

Cartersville High School

Engage, Empower, Educate...

Everyone, Everyday



Student Handbook

2025-2026

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School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district 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.

Chapter 1: GENERAL INFORMATION

INTRODUCTION

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. This handbook is not an irrevocable contract; it may be subject to change as needed. The administration has the authority to set policies for the proper management of the building.

EQUALITY IN EDUCATION

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, sexual orientation or actual or potential marital or parental status. It is the policy of Carterville Unit #5 not to discriminate on the basis of race, gender, religion, sexual orientation or handicap in its educational program, activities, or employment practices. Inquiries regarding compliance may be directed to:

Mrs. Sarah Barnstable, Superintendent,
Carterville Unit #5 District,
200 W. Plaza Dr.
Carterville, IL 62918

EXPECTATIONS OF STUDENTS

1. Students are to achieve to the best of their ability.
2. Students are to consider school as their first priority.
3. Students are to attend every meeting of every class.
4. Students are to complete all homework and assignments.
5. Students are to be fully prepared for class each day.
6. Students are to know and to conform to the Discipline Code.
7. Students are to inform parents and/or school officials of any discussion or plot that may jeopardize school safety.

EXPECTATIONS OF PARENTS

1. Provide a study area at home where the student can work.
2. Question our school about your son/daughter's progress.
3. Be aware of our expectations for students and of the Discipline Code.
4. Understand that mutual trust and honesty are essential.
5. Realize that we cannot do the job alone.

APPOINTMENT WITH THE PRINCIPAL, ASSISTANT PRINCIPAL, GUIDANCE COUNSELORS, OR TEACHERS

If you should desire to see your principal or assistant principal, an appointment should be made with the office secretary.

The guidance counselor may interview you a few times each year. To do this, you may be called from your study hall or physical education class. Special appointments with the counselor will be made before or after school. You may be given a pass to leave the study hall and see the counselor.

Teachers are available in their classroom each morning at 8:00 a.m. If your parents wish an appointment with your teacher, they may call the school office. The number is 985-2940. A Teacher will return the call to set a meeting time.

EMPLOYEE CONDUCT STANDARDS

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

VIDEO TAPING

Carterville Unit #5 has cameras located throughout district property and on school busses. The videotapes are utilized for security purposes. It is not intended to invade the privacy of the school population and/or guests.

ANNUAL ASBESTOS NOTIFICATION

The following notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials (ACM). The Inspection Report and Management Plan is on file for review at each School Office and the Unit Office. This notice is to inform building occupants and parents/legal guardians of the locations of (ACM). It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any ACM. Inspections are conducted to determine if any change in the condition of the known or assumed asbestos. Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken when needed to protect the health of building occupants.

Material containing asbestos have been found in the following school building:

- Carterville Junior H.S. Gym - 816 S. Division - Carterville, IL 62918
- Carterville Intermediate School - 300 School St. - Carterville, IL 62918

The inspection reports and management plans for the above listed buildings are available for review during the business hours of, 8:00 a.m. - 4:00 p.m., at 306 Virginia Avenue, Carterville, IL 62918.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Bill Ren, Facilities Director
bren@cartervilleschools.org

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

SEX OFFENDER NOTIFICATION

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

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

HOMELESS CHILDREN

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure govern the enrollment of homeless children.

Chapter 2: BOARD OF EDUCATION

CARTERVILLE UNIT #5 MISSION STATEMENT

The Carterville Unit District #5 Schools will uphold excellence in education, foster self-esteem, and create an environment to stimulate thinking and instill a sense of accountability on the part of students for decisions and actions. The schools will provide a quality curriculum incorporating practical application of skills. The educational experience will prepare students to be successful in an ever-changing world. The District will make a commitment to communication, maintenance of a strategic plan, and promote involvement among the schools, community, and family.

CARTERVILLE COMMUNITY UNIT SCHOOL DISTRICT #5

Board of Education

David Schwartz, President
Kimber Monje, Vice President
Cathrine Hoekstra
Bradley Griffith
Sarah Kries
Carol Greenlee
Aaron Sizemore
Sarah Barnstable
Dr. Jeff Hartford
Kelli Sheraden
Stephani McCaughn
Michael Bradford

Superintendent
Assistant Superintendent
Administrative Assistant, Secretary to the Board
Accounts Payable Bookkeeper
Transportation Director

GOALS OF THE BOARD OF EDUCATION

- Goal 1. Provide a safe environment that is conducive to learning and is efficient and adaptable to change.
- Goal 2. Provide educational opportunities that emphasize high standards, address academic achievement, and develop the work ethic, character, and civic responsibility of all students.
- Goal 3. Commit to maintain a strategic plan that provides short and long-term direction
- Goal 4. Actively recruits and hires the best candidate for each position, fosters a culture that motivates employees to pursue high standards of achievement and development, and values the contribution of each employee.
- Goal 5. Ensure a positive school/community relationship that instills pride, involvement, and interest in our school district.
- Goal 6. Provide proactive leadership through progressive district policies, administrative support, strategic planning, and accountability to all constituencies.

Chapter 3: FEES

FEES (SUBJECT TO CHANGE)

| | |
|---|---------|
| Registration Fee | \$60.00 |
| (Includes PE shirt) | |
| Parking Fee | \$10.00 |
| Sports Activity Fee | \$25.00 |
| (Maximum fee \$50 per student or \$75 per family) | |

STUDENT INSURANCE

Student accident coverage is provided to the students at no charge to the parents for school time coverage. It protects the child for accidental injuries that occur when they participate in a school activity. The one exception is football. The school time coverage includes travel time directly to and from the residence to attend regular academic school sessions, up to one hour before and one hour after regular classes. It is an excess plan which means if there is other insurance; the primary insurance company must adjudicate their benefits first before our coverage will respond. Student accident claim forms can be obtained from the school office. It is the responsibility of the parents to meet the time allowances, file the claim, and provide the necessary documentation to the insurance company.

WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Students will not be denied the opportunity to participate in curricular and extra-curricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver 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 is met: 1) the student currently lives in a household that meets the same income guidelines, with the same limits based on the household size, that are used for the federal free meals program. 2) The student's parent is a veteran or active-duty military personnel with income below 200% of the federal poverty line. 3) The student is homeless, as defined by the Mc-Kinney-Vento Homeless Act. Applications can be picked up in the school office.

TEXTBOOKS

Textbooks will be provided on a rental basis, when available. Teachers shall document the book number assigned to each student. At the end of the course or year, students are to return same book. Students are not to mark in books. Charges will be assessed for excessively worn, or damaged books. If a textbook is lost, the student will be assessed a charge for the replacement of the textbook.

TELEPHONE

The office phone should be used only for emergencies, with the permission of school personnel, and in the presence of school personnel. No long distance calls will be permitted on school phones. (Exception will be made in case of an emergency.) Students will not be called to the telephone from class except in case of emergency. Notices will be delivered to the student in the classroom. Only students with a teacher's phone pass may use the office phone during class time.

Chapter 4: Students - General Information

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s) / guardian(s) certain rights, including the right to inspect, copy, and challenge school records.

The District maintains two types of school records for each student: a permanent record and a temporary record. These records may be integrated.

The permanent record shall include:

- Basic identifying information
- Academic transcripts
- Information pertaining to release of records
- Accident and Health reports
- Scores received on standardized tests
- Honors and awards

- School-sponsored activities and athletics
- Attendance record

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred. Five years after graduation, transfer, or permanent withdrawal of a student, the school will destroy temporary records on the third Friday in June.

The temporary record may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information
- Special education files
- Information pertaining to release of the record
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education

ACCESS TO STUDENT RECORDS

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent record. Such requests shall be made in writing and directed to the record's custodian. Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's records unless the District has actual notice of a court order indicating otherwise. Upon request, the District will send copies of correspondences to both parents/guardians, unless the District has actual notice of a court order indicating otherwise. When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student. Access shall not be granted to the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.
3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provide a current, demonstrable, educational, or administrative need is shown.

4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released.
5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to, or release information from any student record as specifically required by federal or State statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release.
8. The District may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action.
10. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court.
12. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member.
13. The District charges \$.35 per page for copying information in a student's records.
14. A record of all releases of information from student records shall be kept and maintained as part of such records.

STUDENT RECORD CHALLENGES

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records. Contact the Principal regarding procedures for student record challenges.

DIRECTORY INFORMATION

The District may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release by notifying the Principal through a written request. Directory information shall be limited to:

| | | |
|---|--------------------------------|----------------------|
| Name | Address | Gender |
| Grade Level | Birth date and place | Major field of study |
| Parents'/guardians' names and addresses | Period of attendance in school | |
| Academic awards, degrees, and honors | | |

FOOD/DRINK AT SCHOOL

With the exception of water in a clear and closed container, students are not allowed to have food and/or drinks in any area of the building except the Commons area at any time. Students that are required to carry these items during school hours for medical reasons must have a doctor's note on file in the office. There is to be no food/drink in lockers other than lunch brought from home. Home lunches should be kept in lunch boxes or bags and taken home daily. No food or drink will be permitted in the library or labs(science, math, computer, etc). In addition, teachers reserve the right to prohibit water in their classrooms.

LUNCH/POWER HOUR

All students are to remain at school for lunch. Any student who leaves campus during lunch without permission from the office, will have their parking privilege suspended for two weeks.

Lunchtime/Power Hour rules

1. Students are expected to return empty trays to the appropriate window. Students are to dispose of their own trash. Students that do not dispose of their own trash or return their tray shall stay after lunch to assist with the cleaning of the cafeteria. They will also be tardy to the next class.
2. Students are expected to attend appropriate enrichment activities offered during Power Hour.
3. Students are not allowed to order food deliveries (Door Dash, Pizza delivery, etc.) without administrative permission.

CELL PHONES: ACCEPTABLE USE POLICY

We at Carterville High School are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet and certain online services. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging

technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers in writing.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

CELL PHONE AND OTHER ELECTRONIC DEVICES

Students may use their cell phones or other electronic devices in the cafeteria before school and at lunch. Students are to turn off, silence and store devices prior to 8:10 am. Cell phones are to remain put away and powered off during the school day. Students are not permitted to use devices in the hallway, bathroom or locker during the school day, except at lunch.

Texting is NEVER acceptable during the school day (8:10 am-3:05 pm) unless in the office authorized by an administrator to contact a parent/guardian. If a parent needs to contact their child, they should call the main office at 618-985-2940.

Picture taking and recording is not acceptable at school without the permission of a teacher or administrator. Pictures and videos may be a violation of the Illinois Eavesdropping law and a potential violation of FERPA (student record).

Social Media access is not acceptable during the school day without the permission of a teacher or administrator.

Air Pod devices are not permitted outside of the acceptable times for electronic devices.

**Possession of a cell phone by a student is a privilege, not a right, which may be forfeited by any student not abiding by the policy.

Unauthorized possession and/or use may result in a detention, Saturday detention, ACR or an out of school suspension.

Teachers and Administrators have the right to confiscate any electronic device in a student's possession at any given time. Refusal to comply will be considered insubordination.

CHS is NOT responsible for the loss, theft or damage to any electronic device brought to school.

- 1st Offense- confiscated, pick up at the end of the day, detention assigned
- 2nd Offense –confiscated, picked up by a parent, Saturday detention assigned
- 3rd Offense- confiscated, picked up by parent, 1 day of ACR assigned

Additional offenses, or refusal to turn in device when directed, may result in the loss of electronic device privileges, social suspensions, Saturday detentions, ACR or out of school suspensions.

General Email Guidelines for Students

The student Acceptable Use Policy covers email as well as other technologies. Below is a general summary of guidelines related to email:

1. Email is to be used for school-related communication.
2. Proper email etiquette is expected.
3. Do not send harassing email messages or content.
4. Do not send offensive email or content.
5. Do not send spam email messages or content.
6. Do not send email containing a virus or other malicious content.
7. Do not send or read email at inappropriate times, such as during class instruction.
8. Do not send email or share test answers or promote cheating in any way.
9. Do not use the account of another person.

Users must respect and protect the privacy of others by:

Using only assigned accounts.

Only viewing, using, or copying passwords, data, or networks to which they are authorized.

Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

Observing all district Internet filters and posted network security practices.

Reporting security risks or violations to a teacher or network administrator.

Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.

Conserving, protecting, and sharing these resources with other users.

Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by:

Following copyright laws (not making illegal copies of music, games, or movies).

Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

Communicating only in ways that are kind and respectful.

Reporting threatening or discomfoting materials to a teacher or administrator.

Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).

Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

Not using the resources to further other acts that are criminal or violate the school's code of conduct.

Avoiding spam, chain letters, or other mass unsolicited mailings.

Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

Design and post web pages and other material from school resources.

Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).

Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).

Use the resources for any educational purpose.

Consequences for Violation.

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline maybe imposed in accordance with the Student Handbook up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring.

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access.

SOCIAL MEDIA

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.

PARTICIPATION IN SCHOOL ACTIVITIES

School activities are provided for the enrichment and growth of students in Carterville High School. Students will have an opportunity to participate in school activities as long as they meet scholastic requirements and comply with all rules and regulations established in the Carterville High School Student Handbook. Students participating in athletics, band or chorus must meet requirements established by the Illinois High School Association. Students participating in all extracurricular activities shall be required to meet minimal academic and behavior standards set forth in this Handbook. ANY activity (including co-curricular activities) requiring students to miss class require them to be academically eligible, according to the parameters set for eligibility. Alternative assignments will be made available for academically ineligible students that have to miss a co-curricular activity. The administration may waive this requirement if a circumstance requires. Students participating in school clubs or organizations must meet the requirements established by the respective club or organization. In some cases, the number of students may have to be limited for certain programs and activities. In such cases, every student will be given an equal opportunity to try out and no exclusion shall be made on the basis of race, sex, color or national origin.

For the purposes of this policy, extracurricular activities are those activities which are organized and sponsored by the school district, but do not include graded courses, or classes or activities for which academic credit is received, or such special events as may be determined by the administration. The Administration shall annually report to the Board of Education the number and length of suspensions of students from extracurricular activities that result from the application of this policy for the period covered by the report, and shall file a copy with each such report with the Illinois State Board of Education.

Students participating in athletics, band, chorus, and school clubs or organizations will be allowed to participate in competition at the district, regional, sectional and state levels. Participation beyond the state level will require special approval by the Board of Education and the individual club or organization will be responsible for covering the cost of such trips.

Any student that misses the entire day of school or afternoon classes due to illness or an unexcused absence will not be allowed to attend any extra-curricular activity on that day. The school administration does make the final decision whether an absence is excused or unexcused. In addition, students must meet academic eligibility requirements to miss school for any extra-curricular activity or field trip.

ANNOUNCEMENTS

Announcements will be posted on the televisions throughout the building and/or on the website. Periodically, announcements will be made throughout the day, as needed.

LOST AND FOUND

Lost and found articles are kept on a table outside of the Community Room. Student may claim these after identification and proof of ownership. Articles will be kept for a reasonable length of time and then discarded. Lost, found or stolen articles should be reported and a statement filled out in the office.

FIRE AND EMERGENCY DRILLS

Occasionally during the year, unexpected fire, tornado, or earthquake drills will be staged. Signals and directions for these drills will be posted in each classroom.

DANCES, PARTIES AND OTHER SOCIAL EVENTS

Participation in these privileges will be governed by the Carterville High School discipline and attendance policies. Students must be in good standing as determined by Administration. Students suspended for Classification I or II offenses will be prohibited from attending the next scheduled dance. The only two scheduled dances at Carterville High School are Homecoming and Prom. Incentive dances are not included in this policy.

School day policies pertaining to tobacco, vaping, use of alcohol or drugs and fighting shall also apply during evening extracurricular activities. Dress standards will be enforced at dances, parties and other social events.

Students may bring a guest provided they meet the following requirements and have administrative approval:

1. The student is currently enrolled in high school or no older than 19. Junior high students and students graduating or enrolled in an alternative program may **not** attend.
2. Guests are in good standing at current school and the guest form is completed, with all required signatures, and turned in **5 days prior to the date of the dance**.

Guests are under the same policies that apply to Carterville High School students. Student sponsors of out of district guests assume responsibility for their behavior. Inappropriate behavior from a guest may result in disciplinary action and loss of dance privileges for the student sponsor.

DISTRIBUTION OF MATERIAL

The distribution of material that are not directly a part of Carterville Community Unit School District #5's program shall be approved by the superintendent before they are distributed to the students, teachers or staff members. This includes brochures, announcements, schedules, questionnaires, registration forms, or any other literature not directly produced by the school district.

PARKING LOT

Driving to school is a privilege that students may enjoy if they meet certain eligibility requirements and maintain specific standards. Failure to fulfill these requirements may result in parking tags being pulled and repurchased, at the responsibility of the student, once eligibility is restored.

Eligibility for Parking

1. Student has a valid driver's license.
2. Student has maintained a proper standard of behavior and attendance
3. Student has registered the vehicle in the office and purchased required parking tag to be clearly displayed in the front window shield.

TRI-C PARKING LOT

Unless picking up a sibling, students are not to exit the high school parking lot through the Tri-C drop off area. In addition, students are not to park in the Tri-C staff lot directly west of the elementary school on days that school is in session. Students may use the pre-k parking lot south of the elementary school or leave cars in the high school lot.

AUTOMOBILES AND CYCLES

Students with a valid driver's license and a CHS parking tag may drive an auto to school.

1. Students must purchase a parking tag at registration or in the office and display their parking tag clearly in the front windshield.
2. Students agree to legally park in the designated spot/zone in which they are eligible.
3. All automobiles shall be operated safely in school areas and all posted speed limit signs shall be obeyed. Speeding and reckless driving incidents shall be reported to the police.
4. No student parking is allowed at any time in any other area of the high school building.
5. Upon arrival in an auto, the vehicle is to be immediately parked with all occupants proceeding into the building. Students may not sit in autos parked on school lots.
6. Students may not go to autos during the school day without permission from the main office or classroom teacher.
7. Books or other school materials such as P.E. clothes should not be left in cars during the school day. Bring these to your locker in the morning when you arrive at school.
8. Students should enter and leave the student parking lot using the road west of the high school.
9. Students driving cars on school premises or parking in school lots while driving privileges are withdrawn shall be suspended from school for three or more days.
10. Motorcycles shall adhere to the same safety rules as autos.
11. All automobiles must be registered and have parking tag visible in the front windshield.
12. Parking privileges shall be suspended for driving in an unsafe manner, leaving campus at unauthorized times, taking underclassman off campus, tardiness to school, or excessive absences.
13. The high school administration has the authority to search any student's automobile parked on campus if reasonable suspicion exists.
14. Parking on Carterville High School grounds is a privilege.

CHAPTER 5: STUDENT ATTENDANCE

ATTENDANCE

When sickness, emergency, or other valid cause necessitates an absence, the parent or guardian is to call the office before 9 am on the day of the absence. The phone number is **618-985-2940**. A doctor's note for an appointment when the student is not ill excuses a half-day attendance. The expectation is that the student will be in attendance before and after the appointment. Excessive absenteeism is considered 10% (9 days) of school attendance days. Following the ninth absence, medical documentation will be required for physical or emotional conditions causing an absence. Failure to provide such documentation will result in an unexcused absence being assigned. Medical documentation must be received within one week of absence or the absence will remain unexcused and **must contain dates** for the absences being excused.

VALID CAUSE FOR AN ABSENCE

In keeping with Section 26-2a of the Illinois School Code, the following circumstances are valid causes for a student's absence: illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student, and other situations approved by the school principal. Any student that misses the entire day of school or afternoon classes due to illness will not be allowed to participate or attend any extracurricular activities that day. Pursuant to Public Act 102-321, students utilizing mental health days will be referred- in intervals of two days- to appropriate school personnel.

If a student has been called in ill and is seen about town by school or law enforcement officials, the absence will be determined unexcused.

A student unexcused for any portion of the school day will not participate in any extracurricular or co-curricular activity. (i.e. field trip, play, ball game, band, musical, athletic practice etc.) on that day or evening.

It is a student's responsibility to check on his/her absence to make sure it was excused. A student will not be allowed to resume extra-curricular or co-curricular activities until their absence is determined to be excused or discipline is assigned for an unexcused absence.

ABSENCE PROCEDURE FOR PARENTAL REPORTING

Parent Responsibility: When sickness, emergency, or other valid cause necessitates absence, parent (s) or guardian (s) are to call the attendance office between 8:00 a.m. and 3:00 p.m. on the day of the absence. **The phone number to call is 985-2940**. Failure of a parent or guardian to excuse the student by 3:00 p.m. on the day of the absence will cause the attendance to be unexcused. If a call must be placed earlier due to a parent's work schedule, a phone answering system is used to record the call. Any

unexcused absence that is not reconciled within one week will remain unexcused permanently. Please check Skyward regularly.

PARTIAL DAY ABSENCES - DOCTOR APPOINTMENTS

If a student needs to be excused from school during a particular period of the day, the student's parent or guardian should telephone the attendance office prior to the time of day that student is to be absent. Those students that miss school due to a doctor's appointment shall provide physician documentation to the attendance officer.

A student that is of driving age must have a parent contact the school prior to signing out for any doctor's appointments or illness. If a student needs to sign out ill, he/she must call home from the school office. Students are not allowed to text parents/guardians about going home from outside of the office.

PARTIAL DAY ABSENCES - HOMEWORK EXPECTATIONS

Upon arrival to school, students are responsible for assignments that were due from earlier class periods. The assignments may be turned in to the attendance secretary upon signing in or the classroom teacher for which the assignment was due. Additionally, the classroom teacher may provide students materials and assignments from the class period in which the absence occurred.

Upon signing out of school, students are responsible for turning in assignments for classes that they will miss the remainder of the day. The assignments may be turned in to the attendance secretary upon signing out or the classroom teacher for which the assignment(s) are due. Additionally, the classroom teacher may provide students materials and assignments from the class period in which the absence occurred. Exceptions for emergency and urgent situations will be determined by the administration.

MISSING SCHOOL DUE TO SCHOOL SPONSORED EVENTS

Participation in field trips, athletic events, organizational teams, clubs, competitive activities, music competitions or performances, or other activities that are functions of the school will not be counted as an absence. In these situations, students are required to speak to their teachers two days prior to the departure and obtain assignments for the class (es) to be missed. If a student is present for any portion of a school day, the assignments that are due for the remaining absent period(s) shall be turned in prior to attending the event. If a student will miss an entire day, the assignments are due upon return to school.

Students absent from school may not attend or participate in extracurricular activities that afternoon or night. Exceptions must be clarified in advance with the principal or assistant principal.

Students in ACR are not allowed to attend or participate in their next scheduled extracurricular contest or co-curricular activity.

MULTIPLE AND PROLONGED ABSENCES

Parent(s) or guardian(s) should **call the attendance office each day** of a multiple absence. Once a student has missed 3 consecutive days, a doctor's note will be required to excuse the additional

absences. The note must state that the student was not able to return to school for the extent of the absences.

HOMEWORK REQUESTS

Special arrangements may be made through the office to obtain assignments. Homework requests must be made by 10:00 a.m. and may be picked up between 3:15 - 4:00 pm. Additionally, students are encouraged to obtain work posted online.

ARRIVING AT SCHOOL

Upon arrival at school students are considered present for the school day. Student drivers will use the student access road on the west side of the property. Parent and bus drop off will take place at the rear entrance. All students are expected to report to the Commons area following their arrival to school at the beginning of the day. No student may leave the building or grounds unless granted consent from the office in the typical sign out procedure. Students driving to school or arriving in another student's car are to vacate the car upon arrival and proceed to the Commons area. The entrance doors to the school building from the student parking lot will be locked at 8:30 a.m. Students arriving late will need to sign into the office before going to class.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students who become ill at school or are involved in an emergency at school are to report to the office. In such situations, students are not to leave without **signing out with the attendance officer**. In case of illness or emergency, students will not be allowed to ride home with other students. In all cases, students will not be allowed to leave until a parent or guardian has been contacted. Students that go home to get homework, band instruments, uniforms, classroom material, etc., shall be unexcused for the time out of school.

PRE-ARRANGED ABSENCES

The building principal has the authority to grant excused absences for the following types of preplanned requests. Under these circumstances, students are encouraged to communicate with teachers in advance and request homework assignments. The excused make up policy for these absences will be followed.

1. College visitation (documentation required).
2. Career education visitation.
3. Family vacation-qualified by the phrase, "accompanied by a parent." Parents or guardians are discouraged from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. A limited amount of make-up work covering such vacation periods will be provided.
4. Participation in regional and/or national contest or special awards not endorsed by the Illinois High School Association.
5. Special religious events/holidays.

6. Any other situations deemed appropriate by the Principal.

The administration has the authority to deny a student's request for a pre-arranged absence when the student has developed an irregular attendance pattern and/or exhibited improper behavior as documented by referrals to the principal's office. In unusually extenuating circumstances a student will be eligible for excused absence if the request for a pre-arranged absence covers the final week of the quarter and/or semester. College visitation absences may require documentation in order to be considered excused absences.

STUDENT PERSONAL DAY

Students who achieve perfect attendance without a tardy for any semester are eligible for a student personal day the following semester. Students that are eligible for a student personal day must follow the pre-arranged absence procedures. Student personal days cannot be used during the week of semester finals. Student personal days will not be counted as an absence from school.

MAKE UP POLICIES - INCOMPLETE GRADES

1. Excused Absences - Students are allowed to make up the work for full credit. It is solely the responsibility of the student to see a teacher and request make-up work.
2. Unexcused or Truancy Absences - Students may be penalized up to a maximum of fifty percent of the earned credit for assignments turned in late after an unexcused or truancy absence. For example, an assignment may be scored at 80% will receive 40% credit. Missed tests should be taken on the day of return to school. The student may be given a zero for work that is not turned in on the day of return. The teacher shall communicate their grading and late work expectations at the beginning of the year.
3. Out of School Suspension - Students are allowed to make up the work for full credit. It is solely the responsibility of the student to see a teacher and request make-up work.

As indicated above, it is the student's responsibility, upon returning to school after an absence, to check with his or/her teachers about make up work.

Students with an excused absence or out of school suspension shall have one day to complete make up work, or take a missed test, for each day of absence. For example: If a student is absent Monday, the work shall be turned in, or test taken, by Wednesday. If the absence is Monday and Tuesday, the work shall be turned in, or test taken, by Friday. A maximum of five days will be allowed to make up missed assignments. If an assignment was given prior to the absence, it will be due on the day the student returns to school. This includes test, term papers, class projects, etc. The Principal must approve exceptions to this policy.

An "Incomplete" for a semester grade must be made up within two weeks. After this period, a failing grade will be recorded. Exceptions may be made with approval by the Principal. Students who have incomplete grades at the end of the semester for any reason will not be included in class rank or honor roll for that semester.

TRUANCY

The State of Illinois attendance guidelines define students as truant as those who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (unexcused absences). Federal guidelines under ESSA (Every Student Succeeds Act) define chronically absent as students that miss 10% or more of the school year (18 days) for any reason excused or unexcused. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of state law.

Absence reports will be generated biweekly. Any student that has two or more unexcused absences will have a letter sent home with attendance policy/regulations. Students with three or more unexcused absences can be referred to the Regional Office of Education for truancy. Multiple unexcused absences will result in the child's attendance records being communicated to the Williamson County State's Attorney for additional action.

*At any time during the school year, truancy referrals can be made for students reaching 5% of unexcused absences or 10% of all absences based on total number of student attendance days for the school year.

*When students move into our district during the school year, attendance from their previous school will be considered when making truancy referrals.

DIAGNOSTIC PROCEDURES AND SERVICES FOR TRUANT STUDENTS

Diagnostic procedures will be provided to truant students by district personnel including interviews with the student, his or her parents, or guardians, and any school official(s) or other parties who may have information about the reasons for the student's attendance problem.

- Resources and supportive services available to truant or chronically truant students and to their parents or guardians shall include, but may not be limited to the following:
- Parent conferences with school personnel
- Student counseling (counselors, faculty, administration & other professional support staff)
- Schedule or program changes
- Special education assessment and placement (when appropriate)
- Truancy counseling through Williamson County Regional Office of Education
- Family counseling
- Referral to community agencies (when appropriate) which are available to truant and chronically truant students and relevant to their needs).

TRUANT MINOR

In keeping with Section 26-2a of the Illinois School Code, a truant minor is considered to be a chronic truant to whom resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

PUNITIVE ACTION FOR TRUANCY

After a chronic truant has been identified as a truant minor, a chronic truancy report will be made to the Regional Truant Officer and the student shall be subject to any one or a combination of the following punitive actions:

- Suspension from school
- Expulsion from the school by the Board of Education if gross disobedience and misconduct have also occurred during the school term

Additional dispositional orders for a minor found to be a truant minor in need of supervision may be:

- Commitment to the Regional Superintendent of Schools for a multidisciplinary case staffing, individual educational plan, or referral to comprehensive community-based youth services.
- Requirement to comply with individual educational plan or service plan as specifically provided by the Regional Superintendent.
- An order to obtain counseling or other supportive services.
- Subject to a fine in an amount in excess of \$5.00, but not exceeding \$100, for each day of absence without valid cause as defined in Section 26-2a of the School Code is a separate offense.
- Requirement to perform some reasonable public service work such as, but not limited to, the picking up of litter in public parks or along public highways or the maintenance of public facilities.
- Subjected to having his or her driver's license privilege suspended.

REFERRAL OF CHRONIC TRUANTS

Chronic truants will be referred to the Regional Office of Education #21 after appropriate supportive services have been exhausted or have been offered and refused.

Any person having custody of a child to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within the school year, upon conviction thereof, shall be guilty of a Class C misdemeanor.

TARDINESS

Students are expected to be in their assigned room at the sound of the bell signaling the beginning of the period.

1. Tardiness is considered unexcused. If faculty or staff detains students, they are expected to request a hall pass from the person causing the delay. Such delays are considered excused.
2. Upon the first tardy, the teacher will speak to the student.
3. Upon the second tardy, a parent or guardian will be contacted by the teacher.
4. Upon the third tardy to any given class within a semester, the classroom teacher assigns a detention to the student. The principal's office receives notice of the detention with the student being called into the office and assigned a specific day to report. Detentions are served daily for 60 minutes during lunch.
5. If a student is tardy a fourth time to the same class, a detention will be assigned.

Student tardies in a given class resets to 0 at the end of each semester.

Chapter 6: Students - Curriculum and Educational Programs

STUDY HALL

- A. Student conduct in Study Hall must be such that promotes a quiet atmosphere that is conducive to study.
- B. Students must bring study materials to study hall. No one should report to study hall empty-handed. Those students who consistently do not bring study materials will receive disciplinary consequences. Additionally, students are required to do academic work during the entirety of Study Hall each day.
- C. Magazines not approved by the study hall supervisor shall not be allowed in study hall.
- D. No game-type activities such as cards, checkers, chess, or dice are allowed in study hall.
- E. Appropriate use of electronic devices with teacher permission and under the Open Electronic Acceptable Use Policy will be allowed. Any violation will be disciplined appropriately.
- F. Students are to be in their assigned seat at the time the bell rings. Students will remain in assigned seats unless permission is given to leave. Passes from study hall will be kept to a minimum.

ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

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

G Suite for Education

Cartersville CUSD #5 recognizes that technology and Internet resources offer a wide variety of educational opportunities and tools that can enhance learning. As such, we have begun using the important tool, G Suite for Education. G Suite for Education provides educators and students with a multitude of online Google Apps, allowing students and teachers access to collaborative tools for their classroom experience. Use of G Suite is at the discretion of the classroom teacher and will only be used when appropriate for the student's grade level and learning objective.

Cartersville Community Unit School District's G Suite for Education domain is different from a personal Google account and is **NOT open to the public**. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. Features typically available to personal Google accounts like video chat, personal profiles, and social networking will NOT be accessible to our students. Teachers will have the ability to monitor everything that a student does within G Suite.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. The following is a list of G Suite Tools and their educational uses:

- ❖ **Google Classroom:** Google Classroom allows teachers and students to share assignments by class section, turn in completed homework, and share feedback on assignments.
- ❖ **Google Drive:** Google Drive is a file storage service created by Google. It will allow students access to all of their saved files in Drive and share them instantly with teachers and classmates as needed.
- ❖ **Google Docs:** Google Docs allows for the creation and editing of documents, spreadsheets, and presentations from any location with Internet Access. Specific Docs can be shared with individuals or groups, allowing for multiple people to work at the same time; a feature extremely beneficial when working in collaboration with others.
- ❖ **Additional Google Tools include: Calendar, Sheets, Forms, Slides, Hangout, Vault, Keep, and Sites.**

Student use of G Suite for Education is governed by the Responsible Use and Conduct Policy (6:220) and the CUSD #5 Student-Parent Handbooks. Students are responsible for their own conduct at all times

when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. There are no ads in G Suite for Education. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.

CUSD #5 encourages parents to obtain their child's login information. This will allow you access to review all content within your child's G Suite account and share in the learning experiences that are offered.

For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust>.

ELECTRONIC COMMUNICATION TOOLS

Carterville CUSD #5 maintains a list of approved and supported electronic communication tools for electronic communication. All electronic communication between students, parents/guardians, and administration, faculty, or academic/extracurricular staff regarding school-related matters, including participation in extracurricular or athletics, should occur solely through the following district-approved tools. **Apptegy Rooms**.

LIBRARY

A. Quiet must be maintained in the library. Students who cannot remain quiet in the library will be returned to the study hall. Persistent offenders may be denied entry into the library for periods of time varying up to one semester.

B. No materials may leave the library without being checked out. Anyone who has in his/her possession library materials that are not checked out will be assumed to be stealing the articles and will be subject to Board of Education policy regarding stealing of school property.

C. Library fines and payment for lost materials shall be considered valid obligations on the part of the student and must be paid. Anyone not paying library fines or charges within a given school quarter will be denied the use of the library until the fine is paid.

GRADUATION REQUIREMENTS

High School Graduation Requirements

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

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

State Mandated Graduation Requirements

1. Four years of language

2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational
7. One semester of health
8. Physical education classes
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American
10. Nine weeks of consumer education

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

Cartersville High School requires 24 credits to graduate.

The following subjects are required:

- English 4 credits
- Mathematics 3 credits
- Science 3 credits
- Social Studies 3 credits (1 credit for U.S. Government/SS Elective, 1 credit for World Studies, and 1 credit for U S History)
- Health ½ credit
- Physical Education 3 ½ credits
- Personal Finance ½ credit - Required for all seniors.

Twenty-four credits are required for graduation.

Attendance and participation in the graduation ceremony is a privilege. Only those students that have met all the requirements for graduation will be allowed to participate in the graduation ceremony.

PHYSICAL EDUCATION WAIVER

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

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

The State of Illinois School Code allows a student who meets the following conditions to be excused from Physical Education:

- A student may be excused from Physical Education due to a medical excuse with documentation from a physician.
- A student in grade 11 or 12 may be excused from Physical Education if that student is an ongoing participant in interscholastic athletics. Since practice season and competitive season vary greatly in length, one semester will be allowed for poms and cheerleading.
- Students in grades 9-12 who are in Marching Band may be excused from Physical Education during the fall semester only.
- Students in grades 11 and 12 may be excused from Physical Education to enroll in a class, which, if not taken, would prevent the student from graduating.
- Students in grades 11 and 12 may be excused from Physical Education to enroll in a class, which, if not taken, would result in the student being denied admission to the institution of higher learning of the student's choice.
- Under certain conditions, vocational or technical courses may be substituted for Physical Education.
- Under certain circumstances, students in grades 11 and 12 may be excused from Physical Education for an academic overload (not to exceed one year).

*Students with an IEP may also be excused from Physical Education courses for specific reasons.

TRANSFER STUDENTS TO ALTERNATIVE EDUCATION PROGRAMS

Those students that transfer and complete the graduation requirements through an alternative program (John A, Logan, ECHO, Rebound, etc.) will not be allowed to participate in extracurricular activities including athletics, the graduation program, or prom, etc.

EARNING CREDITS THROUGH ALTERNATIVE PROGRAMS

Alternative programs MUST be recognized by CHS, please see a counselor for a list of approved programs.

1. Enrollment in JALC, Rebound, or ECHO requires preapproval of the School Counselor and/or Principal.
2. Failed classes required for graduation may be retaken at JALC, Rebound, or ECHO.
3. No more than one credit (2 classes) may be earned per semester without Principal permission.
4. Only ½ credit for failed Physical Education classes can be made up at JALC unless waived by the Principal.
5. Students must successfully complete sequential courses to advance within curriculum. (Example: Both semesters of English I passed prior to taking English II.)

JOHN A. LOGAN CLASSES

Students must take the Accuplacer test at JALC before enrolling in any JALC classes. Seniors may take a JALC class during one period of the school day for non-high school credit dual enrollment.

1. The class must fit within the individual's schedule.
2. The student must be in good academic standing.
3. The student must have demonstrated good attendance.
4. The student must have demonstrated good behavior at CHS.
5. Pre-approval by a School Counselor and Principal is required.

Juniors and seniors may enroll in classes taught at JALC for dual credit if:

- They are in good academic standing.
- Have demonstrated responsibility.
- And have good attendance.

CHS will utilize the services of JALC and Vocational classes at other Williamson County Schools for those students who wish to take advanced vocational classes not available at CHS. The student's attendance, GPA and discipline will be taken into consideration. Refer to the Course Description Book to determine if particular JALC classes are computed into a student's cumulative GPA.

Some classes taken at JALC are not computed in students' grade point averages. See Course Description Book for more information. Students enrolled in a class at JALC may choose to take that class as pass/fail or for a letter grade. However, the class will appear with a letter grade on the student's transcript unless the student notifies a school counselor that he/she chooses to take the class as pass/fail before the end of the enrolled semester.

Participation in classes at JALC does not excuse a student from adherence to the attendance policies of CHS.

Students are reminded that those who fail to comply with school policies, not only while at JALC but also within the study hall at CHS, shall be subject to the disciplinary code within the student handbook. Students wishing to drop a JALC dual credit class without academic penalty are required to comply with CHS policies regarding dropping a class within the first three attendance days of the semester.

A dual credit class is one in which credit is earned both at the high school and college level and appears on both the high school and college transcripts. A non high school dual enrollment class is one in which credit is earned at the college level only and only appears on the students' college transcript. Seniors may take a JALC elective class during one period of the school day for non high school credit. Students must register for all JALC classes (dual credit, electives, PE, etc.) on the scheduled JALC registration day during the previous semester. A student must be a junior, or senior to take a JALC class. The college will consider approving sophomores for dual credit and/or dual enrollment on an individual basis provided the student can clearly demonstrate they meet certain requirements established for sophomores. Visit the JALC Dual Credit website (http://www.jalc.edu/dual_credit/) for more information. It is the responsibility of the student to talk to a Carterville High School school counselor if he/she is experiencing difficulties in the course. These classes are recorded on one's college transcript, so it is important to take the course seriously.

FIFTH YEAR STUDENTS

A student failing to graduate will be allowed to enroll for as many classes as needed to meet graduation requirements.

SCHEDULE CHANGES

Considerable time, thought, and attention are devoted to the selection of courses each year. Therefore, it is expected that the student will follow the program that resulted from the registration process. Occasionally schedule problems develop, such as conflicts between classes or actual scheduling errors. These types of schedule changes being administrative in nature, will be made. Schedule changes for courses taught by particular teachers or taught at specific hours will be made only with strong justification.

Schedule changes will be subject to the following procedures: During the first three (3) days of each semester, a course may be dropped and another course added provided by emailing your counselor if:

1. Space is available in the course to be added.
2. A minimum course load remains for student's schedule.
3. The change is educationally sound.

Drop/Withdrawal. A student may drop/withdraw from a course without penalty up to three (3) attendance days in a course whether it be a full year course or a semester course. The dropping/withdrawal of a course after the third day of attendance will result in a "W/F" grade for the semester. Students may reduce their load to only six (6) courses including physical education. After three (3) days of attendance, a "W/F" (Withdrawal mark) will be recorded for the semester except for cases of illness, clear misplacement or full withdrawal from school. A "W/F" grade for withdrawal after three (3) attendance days (regardless of the

grade the student was earning prior to the withdrawal) causes 0 grade points to be included in attempted credits for the semester and thereby reduces the grade point average.

Courses dropped after three (3) days of attendance in a class will be recorded "W/F" on the permanent record for the semester. In the case of a class dropped after three (3) days into the second semester the "W/F" grade will appear second semester. The "W/F" will be computed as an "F" grade in the Grade Point Average.

WITHDRAWAL FROM SCHOOL

If you must withdraw from school, come to the counselor's office to receive the necessary materials and instructions. Transcripts and other records will not be sent if all obligations are not properly taken care of before leaving school.

HONORS CURRICULUM

The following classes will be designated as an Honors Curriculum. Candidates for Valedictorian, Salutatorian, and other academic recognitions must have completed an Honors Curriculum. A 0.5 weight has been added to Honors Curriculum courses.

Advanced English II Advanced English III
AP English Advanced Algebra II
Advanced Pre-Calculus AP Calculus
AP US History AP Chemistry

*Advanced Geometry and Advanced Biology are freshman level weighted classes, but not part of the Honors Curriculum.

GRADING SYSTEM

Grades at Carterville High School are posted to Skyward at the end of each semester. Letter grades for each subject are given. These letter grades are based upon a numerical average indicated below:

| | | |
|--------------|-------------|------------|
| A = 92 - 100 | | A- = 90-91 |
| B+ = 88-89 | B = 82 - 87 | B- = 80-81 |
| C+ = 78-79 | C = 72 - 77 | C- = 70-71 |
| D+ = 68-69 | D = 62 - 67 | D- = 60-61 |
| F = 0 - 59 | | |

Only Semester grades are recorded on the student's transcript. Semester grades are used to determine Class Rank and Cumulative Grade Point Average. Parents can use Skyward Family Access to view student grades.

Students who have incomplete grades at the end of the semester for any reason will not be included in class rank or honor roll for that semester.

HONOR ROLL

4.0 SCALE

At the end of each semester, an honor roll list is compiled. Qualifications for students on the 4.0 scale are:

Honor Roll - 3.500 - 3.749 High Honors - 3.750 - 4.000

Students graduating with a cumulative Grade Point Average of 3.75 and higher will graduate with High

Honors. Student graduating with a cumulative Grade Point Average of 3.50 – 3.749 will graduate with Honors. Senior Honors/High Honors is calculated using a cumulative weighted GPA through the first seven semesters. Seniors who achieve Honors/High Honors will be noted in the graduation program and receive a certificate.

The following formula is used for computing, semester grades and for the cumulative grade point average. A student's weighted GPA can be used on applications for colleges, scholarships, academic programs, etc. Unweighted GPA is used to determine class rank.

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

HONOR CODE

The Carterville High School Honor Code is based on the belief and attitude that students are responsible for their academic behavior just as administrators and faculty are responsible for academic leadership. The intent of the honor code is not to punish nor create an oppressive academic environment, but to guide by example and to foster an academic community in which the work of the students is both a spirited search for knowledge and a true and honest reflection of that effort.

Our honor code is based on the realization that high school students, though not yet adults, are no longer young children. It is also necessary that staff members annually present and explain the Honor Code to all students and provide them with the opportunity to ask questions. The Honor Code cannot simply be a one-period workshop. It is incumbent upon everyone in our school community to expect and demonstrate honest academic behavior; as the adage says, "Actions speak louder than words." Once properly in place, honor systems are an unspoken but conscious part of a school's daily routine acting like the body's immune system: silently preventing minor ailments from becoming major infirmities.

The honor code of Carterville High School addresses cheating, plagiarizing, lying, and stealing.

The following guidelines are the most important in our school. All other rules are based on these six. They should be followed at all times at CHS; they are also good guidelines to follow wherever you are.

1. We expect all students to be honorable. Therefore, lying, cheating, and stealing of any kind will not be tolerated.
2. Students will show respect for teachers, staff, fellow students, and visitors. Physical and verbal abuse will not be allowed.
3. Students will show respect for property; their own, the property of others, and the school's.
4. Students will behave responsibly with regard to their own safety and the safety of others.
5. Students will show respect for the culture and customs of all CHS students.
6. We expect that students will not possess, consume, or use substances which are illegal or which are harmful to their bodies. Specifically, these substances include illegal drugs, prescription drugs when used abusively, inhalants, alcohol, and tobacco.

DEFINITIONS

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or deceitful advantage in school work over other students.
- Attempted cheating or any other action intended to obtain credit for work not one's own.
- Some examples are: deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information

during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; possessing the work of another student; sabotaging the projects or experiments of other students.

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are: having a parent or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

*The use of **AI** as a substitute for original student work will be considered plagiarism and subject to consequences outlined under the honor code. Teachers may, at their discretion, assign students to use these tools for certain purposes.

Lying encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Some examples are: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

Stealing encompasses, but is not limited to, the following:

- Taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student or the instructional materials of a teacher.
- Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts.

RESPONSIBILITIES

Students Will:

1. Avoid situations which might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid unauthorized assistance on all schoolwork.
3. Document borrowed materials by citing sources.
4. Avoid plagiarizing by:
 - a. Using quotation marks for statements taken from others.
 - b. Acknowledging information, ideas, or patterns of thought borrowed from any source.
 - c. Consulting faculty about any questionable situations.

*In addition, students are encouraged to speak to any student they observe violating the Honor Code about the seriousness of the infraction.

Parents will:

1. Have knowledge of the Carterville High School Honor Code and its consequences.
2. Provide a positive example for adhering to the Honor Code.
3. Support faculty and administration in enforcing the Honor Code.

Teachers will:

1. Take immediate action when violations related to school are determined.
 - a. Counsel the student.
 - b. Reserve the right to record a zero for the assignment with no opportunity for make-up work.
 - c. Report the violation to the student's counselor and administrator on a discipline referral form. Confer with the assistant principal if possible.
 - d. Contact the student's parent. One suggested method: The teacher might tell the student to notify his/her parents and request that the parent call the teacher within 24 hours. If the teacher is not

called, then the teacher calls the parents. This procedure puts the responsibility on the student to confront the parent; such confrontation may serve as a deterrent to further violations.

2. Structure conditions during testing to alleviate the possibility of cheating.
3. Specify the types of collaboration that are discouraged and those that are encouraged.
4. Teach or review correct use of documentation when assigning work.
5. Review the Honor Code during the first week of the school year. Teachers are encouraged to review periodically the Honor Code as it relates to a specific discipline.

Counselors will:

1. Maintain cumulative records of reported violations of the Honor Code.
2. Facilitate Honor Code violation conferences when follow-up counseling is deemed appropriate by the student, parent, teacher, counselor, or administrator.

Administrators will:

1. Assure that all faculty, students and parents have knowledge of the Carterville High School Honor Code.
2. Create a school-wide environment that encourages adherence to the Honor Code.
3. Encourage teachers to enforce the Honor Code.
4. Maintain cumulative records of reported violations of the Honor Code.
5. Facilitate Honor Code violation conferences among the student/parent/teacher/counselor when follow-up action is appropriate.
6. Enforce appropriate disciplinary actions in accordance with the Student Handbook.

CONSEQUENCES AND DISCIPLINARY ACTION

Progressive disciplinary action, which may range from detention to a suspension, will be taken against students that do not comply with the Honor Code. Students may also be removed from positions of honor or integrity within the school. Examples of these positions are National Honor Society, BETA Club, Student Council, club officers, and class officers.

SEMESTER AND FINAL EXAMINATIONS

1. Every course shall conclude with a final written examination in which the student's mastery of the course objectives will be assessed. Further, every full-year course shall include a first semester and second semester written examination. Other formal methods of evaluation may be used in addition to the written examination if previously approved by the department chairperson and principal. Other forms of evaluation may include, but are not limited to, the following.
 - A. Take-home examination that measure evidence of course mastery.
 - B. Creative products (written, constructed, or performed) that demonstrate appropriate evidence of course mastery.
 - C. Oral exams that demonstrate course mastery.
 - D. Participation in the AP Exam, conducted by the College Board.
2. Certain courses (such as CVE, etc.) may be exempt from the final examination with approval by principal.
3. All students are required to take semester examinations at the end of the first semester of a full year course.
4. Any student meeting all of the conditions listed below will be exempt from second semester examinations of a full year course and any semester course exam.
 - A. Students receiving a B or higher and have 6 or fewer absences and 3 or fewer tardies for the year may be exempt from the second semester exams of a full year class. Students with a B or higher and 3 or fewer absences and no tardy referrals may be exempt from a semester course's exam.
 - B. Recorded no unexcused absence, ACR day, or suspension from any class during the entire school year.

- C. A student who has earned the right to be excused from the semester exam may take it to raise the grade, never lower it.
- D. All students need to plan to take exams until notified by each teacher.
- 5. No exam may be taken in advance of the regularly scheduled time. The principal must approve the postponing of an exam. No pre-planned absences will be approved during semester exams. Unexcused absences during an exam will result in a "0" on the exam.
- 6. If an exam is missed due to an excused absence, the exam shall be taken within two days of the return to class unless excused by a physician.

NATIONAL HONOR SOCIETY

Juniors and seniors who meet the scholarship requirement of 3.5 on a 4.0 grading scale will be asked to complete an information sheet. A Faculty Advisory Committee will then review the students' information sheets. The Advisory Committee will make the final determination as to who will be initiated into the Carterville Chapter of NHS based on the four NHS criteria - scholarship, leadership, character, and service.

The Advisory Committee will review the members periodically and notify any member who is not maintaining the requirements for membership. The member will be given one semester to bring himself/herself into compliance or the Advisory Committee will remove the student from the NHS.

TESTS AND SCREENING

The Board of Education has approved a system wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic potential, achievement, behavior and aptitude. The results of these tests provide a continuing record of each child's progress in comparison to national norms. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction. Annually, the teachers and staff review this information to identify any students who might exhibit problems that even with individualized instruction continue to interfere with their education. The results of all tests are available to parents/guardians. Parents/guardians with questions about specific tests and their purposes should contact the guidance counselor.

STUDENT STUDY TEAMS

Annually, teachers and staff review student information to identify students who exhibit social, emotional, or educational problems that, even with individualized instruction, continue to interfere with their education. The identified students are observed and analyzed by the child study team of counselor, teacher, and principal. In order to determine the source and extent of the problem, appropriate assessment instruments that may be used include, but are not limited to, any of the following that are appropriate to the child study:

Minimal Competency Test Record

California Achievement Test

Any Chapter 1 Test Records

Any Speech and Language Records

Illinois Goals Assessment Program

Intervention strategies directed at solving the student's problem will be put in place locally. These intervention strategies may include, as appropriate:

Chapter Math or Reading Services

Curriculum Adjustment

Disciplinary Action

Parent Training

Parent Provided Support

Volunteer Tutor Services
Contingency Plans and Strategies
Alternative Educational Programs

SPECIAL EDUCATION

When local resources are exhausted for those students who continue to exhibit social, emotional, or educational problems which individualized instruction has failed to remediate, a referral is made for Special Education services to WILLIAMSON COUNTY SPECIAL EDUCATION COOPERATIVE, 411 South Court, Marion, IL 62959.

This referral can be initiated at the request of the parent, or staff member with consent of the parent, by contacting the building principal or school counselor. Parents are assisted in the understanding of Special Education services by the booklet, A Parents' Guide: The Educational Rights of Handicapped Children, which is given to them at the time of referral. A signed parent permission form is always part of the referral to special education.

The Multidisciplinary Team that generally consists of the psychologist, social worker, speech and language therapist and any other diagnostician that is needed gathers information. After the gathering of this data, a multidisciplinary conference is held, and decisions are made whether further Special Education Services are needed.

Invitations are sent to the parent, the child study team, and all members of the multidisciplinary team ten days prior to the day of the conference. Parents may invite other interested parties at their discretion.

At the conference, all participants are invited to present information and test data. A group decision is reached as to the educational needs of the student. A multidisciplinary staff conference declares the student's eligibility for special services and an Individual Education Program (IEP) is developed for services to be provided in the least restrictive environment for that student.

If the decision is made that the student is handicapped, and requires Special Education Services, and the parents agree with the educational placement and/or services, a permission must be signed by the parent in order to implement the program.

A full continuum of Special Educational programs and related services for all handicapped students (blind, deaf, physically handicapped, mentally retarded, behaviorally disordered, speech and language impaired, etc. for all ages) are provided by Carterville School District No. 5 through the Williamson County Special Education Cooperative to any student who is determined to be eligible through the diagnostic study and multidisciplinary conference procedures.

RELATED SERVICE LOGS

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

STUDENT RIGHTS

Special Education federal and state law dictate rights for all Handicapped Children and these are fully explained in the booklet, A Parents' Guide: The Educational Rights of Handicapped Children, which is given to them at the time of referral for services. Additional copies of this booklet may be secured from the building principal, the school counselor or WILLIAMSON COUNTY SPECIAL EDUCATION DISTRICT, 113 South Russell, Marion, IL 62959.

PUNS

PUNS (Prioritization of Urgency of Need for Services)

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step in receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

Jeff Hartford, Assistant Supt.
200 West Plaza Drive, Carterville, IL
jhartford@cartervilleschools.org
618-985-4826

Chapter 7: STUDENTS - MANAGEMENT, DISCIPLINE AND PBIS

DETENTION

Parents can view their student's discipline record via Skyward. The student or parent will provide transportation if the student rides the bus. If the assignment of a detention does not correct the prohibited behavior causing the detention to be assigned, parents will be notified and further disciplinary action shall be taken.

1. Detentions must be served on the assigned date unless prior arrangements are made with the principal or assistant principal.
2. In cases where students continue to disobey school rules and directions or they have failed to serve their assigned detentions, a half day ACR or a Saturday morning detention may be assigned. Saturday detentions hours will be flexible and determined by the nature of the infraction.
3. Assignment of additional consequences for failing to serve detention does not remove the responsibility of serving the original detention.
4. Students are required to bring academic work to Detention. Failure to bring and complete the work will result in dismissal from detention. Students engaging in non-academic improper behavior during detention will be immediately dismissed. The dismissed will receive additional disciplinary consequences for the behavior and must still serve the original detention.
5. Detentions are served daily for one hour during lunch.
6. Failure to complete assigned discipline and/or excessive discipline issues may cause revocation of extracurricular privileges including parking.

STUDENT CONDUCT AND DISCIPLINE

The Board of Education strongly believes that student behavior should reflect standards of good citizenship. Consideration for the rights and privileges of others, cooperation with all personnel in the school community, and respect for oneself and others shall be basic principles guiding student behavior.

High standards of courtesy, decency, expression, honesty, morality, and wholesome relationships with others shall be maintained. Carterville High School has certain rules and guidelines governing the conduct of its members. These rules should encourage positive, constructive, and responsible behavior and an environment conducive to learning. It shall be the responsibility of the students and their parents or legal guardian(s) to familiarize themselves with the rules and guidelines governing student conduct.

The Board of Education believes that if parents and students know and understand what the expectations are for student conduct and what actions will occur for violations of these expectations, behavior problems in our school will be reduced and a better educational environment will prevail.

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 person, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

Grounds for disciplinary action 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 other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which 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 may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

RULES AND REGULATIONS

These rules and regulations shall cover student infractions that occur during the school day and at school-sponsored activities at all times whether in school, lunch time, on buses, at home and away extracurricular program events, on a field trip, or at any place where students are under school supervision or representatives of CHS. Furthermore, any student misbehavior or action at or away from school that has a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff will be subject to disciplinary action. Student violations shall be classified into three (3) separate categories with disciplinary action determined by the seriousness of the offense. Additionally, no handbook can accurately predict developments in student conduct a year in advance. Consequently, as conditions merit, the school administration has the right to add rules, regulations, and consequences to this handbook throughout the course of the academic year. In that case, students and parents will be duly notified of changes in the handbook. These acts of inappropriate behavior shall be considered cumulative and will remain with the student during his/her high school career. The categories shall be classified as follows:

CLASSIFICATION NO. 1

Students committing this type of violation shall be subject to immediate suspension followed by a recommendation for expulsion to the Unit #5 Board of Education. Additionally, a police report will be filed with proper authorities. Students committing class 1 violations may be offered the option of reducing the penalty if the student and parents undergo the recommended treatment as suggested by the

administration. This type of behavior shall include the following.

1. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of the Student Handbook and Board of Education Policy.
2. Physical violence and/or threatening assault upon a district employee.
3. Illegal use, distribution, or possession of marijuana, medical marijuana or drug paraphernalia, narcotics, look-alike drugs, alcoholic beverages, and other controlled substances. Any misuse or abuse of any substance that would alter a student’s physical or mental function will not be tolerated. Examples include huffing paint, glue, etc. Further, no person shall breathe, inhale, or drink any compound, liquid or chemical, or any other substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual or mental process.

Further, this will include those students who consume any alcoholic beverage or illegal drug (any quantity off school property and then come on to school property or attend any school sponsored event). Students who distribute such substance shall be recommended for expulsion. Students who are in the company of other students who are using or distributing behavior-affecting substances shall be suspended for a minimum of (3) days.

4. Setting off a false fire, disaster alarm, or panic button.
5. Theft over \$200.00.
6. Calling in a bomb threat.

NOTE: All Classification No. 1 violations shall be reported to the Carterville Police Department.

CLASSIFICATION NO. 2

Students committing this type of violation shall be subject to immediate suspension and/or expulsion. Disciplinary action for this type of misconduct may be less severe than that imposed under Classification No. 1. This type of behavior shall include the following.

1. Fighting or deliberately causing injury to another person.
2. Smoking, in possession of tobacco products, or use of tobacco in any form, including e-cigarettes, vaping materials or other look-alikes, at any place on the school grounds or at school-sponsored activities whether in school, on buses, at home or away extracurricular program events, on a field trip or any place where students are under school supervision or are representatives of CHS. m
3. Intentional damage to school property or to the personal property of other students or district employees. (Restitution will be required.)
4. Gross insubordination that may include but is not limited to, i.e., walking out of class, constant rule infraction, disobeying teacher, an unauthorized walkout of school grounds, class, or assigned area. This includes individual or group actions.
5. Theft and/or possession of stolen property. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
6. Unauthorized use of school computer facilities, equipment, software, and violations of copyright laws and license agreements. Violation will be referred to the appropriate law enforcement agencies.
7. A student is not allowed to communicate a threatening statement to another student. The student will be subject to a search, parent notification, police notification, and suspension from school.
8. Hazing and/or bullying of another student is prohibited at all times. Students shall not use violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urge other students to engage in such conduct.
9. Deliberately instigating or promoting a fight.

NOTE: Classification No. 2 violations may be reported to the Carterville Police Department.

*Any students involved in fighting on campus, in the vicinity of campus, on bus transportation or at school-sponsored activities will be subject to the following:

1. Parent notification.
2. Notification of police and arrest will be made.
3. Suspension from school.

CLASSIFICATION NO. 3

Students committing this type of violation shall be subject to disciplinary action ranging from a verbal reprimand to expulsion from school. The result will be that continued infractions of this classification will be a cumulative effect with stronger actions taken for continued violations. The following are examples of types of Classification No. 3 violations:

1. Class and/or school truancy.
2. Excessive tardiness.
3. Use of profane, obscene, inflammatory, or intimidating language or gestures.
4. Harassment of any kind, including sexual harassment.
5. Unauthorized use of school property.
6. Disrespect for school property. This may include (but not limited to) littering, defacing locker, marking on walls, etc.
7. Posting of signs and other materials without administrative approval.
8. Disregard for student parking regulations. See Student Automobiles and Cycles.
9. Disrespect to, or disobeying directives from, staff members or school officials and/or rules and regulations governing student conduct.
10. Forgery.
11. Gambling.
12. Misconduct on campus, at school-sponsored activities, or as a school bus passenger.
13. Violations of those disciplinary rules and regulations contained in the student handbook, but not specifically addressed in classification 1, 2, and 3.
14. Unauthorized presence on school campus or at school sponsored activities while on suspension or expulsion.
15. Skateboards and laser pointers are not to be brought to school.
16. Disregard of the ban on eating food and soft drinks in classrooms, hallways, corridors, and restrooms.
17. Disregard of the ban of the wearing of any head covering at school and school sponsored activities that are held indoors.
18. Failure to appear for assigned detentions.
19. Inappropriate displays of affection. Appropriate displays of affection include: holding hands, brief hugs, and arms around each other. Any other affectionate displays will be considered inappropriate.
20. Knives are not allowed at school or on school property.
21. Violation of the Honor Code.
22. Engagement in any activities that constitutes an interference with school purposes or an educational function or any disruptive activity which may include but is not limited to hair color, body piercing, etc.
23. Interference with school personnel in the performance of their assigned and lawful duties.
24. Violation of Open Electronic Acceptable Use Policy or Carterville High School Computer and Internet policy.
25. Use of an unauthorized backpack or book bag. Book bags and backpacks are to be kept in the locker throughout the day and not taken into any classroom, gym, lunchroom, or laboratory. A tote bag for carrying a small number of books will be provided to students.

CLOTHING EXPECTATIONS (CLASS. 3)

- Clothing, or other accessories, shall not advertise alcohol, tobacco, illegal drugs, foul language or sexually suggestive material.
- Students are to be clothed from shoulder to mid-thigh.
 - As worn, no skin should be visible between the upper and lower body of clothing
 - Pants with holes above mid-thigh are not to be worn

- No deep V-neck or plunging neckline shirts or tops are to be worn
- No see through garments of any kind (lace, knit, mesh, etc.) unless solid clothing is worn underneath.
- All undergarments should always be covered.
- No pajamas, or any form of sleepwear, may be worn. Flannel pajama/sweat pants are permitted.
- Hats, bandanas, hoods and sunglasses are not to be worn on the head during the school day.

Students not in compliance with clothing standards will be sent to the office. Discipline may be assigned. If needed, clothing will be provided to wear the remainder of the day. Students that change immediately in the office and return to class will not receive an unexcused absence. Students choosing to wait for a change of clothes will be assigned an unexcused absence from their class, meaning they are subject to the consequences of an unexcused absence.

Students that are in violation of the dress code due to a financial hardship should see a teacher or counselor.

COMPUTER AND INTERNET POLICY

The Internet is an electronic super highway connecting thousands of computers world-wide and millions of individual users. Faculty, staff, and students have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institution, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private libraries, the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC).

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (CUSD #5) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with state and local Standards of the District.

Life is a series of choices and consequences. CUSD #5 has chosen to make Internet resources available to students and the consequence is that they will have access to far more information than if they had to rely solely on their school's resources. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the Internet. If a CUSD #5 student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges. Student(s) choosing to access Internet through District accounts will be requested to read and sign the District's Acceptable Use Agreement and have their parent or guardian do likewise before such activity shall occur. A signed copy of this agreement must be filed with the Principal or their designee. The signatures at the end of this document indicate each party who signed has read the terms and conditions and understands their significance.

COMPUTER AND INTERNET TERMS AND CONDITIONS

I. Acceptable Use

The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the Learning Standards of CUSD #5. Use of another organization's network or violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

II. Network Etiquette

- A. Be polite. Do not send abusive messages to others.
- B. Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities may be reported to legal authorities.
- C. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of CUSD #5, including yourself.
- D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail.
- E. Do not use the network in such a way that you would disrupt the use of the network by other users.
- F. All communications and information accessible via the network should be assumed to be private property (i.e. copyrighted).
- G. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Use appropriate language. Messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, or hate.
- H. Student subscriptions to electronic mailing lists are not allowed on CUSD #5 accounts.
- I. CUSD #5 system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- J. Students are not permitted to send or receive E-mail messages or participate in chat rooms (or similar Internet based services) unless under the direct supervision of school personnel or as part of a class assignment.

III. Accuracy of Information

Use of any information obtained via the Internet is at your own risk. CUSD #5 specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed materials.

IV. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher, librarian, or principal. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system program or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives of CUSD #5 computers is prohibited; all downloads must be to floppy disk. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers.

V. Vandalism

Vandalism will result in cancellation of privileges as well as other sanctions cited in the Student Handbook and Board Policy Manual. Vandalism is defined as any malicious attempt to any, modify, or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

VI. Inappropriate Use

Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable laws or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and the student discipline code.

As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, as noted based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

CUSD #5 teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the CUSD #5 Board of Education. A teacher may request the suspension or termination of computer use of any user who violates these acceptable practices.

Objections to the termination of computer use should be made following the chain of command. That order begins with the classroom teacher, the building principal, district superintendent, and finally the Board of Education.

ADMINISTRATIVE DISCIPLINARY ACTIONS

Disciplinary action will be consistent and appropriate relative to the three (3) different classifications of student violations. The penalties recommended for each classification of violation shall be considered minimum and in no way implies that more severe action cannot be taken. (Each disciplinary action will be handled appropriately at the discretion of the administrator in charge.) The following procedures are recommended as a guide in determining the appropriate disciplinary action for each classification of student violations:

Students shall be expelled for up to 2 years for selling drugs, bringing a loaded firearm on campus or school-sponsored activity or school bus, calling in a bomb threat, or physically attacking a teacher or staff.

CLASSIFICATION NO. 1 VIOLATIONS

First Offense - Recommendation to the Board of Education for Expulsion.

On a first offense the student will be expelled for one year and may be offered the option of reducing the penalty to a 10-day suspension. CHS will require a release of information from the parents and/or the treatment facility at the time of referral. Failure to comply with any components of the program will cause the expulsion to be re-instated. The option consists of the following components:

1. Student will undergo an assessment/evaluation at an approved drug/alcohol education/rehabilitation assessment facility.
2. The student will undergo the treatment prescribed by that facility as a result of the assessment/evaluation.
3. The student, parent, or legal guardian will assume all costs associated with the assessment/evaluation and ensuing treatment.
4. The student, parent, and/or legal guardian will allow the facility to communicate with the school regarding the student's status and progress in the treatment program.
5. The above listed procedure is not available to students found responsible for distribution of drugs and/or alcohol.
6. Students who exhibit a serious problem, use, distribute, possess drugs and/or alcohol may be referred by the principal or his designate to an outside agency (local or county) whose program is designed to help students to understand their problem and to develop a plan of control. To be effective, the program should be voluntary with a strong emphasis in family counseling.

Second Offense - Expulsion from school for one (1) calendar year.

NOTE: All classification No. 1 violations shall be reported to the Carterville Police Department.

CLASSIFICATION NO. 2 VIOLATIONS

First Offense - One to five days internal/Out of School Suspension.

Second Offense - Five days Out of School Suspension.

Third Offense - Ten-day suspension with recommendation for expulsion.

CLASSIFICATION NO. 3 VIOLATIONS

First Offense - Verbal reprimand to five days internal/Out of School Suspension.

Repeated Violations: One to five days internal/Out of School Suspension that could include recommendation for expulsion.

WEAPONS

A student who uses, possesses, controls, or transfers a weapon, or any object that can be reasonably be considered, or looks like, a weapon, shall be expelled for at least one but not to exceed two calendar years. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

WEAPONS VIOLATIONS/SPECIAL EDUCATION STUDENTS

In the event a student with a disability possesses, uses or displays a dangerous weapon or reasonable facsimile on school property or at a school sponsored event, the District shall convene a Multidisciplinary Conference (MDC) to determine if the student's act of bring a firearm to school or a school sponsored event is a manifestation of the student's disability.

If the MDC determines that the student's act of possessing, using or displaying a dangerous weapon is not related to a student's disability, the student shall be subject to the school's regular disciplinary measures, up to and including, expulsion. If the student is suspended for more than 10 school days, the school district shall convene an IEP meeting to discuss the special education services to be provided to the student during the term of expulsion.

If a special education student possesses, uses, or displays a firearm as defined in 18 U.S.C. 921 and the MDC determines that this act is a manifestation of the student's disability, the student may be placed in an alternative educational setting for 45 school days or until the completion of special education due process proceedings.

RECIPROCAL REPORTING

The principal and the Carterville Police Department will arrange meetings between school officials and law enforcement personnel, as needed, to share information regarding criminal activities which involve or affect students. In addition to the information exchanged during the arranged meetings, and depending on the nature of a particular situation, the school administration, and the police officer may initiate contact with each other with respect to certain acts as follows:

1. Acts involving bodily harm or threats to do bodily harm.
2. Acts involving illegal or controlled substances.
3. Acts involving weapons of any type.
4. Acts involving gang activity.
5. Any situation that poses a threat to the safety and security of students, school personnel, or citizens.

GANGS AND GANG ACTIVITY

The District 5 Board of Education has determined that gangs and gang related activities cause a substantial disruption of its schools' ability to maintain a safe and disruption-free environment. The Board of Education has further determined that gangs and gang activities foster behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students. "Gangs" as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the School District's rules and regulations. For these reasons, the District 5 Board of Education has adopted a policy of "zero tolerance" toward gangs and gang activity as follows. No student on or about school property or any school activity shall engage in the following behaviors:

1. A student shall not wear, possess, distribute, draw, display, or sell any article of clothing, jewelry, emblem, badge, haircut, symbol, tattoo, sign, or other thing that is intended to identify a student as being affiliated with a gang.
2. A student shall not commit any act, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) which demonstrates affiliation with a gang.
3. Use of any speech or commit any act in furtherance of the interests of any gang or gang activity including but not limited to the following:
 - Soliciting others for membership in a gang.
 - Extorting money or otherwise intimidating or threatening any person.
 - Inciting or directing others to engage in acts that violate school district policies, or civil and/or criminal law.
4. Penalties:
 - Any student who violates paragraphs one or two of this policy will be required to surrender, cover, dispose of, or otherwise alter any offending clothing, material, or object per the determination of school officials. In addition the student must attend a parent conference, and may receive, depending on the severity of the circumstances, detentions, and/or internal suspensions, and/or Out of School Suspensions. Subsequent violations of this policy will subject the student to suspensions and/or recommendations for expulsion.
 - Any student who violates paragraph 3 of this policy shall be subject to suspension and/or expulsion for a period not to exceed one full year.
 - In all appropriate cases law enforcement agencies will be contacted and charges filed.

DRUG AND ALCOHOL USE

The possession, use, distribution, purchase or sale of any alcoholic beverage or any contraband, paraphernalia, controlled substance, look-alike drugs, or any other illicit drugs is prohibited in school buildings, on school buses, and on all other school property at all times. This policy extends to all school-sponsored and related activities, during lunchtime, as well as field and athletic and music trips, whether held at home or away, before or after school, evenings, or weekends. Furthermore, students shall not be permitted to attend or to remain in school while under the influence of prohibited substances or alcohol.

Any student found in violation of this policy shall be disciplined consistent with this district's disciplinary policies (see preceding page in this handbook), including parental notification and involvement, remediation and referral to community support agencies, referral to law enforcement agencies, suspension, and/or expulsion.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in

which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

Complaint Managers

Sarah Barnstable, Supt.
200 West Plaza Dr., Carterville, IL
sbarnstable@cartervilleschools.org
618-985-4826

Jeff Hartford, Assistant Superintendent
200 West Plaza Dr., Carterville, IL
jhartford@cartervilleschools.org
618-985-4286

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

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

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment*.³

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

DISRUPTIVE STUDENTS

Chronically disruptive students may be permanently removed from classes. The normal discipline procedure followed in the classroom is as follows:

1ST OFFENSE

The teacher sends the student to the office where the student remains for the remainder of the period.

The teacher arranges for a conference with the student and notifies the assistant principal, through the Disciplinary Referral Form, which explains the offense and what action was taken. The teacher will contact parents.

2ND OFFENSE

The teacher removes the student from the classroom by sending the student to the office where the student remains for the remainder of the period. The classroom teacher and the assistant principal will make reasonable attempts to have a conference with the student and the student's parents.

3RD OFFENSE

The parents are advised that the assistant principal has removed the student from the class for the remainder of the semester and that the student will not receive credit for the course (WF).

(Depending upon the nature and severity of the incident and the student's overall disciplinary record deviation from the above procedure may occur at the discretion of the administration.

ALTERNATIVE CLASSROOM

The Alternative Classroom (ACR) serves as an alternative to out-of-school suspension for those students who have committed less serious violations of the rules or who are having behavior and/or attendance problems.

The ACR is a suspension program designed to improve the behavior of truant, chronically tardy, or misbehaving students. The parents of the students are notified of the problem and are asked to assist in improving the behavior of the student. If the student's behavior does not improve, the only remaining recourse of the school administration is out-of-school suspension, and, as a last resort, expulsion from school.

The program is designed to be both punitive and rehabilitative in nature. The student assigned to ACR will be considered present but will be socially isolated for the entire school day. The student will be required to complete all class assignments provided by teachers for the day of ACR.

The major objectives are to improve the behavior of the assigned students by:

1. providing closer supervision
2. increasing parental involvement
3. removing the student from the school population and routine

Only administrators have the authority to assign students to the ACR. Students may be assigned to the ACR for behavior and/or attendance problems that are not yet serious enough as to dictate more stringent disciplinary action, such as Out of School Suspension. Some of the attendance problems that may result in placement in ACR include, but are not limited to, excessive tardiness and truancy.

Rules governing ACR suspension will be presented to students during the first week of school. The basic rules include the following:

1. Students assigned to the Alternative Classroom will report at the beginning of the school day and remain until school dismisses.
2. Students assigned to the ACR will eat lunch in the cafeteria, escorted by the ACR teacher, at a time when other students are in regular classes.
3. Students assigned to ACR will be given restroom breaks and will be escorted to the facilities by the ACR teacher.
4. Students assigned to the ACR are not allowed to attend, practice, or participate in any extra-curricular activities (these would include athletics, music contests, drama performances, student work programs, and office worker programs) on days assigned to the ACR. Additionally, students will miss a minimum of one athletic contest. In the event the extracurricular participants activity is a one-time performance activity, the administration will make other extracurricular exclusions.
5. The ACR will be a strict disciplinary environment with no interaction or talking with other students. Students are required to be engaged in academic work during their entire time in the ACR. Failure to comply with this regulation will result in a lengthier assignment to the ACR or assignment to Out of School Suspension.

6. Students assigned to the ACR will be required to make up all work for the classes missed during the assignment to ACR. The ACR teacher will complete the "Request for Assignment" forms for each class and require that students complete the work. Make-up work will then be returned to the teachers. There shall be no academic penalty for time spent in ACR. All assignments turned in at the conclusion of each ACR day and will be given full credit. Assignments turned in the following day will be considered late. The principal or assistant principal will make the referral and assignment to the ACR. Any ACR assignment will not exceed a period of ten (10) consecutive days. Students are required to turn in all make-up work assigned by the "Request for Assignment" forms and will receive credit for all work completed while in the ACR.

The purpose of the Alternative Classroom is to serve the needs of the students, faculty, the administrators, and parents by providing a meaningful alternative to out-of-school suspension. Further, it encourages better attendance, enhances improved student behavior, and assists the teacher in maintaining a classroom environment conducive to learning.

Typical discipline problems that may lead to placement in ACR include, but are not limited to: missing detention; insubordination to school personnel; referral forms, detentions, or bus misconduct notices; intentional damage to school property, property of school personnel, or that of other students; repeated acts of misbehavior, including initiation, gambling, truancy, the use of water guns or water balloons, snowball throwing, disruptive classroom behavior, and unauthorized presence in halls during classes or in the areas deemed off-limits to students.

SUSPENSION FROM SCHOOL

Suspended students are not allowed on school property during their suspension. They are also not allowed to attend or participate in any school function or activity.

The Principal may require a parent conference upon return to school from a suspension.

SUSPENSION PROCEDURES

1. Students will be given oral or written notice of the charges against them and, if they deny them, an explanation of the evidence the school authorities have and an opportunity to present their side of the situation. Prior to suspension, all facts will be reviewed before any decision is reached concerning the necessary disciplinary action. This will be done prior to suspension unless the student presents a continuing danger to others or property or an ongoing threat of disturbing the academic process.
2. Any suspension shall be reported immediately to the parent or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of the right to a review, a copy of which shall be given to the school board. The principal or designee will attempt to contact the parent or guardian by phone. In all cases the parent will be contacted. Suspensions will be served while an appeal is pending.
3. The building principal will send a letter to the parent(s) or guardian(s) specifically stating the reason(s) for the suspension, the number of days of the suspension, and the rights of the student and/or parent(s) or guardian(s). If presented in person, the principal will have the parent or guardian sign a statement acknowledging receipt of the letter.

STUDENT RECOURSE ON DISCIPLINE

The principal has been authorized to handle all matters pertaining to student discipline. In the event a student feels he/she has been treated unfairly or has been suspended for an unjust cause, he/she may ask for a hearing with the principal, with those involved present at the hearing (See Suspension Procedures).

EXPULSION PROCEDURES

Serious violation of school regulations may result in a recommendation to the Board of Education for

expulsion from CHS. Every effort is made, however, to work with students, their, parents, and other resources to prevent expulsion.

- A. Prior to any recommendations for expulsion, the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in the Procedures for Suspension & Expulsion for Special Education Students listed below must be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in the Procedures for Suspension & Expulsion for Special Education Student must also be followed and the parents notified that a suspension review hearing will be combined with an expulsion hearing.
- B. Expulsion Notification
 1. The authorized administrator shall send a letter by certified mail; return receipt requested, to the parents of the student notifying them of the expulsion hearing.
 2. The expulsion notice to the parents shall include
 - a. A statement of the reasons for the proposed expulsion, including any school rule that has been violated
 - b. The potential maximum duration of the expulsion
 - c. The time and place of the expulsion hearing
 - d. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative and
 - e. A copy of the expulsion hearing procedures.
- C. Expulsion Re-entry Conference - A conference between the principal, the expelled student and his/her parents shall be conducted prior to the student's re-entry.

EXPULSION HEARINGS GENERAL PROCEDURES

- A. Hearing Structure
 1. An expulsion hearing shall be conducted by the School District's Hearing Officer. The Hearing Officer shall submit a written summary of the evidence heard to the Board of Education.
 2. A review of the evidence, as contained in the summary of the expulsion hearing conducted by a Hearing Officer shall be made by the Board of Education in executive session within thirty (30) days of such hearing.
 3. The Board may take such action after the hearing as it deems appropriate, including affirming or overruling the proposed expulsion, or conditioning re-entry of the student to school.
 4. If the Board finds that expulsion was unjustified, the student's records may be expunged of all notations regarding the proposed expulsion and any related student absence for disciplinary records shall be marked "excused." The student may be afforded an opportunity to make up all lost educational opportunities including, but not limited to, tests and other class work.
 5. The decision of the Board shall be final.
 6. Written notification of the Board's decision with respect to the expulsion hearing shall be mailed to the parents. An expulsion may be effective immediately or a specified by the Board.
- B. Hearing Procedures
 1. All student discipline hearings and conferences shall be held in private. Hearings with the Board of Education shall be conducted in executive session.
 2. The student may attend the hearing with his/her parents and may be represented by an attorney or other representative. If the parent or student do not attend, but the authorized administrator has proof of notice given and received, the Hearing Officer may choose to proceed with or reschedule the hearing.
 3. The hearing may be recorded steno graphically or by tape. If either party causes a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
 4. The Hearing Officer shall determine and make findings on the following two (2) issues of the hearing:

- a. The validity of the charges of gross disobedience or misconduct and
 - b. The appropriate disciplinary measure, if the charges are to be upheld.
5. If the student is a special education student, or asserts during a hearing that he may be a special education student, the Board must also follow the procedures set forth in Procedures for Suspension and Expulsion of Special Education Students listed below:
 - a. At the commencement of the hearing, either party may request the exclusion of witnesses.
 6. The hearing shall be conducted as follows:
 - a. The authorized administrator and the student may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
 - b. The authorized administrator shall first present his/her evidence, including proof of compliance with special education policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator.
 - c. The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
 - d. The Hearing Officer may, at any time, direct questions to the parties or their witnesses.
 - e. The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.
 7. The Hearing Officer may receive all relevant oral or written evidence without regard to the legal rules of evidence but shall consider the weight of the evidence in determining the issues.
 - a. If the authorized administrator determines that any of his/her witnesses would be subject to physical or mental harassment or that an emergency exists, the authorized administrator need not present his/her witness at the hearing but may present as evidence a written summary prepared by the absent witness of his/her testimony. The summary shall include the reason for the witness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized administrator may also present a written statement in which the witness' identity has been concealed.
 - b. The Hearing Officer shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Hearing Officer may review a student's records, however, in determining the appropriate discipline.

SUSPENSION AND EXPULSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

- A. Any exclusion or removal of a special education student from classes prescribed by a students' Special Education Program that results from conduct or behavior or a lack thereof shall be considered a suspension.
- B. Immediate telephone notice to the Special Education Director at the Special Education Office will need to be made the same day if any removal, exclusion, suspension, or expulsion from classes occurs.
- C. A copy of all paperwork related to any removal, exclusion, suspension, or expulsion of a Special Education Student shall be forwarded to the Special Education Office.
- D. An administrator familiar with the reasons for suspension will be required to attend the Multidisciplinary Conference that shall be held as soon as possible to:
 1. Arrange for interim services if necessary.
 2. Determine if changes should be made within the present placement.
 3. Determine if a more restrictive placement is needed.
 4. Provide a proper behavior management plan, if appropriate.
 5. Prepare a statement as to the possible relationship of the behavior requiring suspension to the special education eligibility of the student if applicable.
 6. Prepare an interim services plan if necessary.

7. Prepare an IEP for behavior management as may be agreed.
 8. Prepare IEP for interim services as may be required.
- E. If a student's suspension is extended for more than ten days or the student is expelled, immediate telephone notice shall be given as soon as possible to the Special Education Director. A additional Multidisciplinary Hearing may be held with an administrator familiar with the reasons for suspension being present to consider more restrictive court action and Due Process Hearings.

CRIMINAL CODE AND JUVENILE COURT ACT

The Criminal Code and the Juvenile Court Act are specifically related to the problems of gangs and criminal activity in and around our schools. P.A. 84-1075, effective December 2, 1985, amended the Criminal Code and made it a crime for anyone 18 years or older to express or to imply a threat to do bodily harm to a person under 18 years of age, or to do bodily harm to a person under 18 years of age, or to use any other unlawful means to solicit or to cause any person under 18 years of age to join any organization or association (Ill. Rev. Stats. 1985 ch. 38, Sect. 12-6.1).

The Act provides stricter criminal penalties for conviction of unlawful possession of a weapon if the crime is committed in any school or on school property, or on school property. (Ill. Rev. Stats. 1989 ch. 38, Sect. 24-1(c)). Stricter criminal penalties are also provided for convictions of unlawful possessions of drugs in any school, on school property, or on any public way within 1,000 feet of school property. Ill. Rev. Stats. 1985 ch. 56 1/2, Sect. 1407(b)). In addition, any student at least 15 years old who is charged with unlawful possession of drugs or weapons at school will be prosecuted as an adult. (Ill. Rev. Stats. 1985 ch. 37, Sects 702-7(b)(a) and (7)(a)-(c)).

P.A. 84-721, effective January 1, 1986, amended the Criminal Code to create a new subsection making it a crime of unlawful use of a weapon to carry or possess certain weapons, additional to those enumerated in P.A. 84-1075, on school grounds. This crime also carries stricter penalties for violation of the section. (Ill. Rev. Stats. 1985 ch. 38, Sect. 24-1(a)(12)).

It is the responsibility of all students to insure the safety of all those attending CHS. Students are encouraged to disclose any information to faculty members or the principal regarding weapons and/or potentially dangerous situations.

LOCKERS AND PERSONAL PROPERTY

Each student is provided with a hall locker. Books, jackets, wraps and book bags (backpacks, etc.) are to be kept in the locker. There is to be no food/drinks in the lockers other than lunches brought from home. The locker should be kept closed and locked at all times when not in use. Lockers are to be kept clean both inside and out. Do not decorate the outside of the locker or write on any part of the locker. The custodians may empty lockers not closing properly due to overfilling. If so, students may reclaim the contents of the locker in the office. Students are not permitted to use any locker other than the one they have been assigned. Students that have problems with their lockers should report these problems to the office. The student to whom the locker is assigned is responsible for the contents of that locker.

Students are reminded that lockers are school district property. Officials of the School District have the right to conduct searches of the locker assigned to the student at any time. Additionally, student's personal property may be searched if the administration has a reasonable suspicion that any item, or substance suspected of being in a student's possession, may endanger the safety or well being of the student or other students. There is absolutely no expectation of privacy for students within their assigned lockers.

METAL DETECTOR WANDS

Metal detector wands may be used when an administrator determines there is reasonable suspicion of a significant item in a student's possession. Administration will be present and perform the detection.

ASSEMBLIES AND PEP SESSIONS

From time to time Carterville High School will have assemblies in the Auditorium, Gymnasium, or other suitable facility. These assemblies may be for the promotion of school spirit or to provide a program for student development and improvement. Student behavior and conduct during these assemblies is of utmost concern and importance. Individuals who come to Carterville High School to present programs to the student body are to be treated as guests. Students who do not meet the behavioral expectations for assemblies will be removed and may be barred from future participation in assemblies. Students can also expect to receive disciplinary consequences for misbehavior during assemblies. These consequences may include but not be limited to assignment to detention, the Alternative Classroom, or Out of School Suspension.

MARRIED STUDENTS

Married students shall abide by all policies as unmarried students except in the area of attendance. Since no parent is available to vouch for the student, married students must make a commitment to attend school.

Married students should remember that their status gives them no right to preferred treatment as far as a boy-girl relationship is concerned.

STUDENTS LIVING ALONE OR APART FROM PARENTS

Students and parents should be aware that this situation puts extreme hardship on the school in areas of attendance supervision, parental responsibility, and matters of discipline, etc. As a result, this practice is discouraged.

For minor children, this practice is illegal unless a legal guardian is appointed. The school may insist this be done if a student is to attend at all. The school will communicate with parents of such students if at all possible. When impossible, communication must be carried on exclusively with the student. Students in this category should make an earnest effort to attend classes.

Chapter 8: HEALTH AND MEDICAL

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Students are required to have proof of a physical examination by a licensed health care provider completed on the required **Illinois Certificate of Child Health Examination** form within one year prior to:

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

Students are required to show proof of immunizations against preventable communicable diseases as well as screenings as required by the Illinois Department of Public Health (IDPH). The **HEALTH HISTORY SECTION** of the physical form must be completed and signed by a parent or guardian. Please contact the school nurse if you have any questions regarding the IDPH immunization requirements.

9th grade students must have a current 9th grade school physical (dated within 1 yr from the start date of school) and be up to date with the required immunizations by October 15th of the 9th grade school year.

12th grade students must have a second dose of the meningococcal vaccine (ACWY) completed on or after the 16th birthday and at an interval of at least eight weeks after the first dose.

****Only one meningococcal dose is required if the first dose was received at 16 yrs of age or older****. This required immunization is due by October 15th of the 12th grade school year.

No appointments after October 15th will be allowed. All students who have not met the immunizations and physical requirements by October 15th will be excluded from school until documentation of the requirements has been submitted to the school.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

EXEMPTIONS

A parent/guardian may claim religious exemption to these requirements by submitting a completed **Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form** to the school. This form must be completed and signed by the parent(s) and the health care provider.

A parent/guardian may claim medical exemption to these requirements if a letter is written and signed by a physician, APN, or PA stating the specific reason for the medical objection and it is approved by the Illinois Department of Public Health.

EYE EXAMINATION

Any student enrolling in public school for the first time or from out of state needs to present proof of an eye examination performed by a licensed optometrist or eye doctor within the previous year by October 15th of the current school year. Waiver forms are available from the school nurse if you are unable to find an eye doctor that accepts your insurance or it is an undue burden.

DENTAL EXAMINATION

9th grade students must provide proof of a dental exam by a licensed dentist by May 15th of the current school year. Proof of a dental exam must be completed on the **IDPH Proof of Dental Exam** form and must be dated within 18 months prior to the May 15th deadline. Waiver forms are available from the school nurse if you are unable to find a dentist that accepts your insurance or it is an undue burden.

VISION AND HEARING SCREENINGS

The Illinois Child Vision and Hearing Test Act (410 ILCS 205) mandates vision and hearing screening programs for preschool and school age children. Screenings are mandated at specific age and grade levels and must be performed by persons trained and certified by the Illinois Department of Public Health. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Vision screening performed by the doctor's office as part of a school physical does not fulfill the mandate. If there is documentation in the student's file of an eye examination having been done by an optometrist within the last 12 months, the student does not have to be screened. The parent or legal guardian of a student may object to hearing or vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent/legal guardian detailing such objections must be presented to the school district. If you have any questions about vision and hearing screening, please contact the school nurse.

STUDENT MEDICATION

Administering medication during school hours or during school-related activities is discouraged unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours, the parent/guardian must request that the school dispense the medication to the child by completing a **School Medication Authorization** form. Any medication to be given at school must be labeled properly and in its original container. All medication must be brought to the school and picked up from school by an adult. Students are not allowed to possess or transport medications.

No school or district employee shall administer to any student, or supervise a student's self-administration of any 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 in this policy and its implementing procedures.

Non-emergency medications will not be administered during a field trip, as the nurse is not present to administer the medication. Contact the school nurse if you have questions.

Self Administration of Medication

A student may possess and self-administer prescribed emergency medications (e.g., epinephrine, asthma inhaler) provided the student's parent/guardian and health care provider has completed and signed a **School Medication Authorization** form and it is marked that it is appropriate for the student to self-carry and/or self-administer the medication.

The school district shall incur no liability, except for willful and wanton conduct, as a result of an 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 medication required under a qualifying plan.

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. The procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications(s).

Emergency Aid to Students

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

ASTHMA

The student with asthma should have quick access to his/her inhaler at all times. We encourage students, whose parents and health care provider feel it is appropriate, to self-carry and/or self-administer asthma inhalers.

All students that require medication for the treatment of asthma symptoms must complete the following items each school year:

- **Medication Authorization Form** completed and signed by both parent and health care provider. (At the bottom of the form, the health care provider should select the

following options: self administration, self carry, or inhaler to be kept in the nurse's office.)

- **Asthma Action Plan**
- Prescription label containing the name of the medication, prescribed dosage, and the circumstances for which the medication is to be administered.
- Please write the student's name on the inhaler with a black permanent marker so in the event that the self-carried inhaler is lost or misplaced it can be returned to your student.

POLICY AND PROCEDURE OF UNASSIGNED ASTHMA MEDICATION FOR RESPIRATORY DISTRESS

The Carterville Unit 5 School District is voluntarily participating in the unassigned emergency asthma medication program. If a trained individual determines your student is in respiratory distress and does not have access to a quick relief asthma medication, then an albuterol or other short acting bronchodilator inhaler will be administered. This is not to replace any asthma medication that a student with known asthma is to have in the school nurse's office or to self carry. If you do not want your student to receive this life saving measure, a letter must be submitted to the administration stating your objection.

Respiratory Distress means the perceived or actual presence of wheezing, coughing, shortness of breath, chest tightness, breathing difficulty, or any other symptoms consistent with asthma.

Quick relief asthma medication includes albuterol or other short-acting bronchodilators that are approved by the United States Food and Drug Administration for the treatment of respiratory distress. This includes medication delivered through a device, including a metered dose inhaler with a reusable or disposable spacer.

In the event of respiratory distress of a student or faculty/staff member, a trained individual may administer a prescribed or unassigned albuterol or other short acting bronchodilator inhaler according to the following procedure:

1. **Assessment of individual:** If symptoms of wheezing, coughing, shortness of breath, chest tightness, breathing difficulty, or any other symptoms consistent with respiratory distress or asthma are present, administer the unassigned albuterol or other short acting bronchodilator.
2. **Administer unassigned albuterol or other short acting bronchodilator:** Shake the inhaler device. Using a reusable or disposable spacer attached to the inhaler, administer 1 puff of the medication to the individual. Have the individual breathe in the medication deeply when using the spacer. Wait 1-2 minutes and then administer a 2nd puff of the medication.
3. **Closely monitor the individual:** If respiratory distress symptoms persist or worsen, call 911.
4. **Notify and Document:** Notify parent/guardian immediately. Notify the health care provider who prescribed the undesignated asthma medication of its use within 24 hours after the administration of undesignated asthma medication for a replacement.

Document details of the incident immediately as appropriate on the Undesignated Asthma Medication Report Form.

ALLERGIES

Students are not allowed to bring food or snacks that contain any nut products into the classroom. This also includes items that are manufactured on the same equipment or in the same facility as peanuts/tree nuts.

Parents should report allergies to the school nurse. This includes environmental, food, and/or any other allergies that may cause any reaction.

For student's with a food allergy that requires a food substitution (i.e. milk, strawberries, etc.) a **Physician's Statement for Food Substitution** form shall be obtained from the school nurse or from Food Services, completed by the health care provider, and returned to the school.

EPINEPHRINE

The student with life threatening allergies should have quick access to his/her epinephrine at all times. We encourage students, whose parents and health care provider feel it is appropriate, to self-carry and/or self-administer epinephrine.

All students that require medication for the treatment of life-threatening allergies must complete the following items each school year:

- **Medication Authorization Form** completed and signed by both parent(s) and health care. (At the bottom of the form, the health care provider should select the following options: self administration, self carry, or medication to be kept in the nurse's office.) Please complete a form for each medication (e.g.; epinephrine, Benadryl®, etc).
- **Anaphylaxis Emergency Care Plan**
- Prescription label containing the name of the medication, prescribed dosage, and the circumstances for which the medication is to be administered.
- Please write the student's name on the epinephrine with a black permanent marker so in the event that the self-carried medication is lost or misplaced it can be returned to your student.

POLICY AND PROCEDURE OF UNASSIGNED EPINEPHRINE FOR ANAPHYLAXIS

The Carterville Unit 5 School District is voluntarily participating in the unassigned emergency epinephrine program for anaphylaxis. If a trained person determines your child is having a severe allergic reaction, emergency epinephrine will be administered and an ambulance will be called. This is not to replace the epinephrine that a child with a known allergy is to submit to the school. If you do not want your child to receive this life saving measure, a letter must be submitted to the administration stating your objection.

Anaphylaxis is a severe allergic reaction which can be life threatening. It may occur within minutes after exposure to allergen or up to hours later. Symptoms may include itching, redness, hives, swelling of the lips, face, or throat, wheezing, coughing or chest tightness, shortness of breath, shock, abdominal cramping or nausea/vomiting, or loss of consciousness.

In the event of a severe allergic reaction of a student or faculty/staff member, a trained staff member may administer a prescribed or unassigned epinephrine, according to the following procedure:

1. **Assessment of individual:** If itching or swelling is confined to a localized area, observe the individual closely for development of generalized symptoms. If symptoms (itching, redness, hives, swelling of the lips, face, or throat, wheezing, coughing or chest tightness, shortness of breath, shock, abdominal cramping or nausea/vomiting, or loss of consciousness) are generalized and include two or more body systems, call 911 and administer epinephrine per step 2.
2. **Administer unassigned epinephrine** into the outer middle section of the thigh (through clothing, if necessary). Make sure a second person has called 911 and make note of the time of injection. Use Epi-pen Jr®. for individuals less than 66 pounds. Use Epi-pen® for individuals greater than 66 pounds. If EMS has not arrived and symptoms persist, dose may be repeated every 5-20 minutes after the first dose.
3. **Closely monitor the individual until EMS arrives.** Perform CPR and maintain the airway as needed. Place the individual in a comfortable resting position. Do not give food or water
4. **Notify and Document:** Notify parent/guardian and notify the individual's primary care physician of the anaphylactic reaction within 4 hrs. Document details of the incident immediately as appropriate.

POLICY AND PROCEDURE OF UNASSIGNED NALOXONE (NARCAN®) FOR OPIOID OVERDOSE

Opioid overdose is a life threatening condition that can result in death. Symptoms of opioid overdose may include respiratory depression, unresponsiveness, slowed heart rate, blue lips/fingertips, and/or pinpoint pupils.

It is the policy of Carterville CUSD #5 to provide assistance to any person(s) who may be suffering from an opioid overdose by following the protocols and procedures of the school district. Staff members trained in accordance with the policy shall make every reasonable effort, to include the use of Naloxone Nasal Spray combined with rescue breaths/CPR, to revive the victim of any apparent drug overdose. Naloxone (Narcan®) is a medication that can be used to reverse an overdose caused by an opioid drug.

In the event of an opioid overdose, a trained staff member may administer Naloxone (Narcan®) Nasal Spray according to the following procedure:

1. **Recognize:** Assess individual for signs of overdose: Pale, clammy skin; infrequent speech; respiratory depression; unresponsive to stimuli (calling name, shaking, sternal rub); slowed heart rate; blue lips or fingertips; and/or pinpoint pupils.

2. **Respond:** Call 911/EMS. Place the individual on their back. Assess airway and breathing. Perform rescue breaths/CPR, if needed.
3. **Reverse:** Tilt the individual's head back and administer 1 spray of Naloxone into one nostril. Position the individual on his/her side. Stay with the individual until the EMS arrives. Continue to monitor the individual's airway, breathing, and circulation. Continue rescue breaths/CPR, if needed.
4. **Refer:** Have the individual transported to the nearest medical facility. Notify parents/guardians. Document the details of the incident and complete the Naloxone Administration Report Form immediately, as appropriate.

SUDDEN ILLNESS

According to the guidelines from the Illinois Department of Public Health, students who have fever, vomiting, diarrhea, or contagious disease must stay home from school until the symptoms have been gone for 24 hours. Students must be fever free for 24 hours WITHOUT the use of medications before returning to school. ***Our district recognizes a fever as any temperature at or above 100°F.*** Students may return sooner if a physician provides a written statement indicating it is safe to do so. These guidelines are necessary to protect the health of the students and to control the spread of illness.

Due to the high number of rash-like illnesses, excluding the student from school will be at the nurse's discretion. Please refer to the Communicable Disease Guide distributed by the Illinois Department of Public Health or the school nurse for further information.

ACCIDENTS

School personnel will notify parents in the event of a serious accident or injury. If a parent is not at home, school personnel will call the alternate phone numbers listed in the student's emergency contact information. Parents should be sure to include telephone numbers of relatives or friends who can be contacted during the school day. It is essential that all accidents occurring on the school premises be reported immediately to a person in charge, such as the teacher, playground supervisor, school nurse, or principal.

PHYSICAL EDUCATION/SPORTS RESTRICTIONS

If a student is restricted from participating in physical education or sports a note from the health care provider is required. The note must specify the restrictions and the length of the time to be exempt from the activity.

HOMEBOUND/HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, PA, or licensed APN. Instruction or related services for a student receiving special education services will be determined by the student's individualized education program.

The Homebound/Hospital Instruction Program shall be operated according to the policies and procedures established by Carterville CUSD #5 and the Williamson County Special Education District. Parents should contact the building principal for proper authorization to receive these services.

HEAD LICE

Students may be included in routine health lice checks by the school nurse or designee. If live lice are found in the hair, parents will be immediately contacted and the child removed from the school setting. Children will be allowed to return to school after being treated at home and cleared by the school nurse or designee. Students looking to return to school with nits still in the hair will be up to the nurse's discretion.

The following procedures should be followed:

1. Call the school to schedule an appointment with the nurse.
2. An adult must accompany the student to the school nurse's office at CHS (or other school office location, if directed).
3. A student may not be sent to school on the bus until he/she has been checked and cleared to return to school by the school nurse or designee.
4. A student will be allowed up to two consecutive excused absence days after being identified with head lice. The third day and any day thereafter will be recorded as unexcused. **A parent shall notify the school office daily to report absences.**
5. If students have more than two occurrences per semester, they will be recorded as excused only on the day they are sent home from school. Any additional absences will be recorded as unexcused.
6. The truancy office will be contacted after the third unexcused absence day.

Chapter 9: PARENTS - GENERAL INFORMATION

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

TRANSPORTATION

Free transportation is provided to all pupils who reside at least one and one-half miles or more from the school to which they are assigned or if they reside in an area determined to be a "hazardous zone."

Bus drivers have the primary responsibility in dealing with student discipline problems on the school bus. In order to maintain a positive school bus atmosphere, cameras may be used to monitor student behavior. In cases where students repeatedly create problems or when flagrant violations occur, the bus driver will report the student or students to the school assistant principal. The school assistant principal will use the following procedure in dealing with general misconduct on the school bus:

1st instance

Conference with the student and notification sent to parents by mail or contacted by phone.

2nd instance

Conference at school between the student, parent and assistant principal. If the parent is not available, contact will be made by phone or certified mail.

3rd instance

Student suspended for five days from riding the bus to and from school/extracurricular activities.

Subsequent referrals of a student for disciplinary reasons on the bus could result in a ten-day suspension or expulsion from riding the school bus.

Parental support is needed to help eliminate problems on the school bus - if parents have questions or concerns, please contact the principal. It is hoped that all instances of student misconduct can be corrected prior to the need for the withholding of bus privileges for any student. However, Section 10-22.6 of the School Code empowers the School Board to suspend or authorize the superintendent or principal to suspend pupils from riding the school bus for gross disobedience or misconduct on the bus.

SCHOOL BUS RULES

- Observe the same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver and bus monitor.
- Possession of tobacco on a school bus is prohibited.
- Do not be destructive.
- Radios, tape players, headphones, etc. are not allowed on the school bus.
- Live animals are not allowed on the school bus.
- Students must remain in their seat. Keep head, hands and feet inside the bus.
- Students should be at their assigned bus stop five (5) minutes before the scheduled pick up time.
- Bus driver is authorized to assign seats.
- Students may only ride the bus which serves their home address, and may only board or get off the bus at their assigned stop.

EMERGENCY (SNOW) DAYS

Activities, practices, matches, or games are canceled on emergency (snow) days unless approved through the administration. In all instances any activity on emergency days shall not be mandatory.

EARLY DISMISSAL AND SCHOOL CLOSINGS

School will be dismissed at 2:05 P.M. on the last school day prior to vacation time at Thanksgiving and Christmas. Other early dismissal will be determined at the discretion of the superintendent for teacher in-service days, adverse weather conditions or other uncontrollable problems.

In the event school is closed due to inclement weather before the start of the school day, you can expect to be notified by listening to the announcement on WDDD, WJPF, WEBQ, and WCIL radio stations as well as the local television stations. A Skylert voice message will also be sent out via telephone. We may at one time or another have to dismiss school early due to severe weather conditions--every attempt will be made to ascertain that someone is home before we send our students home.