nutritious in content
  - A drink
  - A treat bag



## **PARTY INVITATIONS**

Invitations to parties are not to be distributed at school unless the student distributing such invitations invites all members of his/her class.

## **SPEECH PROGRAM**

If a parent or teacher has concerns about the communicative skills of a student, they should fill out a speech referral form provided by the speech pathologist to receive a speech screening.

## **SPECIAL EDUCATION**

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

The School provides a free and appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, contact: **Jodi Neaveill**, Elementary School Principal, 217-763-2551 Ext. 1301

***Policy 6:120 Education of Children with Disabilities***

## **SOCIAL WORK**

Social Work services are available for students and families. Appointments can be made with **Mrs. Shelley Frye**, the social worker by calling the office. Parents can refer their student for social work help. Mrs. Frye also coordinates the schools programs that promote self-esteem, helps prevent bullying and sexual harassment.

## **TESTING**

Students in grades 3-5 are tested in the spring of the year. The Illinois Assessment of Readiness (IAR) is the assessment for grades 3-5 in math and reading. The IAR tests are on the computer. Parents will receive results of the test when the results are returned to the district. Students in 1st grade through 5<sup>th</sup> grade are tested in the fall, winter, and spring on computers using STAR in math and reading. These tests will be used as the universal screener to identify students who are experiencing delays in learning, prior to students being placed in specialized

learning and tutorial programs. This is part of the federally mandated program Response to Intervention (RTI). As part of the RTI program students in the elementary school will receive extra instruction in reading and math skills.

## TITLE I

Cerro Gordo Schools offers additional services to students who need extra help in reading and language arts through the Title I program. One on one intense instruction is provided to struggling first grade students in reading through the Reading Recovery program. Additional help in language arts and writing is given to students in grades K-5<sup>th</sup> grade. Students are assessed prior to placement in the Title I program and are tested at the end of the program to determine progress from these services. The Cerro Gordo School District 100 receives funds for this program through the federal government.

## TREATS AND SNACKS

If parents wish to send a treat or snack to school for a child's birthday, the parents should **first schedule the date and time with the teacher**. Treats should be individually pre-packaged and store bought for sanitation purposes. Due to recent legislation prohibiting junk food at school treats and snacks should be of high nutritional value and not high in fat and sugar.

## STUDENTS RIGHTS AND RESPONSIBILITIES

The School Board, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The School Board believes also that, while education is a right of American youth, it is not an absolute right, it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from the school.

1. Citizenship Responsibilities
  - a. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of the law which apply to the conduct of students.
  - b. Citizenship in democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.
  - c. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
  - d. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.
2. Rights
  - a. To attend school
  - b. To express his or her opinion verbally or in writing.
  - c. To expect that the school is a safe place for all students to gain an education.

- d. To be represented, when appropriate, by an active student government selected by free school elections.
3. Responsibilities
- a. To become informed of and adhere to reasonable rules and regulations established by the School Board and implemented by the school administrators and teachers.
  - b. To respect the rights and individuality of other students and school administrators and teachers.
  - c. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
  - d. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
  - e. To be punctual and present in the regular or assigned school program to the best of one's ability.
  - f. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.
  - g. To maintain the best possible level of academic achievement.
  - h. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
  - i. Cooperate with pupils who have been given special responsibility
  - j. Gym use-students must be under supervision when using the gymnasium before, during, and after school hours.
  - k. Sportsmanship-help establish a tradition at Cerro Gordo Schools of being noted for friendly and sportsman-like behavior. Do not boo, harass, or distract opposing players, officials or any of your peers.
  - l. Assume responsibility for the care of school property.
  - m. School assemblies are held periodically. THE APPEARANCE OF A SPEAKER ON THE PLATFORM OR IN FRONT OF THE AUDIENCE IS THE SIGNAL FOR SILENCE AND ATTENTION. Students absent from assemblies without permission are considered truant.

### ***Field Trips***

Field trips are an important part of the educational process. They are provided as an activity to enhance the students' education as a supplement to traditional education practices. It is the desire of the CGES staff, that students conduct themselves in an appropriate manner—showing respect, honesty, and self-control at all times.

1. Students may be excluded from participating should they receive six behavioral infractions and/or two or more out-of-school suspensions in a semester. However, students may be eligible to participate if a parent accompanies the student and receives approval of the principal. Students who enroll after the official start date of the school year will be subject to this guideline after review of previous school's disciplinary record.
2. Students absent more than 18 days without a doctor's note, suspension or proof of attendance at a funeral may also be excluded. Doctor's notes or proof of funeral will be accepted only within 48 hours after returning to school.
3. Students receiving a cumulative F in two or more classes for the year may also be excluded from participating and will use this time to make up work.
4. Students who do not go on the field trip will still be expected to attend school the day of the trip.

5. No electronic devices are to be used on field trips that are during regular school day hours. Electronic devices may be used by students on field trips that extend the school day hours. The school will not be responsible for devices that are stolen, broken, or lost.

### ***Playground Rules***

Children will stay inside when the temperature is below 20 degrees.

The following playground rules apply before, during, and after school hours:

<p><b><u>General Rules:</u></b></p> <ol style="list-style-type: none"> <li>1. Students are to get drinks and go to the bathroom before going outside for recess or after coming in from recess.</li> <li>2. No hitting, kicking, name calling, swearing, or spitting.</li> <li>3. Get permission any time you need to go into the building or off the playground</li> <li>4. Follow all directions you are given.</li> <li>5. Do not throw or play with any dangerous objects or throw rocks or snow.</li> <li>6. Stay off of ice.</li> <li>7. Use good manners at all times.</li> <li>8. When the bell rings get in line and hold the balls.</li> <li>9. Do not throw or kick rocks out of the rock area.</li> </ol> <p><b><u>Balls and Games:</u></b></p> <ol style="list-style-type: none"> <li>1. Play according to the rules.</li> <li>2. Stay out of other people's games.</li> <li>3. No footballs or hardballs allowed at the grade school.</li> <li>4. Keep balls out of the playground equipment area.</li> <li>5. No throwing or kicking balls at buildings.</li> </ol>	<p><b><u>Equipment Rules:</u></b></p> <ol style="list-style-type: none"> <li>1. Take turns on equipment.</li> </ol> <p><b><u>Monkey Bars:</u></b></p> <ol style="list-style-type: none"> <li>1. Only one person at a time.</li> </ol> <p><b><u>Slides:</u></b></p> <ol style="list-style-type: none"> <li>1. No walking up slides.</li> <li>2. Do not hang or jump over the side of the slide.</li> <li>3. Only one person may go down the slide at a time.</li> </ol> <p><b><u>Swings:</u></b></p> <ol style="list-style-type: none"> <li>1. One person to a swing (must be seated).</li> <li>2. No twisting or swinging sideways.</li> <li>3. Do not jump out of the swings.</li> </ol>
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## **STUDENT DISCIPLINE**

**“RESPECT PEOPLE, RESPECT PROPERTY, BE POLITE AND DO YOUR BEST WORK”**

Students should conduct themselves in a manner consistent with their level of maturity. They should accord all district employees with the respect due those vested with supervisory authority

by the Cerro Gordo Board of Education. This authority is given to provide for the educational purpose underlying all school activities, to provide for the widely shared use of school property, and to provide for the rights and welfare of other students.

## ACCEPTABLE AND UNACCEPTABLE BEHAVIOR AT SCHOOL

There are many things beyond academics that children learn at school. One of the things that schools try to help students learn and reinforce is good citizenship. Behaviors that are acceptable and behaviors that are not acceptable at school tend to be behaviors that are acceptable and not acceptable in public and in the business world. A student who shows acceptable (what we usually think of as good) behavior is usually well liked and successful at school and in their job later in life. A student who shows unacceptable (what we usually think of as poor) behavior usually has trouble making or keeping friends, is less successful in school and in their future job. Being successful does not mean you make straight "A's" in school or you make a lot of money at your job.

It is important that students understand they are responsible for their behavior and they choose to have acceptable or unacceptable behavior. It is equally important students understand there are consequences for their behavior.

### *Acceptable Behavior*

<ul style="list-style-type: none"> <li>● Respecting other people and their property</li> <li>● Being polite (Please and Thank You)</li> <li>● Completing quality work (the best you can do) on time</li> <li>● Smiling and saying positive things to others</li> <li>● Listening when others are talking</li> <li>● Waiting to take your turn</li> </ul>	<ul style="list-style-type: none"> <li>● Being patient</li> <li>● Being helpful</li> <li>● Sharing</li> <li>● Following directions</li> <li>● Asking questions when you need help</li> <li>● Chewing gum and eating snacks as permitted by the teacher</li> </ul>
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### *Unacceptable Behavior*

<ul style="list-style-type: none"> <li>● Using profanity, ethnic, or racial slurs</li> <li>● Being regularly tardy</li> <li>● Being sent to the office for disrupting class</li> <li>● Failing to complete work and/or turn it in on time</li> <li>● Fighting, which can include pushing, tripping, hitting</li> <li>● Bringing weapons to school</li> <li>● Sexual Harassment</li> </ul>	<ul style="list-style-type: none"> <li>● Not asking questions when you need help</li> <li>● Not following directions</li> <li>● Disrupting class</li> <li>● Receiving numerous detentions</li> <li>● Stealing</li> <li>● Being insubordinate</li> <li>● Harassing another student</li> <li>● Bullying and teasing (see below)</li> <li>● Bringing drugs to school, including alcohol and cigarettes</li> </ul>
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A student may be disciplined for unacceptable behavior:

1. On school property, or adjacent thereof, including bus stops and walking routes (if related to an incident at school)

2. During a school related activity
3. Upon school personnel related to their position as school personnel
4. Any communication or materials created outside of school that is discussed, distributed or brought into the school setting or that substantially interfere with the educational process are subject to disciplinary action.

Types of communications include but are not limited to emails, notes, and text messages.

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

## **BULLYING**

The Cerro Gordo Community Unit School District 100 will not tolerate harassing or intimidating conduct, whether verbal, physical or visual that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile or offensive educational environment. No person shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group. Cerro Gordo Community Unit School District 100 will take all threats seriously with both school consequences and police involvement (when deemed appropriate). There will be NO tolerance for any aggressive, threatening, intimidating or harassing behavior that does physical or psychological harm to a student or staff member or urging other students to engage in such conduct. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct.

## **CYBER-BULLYING**

Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cyber-bullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents to notify the school office of any incidents regarding bullying immediately.

## **DUE PROCESS**

The Constitution of the State of Illinois states that "...a fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." However,

when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

## **DISTRICT DISCIPLINE POLICY**

See **Appendix A** in the back of the handbook.

## **DETENTION POLICY**

Students may be detained before or after school as a disciplinary action. Parents are reminded that the Illinois School Code specifically approves the right of teachers to detain students after school for violation of the established discipline policy. Responsibility for the transportation of students following detention rests with the parents. A student may be disciplined for unacceptable or poor behavior:

1. On school property, or adjacent thereof, including bus stops and walking routes (if related to an incident at school), before, during or after school hours or at any other time when the school is being used by a school group.
2. During a school related activity or event which bears a reasonable relationship to school.
3. Off school grounds at a school-sponsored activity or event which bears a reasonable relationship to school.
4. Toward school personnel related to their position as school personnel.
5. Traveling to or from school or a school activity, function or event.

The following policies apply to detentions:

1. Detentions will be held on Tuesdays/Thursdays from 2:53-3:23 PM at the Elementary School. Students arriving after detention begins will be considered as skipping and will be issued another detention but will serve the remainder of that day's detention.
2. During detention, students will remain in their seats with no communicating or sleeping. Elementary students will fill out the Detention Pledge forms provided to them by the detention supervisor. All school rules are in effect. The first violation during detention will result in a warning. A second violation will result in a second detention. The third violation during detention will result in a one-day of out-of-school suspension. While in detention, if a student needs the teacher's attention, the student will raise his/her hand and wait, without talking, for the teacher to call on him/her.
3. When a detention is issued, the teacher will inform the student and fill out a detention notice. The teacher will take the completed detention form to the office where a date to serve will be added and written in the detention book. Students will be given the notice by the assistant principal or principal and should expect to serve the detention the following Tuesday or Thursday. A copy of the detention will be put in the teacher's mailbox and the office will retain a copy for student files. Parents will be notified of student detentions.
4. It is the student's responsibility to notify their parents of the detention and when it is to be served. Detentions may not be changed because of a student's failure to live up to their responsibility.
5. Assigned detentions will not be reassigned for any reason such as babysitting, music lessons, etc. Detentions may be reassigned for doctor's appointment or court appointment but ONLY after the office receives a note from the student's parent. Detentions may also be re-assigned by a coach or sponsor of an extracurricular activity if the student's absence will unduly harm the team. Such a reassignment should be reserved for regional or state competitions and not for regular play. Students who do not

attend the detention (skipped) and have not made any prior arrangements with the Principal, will be given an additional detention.

6. A student who receives **three** detentions in a **quarter** will be considered a unique behavioral problem. Upon receiving the third detention, a meeting may be held between the principal, parents, students, any specific teachers involved, and possibly the school Social Worker to develop a specific plan for the student, if needed. This plan may include loss of privileges at school, such as attendance at dances and sporting events, or an assigned seat at lunch. This plan may also include loss of privileges at home if the parents desire it as well as a reward system for the student to earn back lost privileges. After the 3rd detention, the consequences will become progressive, in consultation with the team.

The Principal reserves the right to modify any of the above policies for individual students throughout the year in order to develop a behavioral plan which will better help the individual student to learn to control their behavior and express themselves in a means which is appropriate for school and general social settings.

## **DRUGS, MARIJUANA, TOBACCO, OR ALCOHOL**

The use of any drugs, marijuana, or alcohol will not be tolerated on school grounds or at school functions. Any student in possession of, or under the influence of the same may be suspended for ten days or expelled from school no longer than two school years. Two phone calls will be made: one to the law enforcement agency and the second to the student's parents.

A student may be suspended for ten days for:

1. Use, sale, disbursement or possession of alcoholic beverages or being under the influence thereof.
2. Use, sale, disbursement or possession of drugs or being under the influence thereof, or possession of apparatus or paraphernalia associated with the use thereof.
3. Use, sale, disbursement or possession of look-alike drugs and materials or being under the influence thereof or possession of apparatus or paraphernalia associated with the use thereof. A look-alike drug is any material, substance, or item which is depicted in any way to be an illegal item and presented as a drug or alcohol.

Students are not allowed to smoke, chew or be in the possession of tobacco on school grounds or at a school related activity. Violation of the above may result in at least a three day out-of-school suspension. Subsequent offenses will result in an out-of-school suspension for longer periods of time.

## **ISOLATED LEARNING ENVIRONMENT**

An Isolated Learning Environment (ILE) is a disciplinary step between an after-school detention and an out-of-school suspension. It allows students to be in a learning environment but keeps them isolated from the classroom. Students serving in an Isolated Learning Environment will report to the office with all of their books. They will be placed in the ILE room where he/she will work on assignments, study, or read. Students serving in an Isolated Learning Environment may not be permitted to attend after school activities on the day on which they served.

## **LAW ENFORCEMENT AND OFFICIALS**

The Principal shall cooperate with the law enforcement officials in the following ways:



1. If the law enforcement official has a warrant for the arrest of a student, the school official will:
  - a. Honor the warrant
  - b. Make an attempt to contact the parents and inform them of the arrest.
2. If the law enforcement official has no warrant, but wishes to interrogate the student, the school official shall:
  - a. Notify the parents and request their presence and obtain their permission to interrogate the student.
  - b. If the parents are unable to be present or cannot be contacted, then the school official would be present.
  - c. If the school official is present, he should be sure the student understands these rights, which are:
    - i. Entitlement to be advised that he need not make any statement and if he does, it may be used against him.
    - ii. Entitlement to right of counsel, and if he cannot afford an attorney, one will be supplied for him.
    - iii. Law enforcement officials will be shown this portion of our policy statement by the building Principal when the request for assistance is made.

## **RESTRAINTS**

A staff member may use physical force against a pupil when it is essential for self-defense, for the protection of other persons, or for the protection of school district property.

## **SEARCH AND SEIZURE**

To maintain order and security at Cerro Gordo 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 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.

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 objectives 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 others.
2. In the presence of a school administrator or adult witness.

3. Conducted 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 that conducted the search and given to the Superintendent. 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.

## **SEXUAL HARASSMENT**

A student will be considered to have engaged in sexual harassment when they touch another student in a way that is obviously and overtly sexual in nature as determined by the student being touched, and/or a teacher or the Principal. A student may also be considered to have engaged in sexual harassment when they make comments to, or about another student which are considered to be sexual in nature by the student commented upon, and/or a teacher or Principal. A determination that sexual harassment has occurred will be made easier if the unwanted touching and/or comments have been repeated, particularly over the protest(s) of the student who is the object of the harassment. Since sexual harassment is a serious concern in school and in society, a student that is found to have engaged in sexual harassment will receive at least a day in an isolated learning environment. ***(See Appendix C for School Board Policy on Sexual Harassment). Policy 7:190***

# APPENDIX A

## Student Behavior

### Prohibited Student Conduct<sup>1</sup>

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

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

- “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. 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.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.

19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to

behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.



### **Corporal Punishment**

Corporal punishment is illegal and will not be used. 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 Prohibition**

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

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

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

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

## **DISCIPLINE OF 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.**

### **Isolated Time Out, Time Out, and Physical Restraint**

**Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.**

**Cross Reference:**

**PRESS 7:230, *Misconduct by Students with Disabilities***

## **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 theater, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required notice

A school staff member shall immediately notify 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(s)/guardian(s). “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, which 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, 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 of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

## **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 distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

- LEGAL REF.:** *Gun-Free Schools Act, 20 U.S.C. §7151 et seq.*  
*Pro-Children Act of 1994, 20 U.S.C. §6081.*  
*105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7,*  
*5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7,*  
*and 5/31-3.*  
*23 Ill.Admin.Code §1.280.*
- CROSS REF.:** *2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property)*
- ADOPTED:** *June 19, 2013*

# APPENDIX B

## ASBESTOS

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan is on file for review at the Cerro Gordo CUSD Superintendent's Office.

### **PUBLIC NOTIFICATION**

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Cerro Gordo Community Unit School District No. 100. It has been determined by the Illinois Department of Public Health and Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials.

Material containing asbestos have been found in the following school buildings: Elementary Annex, Jr/Sr. High School Buildings, I. A./Ag Shops, High School Gym.

Any evidence of disturbance or change in condition will be documented in the Management plan as required by law.

Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Any concern relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager (W.P. M.O., **Head of Maintenance**, Cerro Gordo Community Unit School District No. 100, 300 East Durfee St., Cerro Gordo, Illinois 61818 (217-763-5221).

Brett Robinson, Superintendent Cerro Gordo, CUSD #100

# APPENDIX C

## SEXUAL HARASSMENT

The following administrative procedures shall be disseminated to all employees and students. The administrative procedures assist and are an integral component to the policies addressing sexual harassment.

### DISTRIBUTION OF THE DISTRICT'S POLICY

1. A copy of the Student Sexual Harassment Policy and accompanying procedures shall be distributed annually in the Student Handbook and the Staff Handbook.
2. A copy of the Student Sexual Harassment Policy and accompanying procedures shall be given annually to the Community Chamber of Commerce and the Public Library.
3. Copies of the Student Sexual Harassment policy may be distributed in other ways as deemed appropriate by the District's administration.

### DISTRICT'S EDUCATION PROGRAM

1. The health education program for grades K-12 shall include age appropriate instructions, which leads to the students' understanding of sexual abuse and harassment.
2. Student counselors and health teachers shall obtain and disseminate available informational materials concerning the issue of student sexual abuse and harassment. Dissemination of these materials will be on an age appropriate basis.

### STAFF APPOINTMENTS

1. The Superintendent shall appoint two Complaint Managers, one male and one female. They are **Brandon Willard** and **Jodi Neaveill**.
2. The Complaint Managers shall be members of the staff who are sensitive to the issue of student abuse and sexual harassment.
3. The names of the Complaint Managers shall be announced annually to staff, students and parents.
4. The Complaint Managers shall inform the Superintendent of every allegation and/or rumor of improper employee-student relationships.

### STUDENT COMPLAINT PROCESS

1. Every student shall have access to a Complaint Manager of the same sex during the school day. The student may schedule an appointment with a Complaint Manager.
2. The meeting and subsequent conversation between the student and the Complaint Manager shall be deemed confidential. The student shall be advised that the Complaint Manager will report their conversation to the Superintendent only.
3. Within 24 hours following the student's announcement of a complaint to the Complaint Manager, the Complaint Manager shall notify the superintendent and the student's parent(s) or guardian(s). The parents or guardians shall be given notice of their right to attend an interview of their child in a non-intimidating environment in order to elicit truthful full disclosure of the student's allegations. The meeting shall be scheduled within five (5) school days from the first meeting between the Complaint Manager and the

student. If the parent(s) or guardian(s) are unable or decline to attend the interview and serve as the student's advocate.

4. Following the interview session, the student will be asked to sign a written statement. A copy of the statement will be kept in the Complaint Manager's file and a copy will be given to the Superintendent.
5. The Complaint Manager will make every effort to impress upon the student and the student's parent(s) or guardian(s) or the student's advocate the confidential nature of the complaint process.
6. The Complaint Manager will keep the student's parent(s) or guardian(s) informed of the progress of the investigation.
7. If, in the Complaint Manager's judgment, counseling for the student and the student's parent(s) or guardian(s) is appropriate, the Complaint Manager will make necessary arrangements.

## **DISTRICT'S INVESTIGATION PROCESS**

1. The Superintendent shall seek specific legal advice from the District's attorney on how to proceed with each case of alleged sexual harassment.
2. The Superintendent shall confer with the Complaint Manager on each report of alleged sexual harassment.
3. The Superintendent shall be in full compliance with the Child Abuse Reporting Laws.
4. As soon as reasonably possible after receiving notice of alleged student sexual harassment, the Superintendent shall arrange a meeting with the accused employee. An attempt will be made to provide the employee with a written notice of the nature of the meeting and the employee's right to representation by union or counsel.
5. If the prosecuting attorney files formal charges and the School Board takes formal action of suspension, the Superintendent shall prepare a brief statement describing the action and the employee's status for the School Board and the media.
6. The Superintendent shall provide specific measures to give emotional support to the District's employees, students and the accused.
7. The Superintendent shall maintain contact with the local police officials and social workers providing support to the support.

## **COMPLAINT MANAGER'S RESPONSIBILITY**

The Complaint Manager shall provide the Superintendent with a complete written report of each sexual harassment complaint. This report shall be submitted as soon as reasonably possible from the date the complaint was first filed with the Complaint Manager. Such reports shall include at a minimum:

- the date of receipt of the complaint;
- identification of the complainant;
- identification of the party or parties and the action complained of, including all relevant background facts and circumstances;
- a statement detailing the scope of the investigation that was undertaken and the result thereof;
- a statement of corrective measures pursued, the date such measures were taken and results achieved;
- a written statement signed by the complaint detailing the offending conduct.

## **RELEASE OF INFORMATION ABOUT A FORMER EMPLOYEE**

1. The Superintendent shall handle all inquiries from prospective employers regarding a former employee who was charged with sexual impropriety.
2. All responses to inquiries regarding a former employee shall be accurate to the best of the Superintendent's knowledge and conform with any applicable agreements and/or laws in order to avoid potential liability. The Superintendent may ask for a release signed by the former employee authorizing the Superintendent to discuss the former employee.

## **PRE-EMPLOYMENT MEASURES**

1. Pre-employment reference checks will be made for all employees.
2. All questions asked on employment applications and during interviews shall conform with civil rights laws.
3. The prospective employee's supervisor will review all the answers on the job application. Employment gaps will be questioned.
4. Listed references and past employers will be contacted to establish the character of the job applicant. The interviewer will document any refusals to divulge information by former employers.
5. A criminal record check will be conducted as required by Illinois law.
6. The applicant's license or certificate will be verified.
7. Applicants will be required to sign a waiver releasing former employers from liability for disclosing personal records and appraisals of that applicant's performance.
8. The applicant will be informed that providing false information is a ground for a refusal to hire or dismissal.
9. Employment will not be offered until all background information has been received or verified.

Sexual harassment by teacher to student, student to student or student to teacher will neither be condoned nor tolerated. Teachers and students have the right to be free from the harm perpetuated by anti-social acts while school functions are in session.



# APPENDIX D

## TECHNOLOGY ACCEPTABLE USE POLICY & PROCEDURES

Please read this entire document and then follow the directions at the end to insure your continued use of technology at the Cerro Gordo School District #100.

Cerro Gordo School District #100 is pleased to provide you with access to the Internet, email, digital communications and other technology. Access to the district's technology must be for the purpose of education or research, and be consistent with the educational objectives of the district. Any other use is unacceptable. For those new to this technology, it is a powerful, worldwide network that can be used to send electronic mail, to view and display text, still and moving images and sound on the World Wide Web, or to post messages to bulletin boards or chat rooms. Internet technology changes constantly. As the Internet changes, Cerro Gordo School District policy will change. The following guidelines will provide you with basic information about your rights and responsibilities as a User of Cerro Gordo School District's technology.

These guidelines and the policies Cerro Gordo School District may adopt in the future are designed to make the school's technology resources available to the entire Cerro Gordo School District community and to help you use those resources responsibly. The use of the District's technology is a privilege, not a right. Your cooperation and adherence to these guidelines and policies is a condition of continued access to Cerro Gordo School District's technology resources. Violations of Cerro Gordo School District's Acceptable Use Policy and Procedures may result in disciplinary action and may have significant legal consequences.

Students are responsible for good behavior on school computer networks, just as they are in the classroom, in a school hallway or library. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The Cerro Gordo School District requires that all individuals using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable (**Policy 623**):

1. Use of electronic information networks for any purpose which results in the harassment of other users.
2. Destruction or damage to or unauthorized alteration of the school's computer equipment software or network security procedures.
3. Use of electronic information networks in any way which violates a Federal or State law.
4. Use of electronic information networks in any way which violates licensing and payment agreements between this school district and network/database providers.
5. Unauthorized duplication of copy protected software or violation of software license agreements.
6. Violation of system security.
7. Behaving in a manner that is disruptive to other users, including but not limited to, overuse of computer equipment, which serves to deny access to other users.
8. Using the network for private financial or commercial gain.

9. Using another's account and /or password without written permission from that individual.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting in delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The user agrees to indemnify Cerro Gordo School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this authorization.

I understand and will abide by the above Policy and Procedures for Acceptable Technology Use. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board Members, employees and agents from any claims and damages arising from my use, or inability to use the Internet.

Date \_\_\_\_\_

User Name (please print):

\_\_\_\_\_

User Signature:

\_\_\_\_\_

(Required if the user is a student.)

I have read this Acceptable Use of Technology Policy and Procedures. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents or Board Members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Policy and Procedures with my child. I hereby request that my child be allowed access to the District's Internet.

Date: \_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

**Annual Notice to Parents about Educational Technology (Legal update)**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference:
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# Appendix E

## Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

(New: June 2022)

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

### Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

## Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference:

PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

PRESS 5:120-AP2, Employee Conduct Standards

PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

# Appendix F

## CGES Student Handbook

### Student Vacation Pre Approval Form

This form must be completed, submitted/approved by the principal at least one week prior to the vacation. All homework must be completed on the return date to school. Once approved, a copy of the document will be sent to the parents, the office staff, and the teachers.

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Requested date(s) of vacation: \_\_\_\_\_

On the vacation, will the student have access to technology for school work?

Yes      No

Principal's Signature/date: \_\_\_\_\_

