Cornell Grade School
District #426

Student-Family Handbook

2026-27



Cornell Grade School
300 7th Street
Cornell, IL 61319
(815) 358 - 2216
www.cornellgradeschool.org

Absences, 13
Accidents at School, 8
Allergies, 8
Animals on School Property, 8
Annual Asbestos Management Plan Notice, 9
Annual Pesticide Policy, 9
Athletic Eligibility, 41
Athletic Rules & Code of Conduct, 39
Attendance, 13
Bicycles, 22
Bullying, 27
Cafeteria Guidelines, 19
Care of Students with Diabetes, 9
Communicable Diseases, 24
Concussions and Head Injuries, 42
Corporal Punishment, 36
Dances, 43
Dental Examination, 23
Detention Procedures, 34
Diabetes Care Authorization, 10
Disciplinary Measures, 32
Early Dismissal Procedure, 14
Emergency School Closings, 10
English Language Learners, 48
Equal Opportunity and Sex Equity, 11
Exemptions, 24
Expulsion, 35
Eye Examination, 23
Fees, Fines, Charges and Waivers, 18
Field Trips, 39
Gang & Gang Activity, 37
General Building Conduct, 27
General School Information, 7
Grading & Promotion, 16
Grading System, 16
Head Lice, 25
Health Exams and Immunizations, 23
Home and Hospital Instruction, 14
Homeless Child's Right to Education, 48
Homework, 17
Honor Roll and High Honor Roll, 16
Hot Breakfast/Lunch, 19
In School Suspension, 35
Individuals with Disabilities, 8
Internet Acceptable Use, 40
Internet Acceptable Use Policy, 4
Invitations & Gifts, 11
Make-Up Work, 14
Mandated Reporters, 49
Medication, 25
Midterm Grades, 16
Out of School Suspension, 35
Parking, 22
PE Exemption Policy, 45
PE Uniforms, 46
Personal Property, 31
Release for Religious Instruction/Observance, 15
Removal from Class, 34
Report Cards, 16
Safety Drill Procedures, 26
School Dress Code, 27
School Lunch Program, 19
School Visitation Rights, 49
Search and Seizure, 32
Sex Education Instruction, 49
Sex Offender Notification Law, 50
Standardized Testing, 50
Student Conduct, 28
Student Records, 47
Students with Disabilities, 43
Teacher Qualifications, 51
Transfer to Another School, 51
Transportation, 21
Treats & Snacks, 11
Truancy, 15
Video & Audio Monitoring Systems, 11
Violent Offender Community Notification, 51
Visitors, 12
Volunteers, 12

Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by September 11, 2026.

Thank you,

Elisa Palmer, Superintendent

From: The Parent/Guardian of: (1)._____

(2)._____

(3)._____

(4)._____

(5)._____

To: Cornell Grade School

I have reviewed the Student/Family Handbook with my child(ren) in an effort to promote a better understanding of Cornell Grade School rules and expectations. My signature below acknowledges review of the Student/Family Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

This form must be completed and returned to the office, as well as, all district registration fees must be paid for the student to be eligible for athletics, extracurricular activities, membership in school organizations, and field trips.

_____ _____

Signature of Parent or Guardian Date

Comments:

_____

_____

_____

Student Handbook Acknowledgement

I have reviewed the Student/Family Handbook online at www.cornellgradeschool.org. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

This form must be completed and returned to the office for the student to be eligible for athletics, extracurricular activities, membership in school organizations, and field trips.

_____ _____

Signature of Student Date

Internet Acceptable Use Policy

Dear Parents/Guardians:

Our Cornell School District 426 has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the Cornell School District 426.

The district *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the Cornell School District 426 respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before the student being granted access:

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purpose and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the district's electronic network, including the Internet.

PARENT/GUARDIAN (PRINT)_____

PARENT/GUARDIAN
(SIGN)_____DATE:_____

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the district and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the district's electronic network connection and having access to public networks, I hereby release the Cornell School District 426 and its board members, employees, and agents from any claims and damages arising from my use of, or inability to use the district's electronic network, including the Internet.

STUDENT (PRINT)_____

STUDENT(SIGN)_____

DATE_____

Cross-References:
PRESS 6:235, *Access to Electronic Networks*
PRESS 6:235-AP1, *Acceptable Use of Electronic Networks*
PRESS 6:235-E1, *Letter to Parents/Guardians Regarding Students Use of the District's Electronic Networks*

INTRODUCTORY INFORMATION

Dear Students and Parents:

On behalf of myself and the entire staff at Cornell Grade School, I'd like to welcome all students and visitors to our school with high expectations and a commitment to prepare every student for the demands of a rapidly changing world. The cornerstone of this preparation is a rigorous and demanding educational program for all students. Other building blocks include commitment to personal responsibility, respect for all members of the Cornell Education community, and the pursuit of excellence in all areas of a comprehensive grade school. As your superintendent, I have the great fortune to undertake this task with a committed and talented staff, who value working with families to realize the promise that our kids hold.

The student handbook has been prepared for both the students and parents. It will assist everyone in developing an understanding of the expectations we have about the school. Please review the contents of this handbook with your entire family. We recommend that you keep this booklet so that you can refer to its contents throughout the year.

It is important to everyone at Cornell Grade School that you get the most out of your learning experience. If you need any clarification about any information in the handbook, please contact the teacher or myself.

I look forward to working together to make this the best year ever at Cornell Grade School.

Sincerely,

Ms. Palmer

Elisa Palmer
Superintendent
CCSD #426

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.cornellgradeschool.org or at the District office, located at 300 North 7th Street, Cornell, Illinois 61319.

The School Board governs the Cornell School District 426, and is elected by the community. Current School Board members and officers are:

Marilea Groves, President
Philip Kelly, Vice President
Troy Hart, Treasurer
Steve Bos, Secretary
Jacob Jones, Board Member
Will VanWeelden, Board Member
Mark Wichman, Board Member

The School Board has hired the following administrative staff to operate the school:

Elisa Palmer, Superintendent

The school is located at:

300 North 7th Street
Cornell, Illinois 61319

Situations not specifically addressed in this handbook will be handled by the administration in accordance with Board policy and applicable State and federal law. In the event of a conflict between this handbook and Board policy, Board policy will prevail.

Accidents at School

Only emergency aid will be provided. School employees will not make medical decisions. Parents are asked to authorize treatment on the Emergency Procedure Card. The school will make every effort to contact parents regarding an accident at school.

Accommodating Individuals with Disabilities

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

Cross Reference:
PRESS 8:70, *Accommodating Individuals with Disabilities*

Allergies

State law requires our Cornell School District 426 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.
If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 358-2216.
Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.
Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our Cornell School District 426 also may be able to appropriately meet a student's needs through other means.

Animals on School Property

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

Annual Asbestos Management Plan Notice

Cornell Grade School has a current Asbestos Management Plan. As required our building was initially inspected for asbestos and is re-inspected every 3 years. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six

months. The inspection/management plan is available for public review in the school office from 8:00 a.m. - 3:00 p.m.

Annual Pesticide Policy

This is to inform you of the status of Cornell Grade School's pesticide management plan. Per agreement, our building is inspected monthly for the prevention of pests. Beginning August 1, 2000 Cornell Grade School will be in compliance with the new Integrated Pest Management (IPM) Policy. IPM is a proven cost effective alternative to routine pesticide applications. As defined in the Illinois Structural Pest Control Act, IPM emphasizes prevention and relies to the greatest extent possible on biological, cultural, and mechanical pest management methods. If chemical pesticides are necessary, the products that are least harmful to human health and the environment will be used.
Quik Kill Pest Eliminators, Inc. will provide the service for this school year. Application of any chemical sprays will only be applied after 3:00 p.m. on Fridays when most students and staff are not in the building. A log of the chemicals, dates of application, and the Material Safety Data Sheets for all pesticides used in the building will be available in the main office of the school. We will also have a list of sightings of pest control problems that have been brought to the attention of the administrative staff. Questions should be addressed to the principal.

Care of Students with Diabetes

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated Cornell School District 426 representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Superintendent.

Diabetes Care Authorization

As provided by the Care of Students with Diabetes Act, I hereby authorize [Cornell School District 426] and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, , consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that Cornell Grade School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Cornell CCSD #426. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

Emergency School Closings

In cases of bad weather and other local emergencies all families will be notified through our automated email system. In addition, please check out our website at www.cornellgradeschool.org. Parents of younger students should make emergency plans with a neighbor or others, especially when both parents work. Please let the teacher know your plans. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. See the section labeled Volunteers for information about room parents.

Video & Audio Monitoring Systems

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

Cross-Reference:
PRESS 4:110, *Transportation*

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.

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

Cross Reference:
PRESS 8:30, *Visitors to and Conduct on School Property*

Volunteers

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

Room Parents should confer with the Homeroom Teacher about the snacks that are served.

Room Parents should sign up for one (1) classroom and remain with the assigned party.

Room Parents should sign up for one party.

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

Cross-Reference:
PRESS 6:250, *Community Resource Persons and Volunteers*

ATTENDANCE

Attendance

Illinois law requires that whoever has custody or control of any child between six and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student

suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14, and have a religious reason requiring absence.

"Valid cause" for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student .

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Absences

There is no factor that has a higher correlation to school success than attendance. Students who are here do well, those that are absent do not.

There are two types of absences: excused and unexcused. Parents or guardians may call in to excuse a student's absence 12 times per year. Calls should be made to 815-358-2216 before 8:00 am. If no call is received, the school will call to inquire why the student is absent. If no contact is made the student will be required to submit a signed note from a parent or guardian explaining the absence, otherwise the absence is unexcused. Parents or guardians will be notified by letter once students reach 6, 9 and 12 excused absences. After the 12th absence all other absences must be supported by a note from a licensed health care official or they will be unexcused. Pre-arranged excused absences must be approved by the administrator.

If the student continues to be absent from school, the Livingston County Attendance Assistance Program caseworker will be notified with the potential for court proceedings including the Livingston County Truancy Review Board.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00

A student will be considered truant from school when the student misses any or all of the school day without a valid cause. Determination of a valid excuse is the responsibility of the administration and will follow the guidelines of the Illinois School Code and will include, at minimum, interviews with the student, their parent or guardian, and anyone else who may have information about the reasons for the student's continued attendance issues.

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

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

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

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Early Dismissal Procedure

Students who need to leave the building for a doctor, dental, or other valid appointment must present a written request or a phone call from their parent/guardian to the main office before school or during a passing period. All requests for early dismissal must be approved by the building administration.

When leaving the building the parent/guardian must sign the student out in the main office. When returning to the building, the parent/guardian or student must sign back in at the main office and a written statement verifying the appointment must be presented to the office staff.

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

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

For information on home or hospital instruction, contact the school administrator.

Cross Reference:
PRESS 6:150, *Home and Hospital Instruction*

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining

assignments from his/her teachers. Students who are unexcused from school may be allowed to make up missed work per teacher discretion.

Parents may request homework for their child to be picked up after school (3:00 P.M.). The homework assignments and all necessary textbooks and handouts will be housed in the main office for pickup. All make-up work is the responsibility of the student.

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building administrator at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
PRESS 7:80, *Release Time for Religious Instruction/Observation*

GRADING, PROMOTION, GRADUATION

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading System

100	A+	89 - 87	B+	79 - 77	C+	69 - 67	D+	<60	F
99 - 93	A	86 - 83	B	76 - 73	C	66 - 63	D		
92 - 90	A-	82 - 80	B-	72 - 70	C-	62 - 60	D-		

Honor Roll and High Honor Roll

To qualify for High Honor Roll students must have all A's on their report card or a 4.0 Grade Point Average (GPA). To qualify for Honor Roll students must have a combination of A's and B's only on their report card. Any student receiving a grade of a C or lower will not be considered for High Honor Roll or Honor Roll.

Midterm Grades

Mid-term progress notices may be sent to parents during each nine-week grading period for any below average grades. Mid-term progress notices may also be used to alert parents of sudden changes or concerns either positive or negative in the academic work of the students.

Report Cards

Parents are sent report cards the Friday after the end of each nine-week grading period. Parents are encouraged to discuss the grade or behavior further with the teachers.

Cross Reference:
PRESS 6:280, *Grading & Promotion*

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. When homework is missing the student will be given three days to complete the assignment. For each day during the three day window that the homework is not turned in, their grade will be reduced by 10% from the grade earned on the assignment. If the assignment is not turned in by the 4th day, the student will receive a zero for the assignment and an office referral for failure to complete the assignment.

Cross Reference:
PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

FEES, FINES AND CHARGES; WAIVERS

The school establishes fees and charges to fund certain school activities. This fee is set annually by the Board of Education. Fees for the 2026-27 school year have been set at **$70** for all grades K-8. An additional fee charge can be issued for classes requiring labs and/or workbooks. The fee schedule will be published prior to fall registration. The building administrator is responsible for the collection of registration fees, proper and accurate accounting, and deposit of fees. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose 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, optional travel taken by school clubs or charges related to activities outside of school hours.

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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The Waiver of Fees Forms are available in the school office. The waiver forms must be returned and completed with any written documentation as to need or hardship.

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

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

Within 30 days, the building principal will notify in writing the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. A written appeal must be sent to the school within 30 days of receiving a denial statement. A written copy of the appeal decision will be provided to the individual within 30 days of the hearing. If you have questions regarding the fee waiver process, you may contact the building administrator at 300 North 7th Street, Cornell, Illinois 61319 or by calling 815-358-2216.

PRESS 4:110, Transportation
PRESS 4:140, Waiver of Student Fees
PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees
PRESS 4:140-E1, Application for Fee Waivers
PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

School Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. Lunch is served every school day from 11:00 a.m. to 11:30 a.m. for kindergarten through 4th Grade and 12:20 – 12:50 p.m. for 5th through 8th Grade

A student may purchase lunch for $ 3.25/day. Breakfast may be purchased for $2.25/day. An adult may purchase lunch for $3.50 and a breakfast for $2.55.

A student may bring a sack lunch from home or may purchase a school lunch for $2.70/day and/or milk for $0.40/carton. A lunch deposit of $20 is required at the time of registration.

Free or reduced priced meals are available for qualifying students. For an application, contact Mrs. Garretson.

Cafeteria Guidelines

- The lunch period is composed of approximately 30 minutes of lunchroom time.
- Each cafeteria period has a supervisor assigned and they are expected to develop policies and procedures to maintain the appropriate decorum in the cafeteria for their specific group of students.
- Supervisors will encourage proper behavior and manners for all students.
- Depending on the amount of time needed to serve students a meal, students will be assured of an appropriate amount of time to eat.
- Supervisors will make every attempt to prevent any student from having to attend school while hungry. Students who forget their lunches or money will be accommodated until the school can work out the details with the parents.
- Parents are obligated to keep their accounts current and to make an ongoing effort to make payments. The school will contact parents and take away extras for those families who refuse to make an appropriate effort to keep their account current.
- Students are not allowed to use the cafeteria equipment for personal use (i.e., storing food in the cooler or freezer; heating food in the microwave, etc.)
- Only student workers are allowed in the kitchen area.

- All students will be given guidelines on procedures in the cafeteria to explain how to line up for meals, where to sit, sharing food, and other typical expected behavioral procedures.
- Only Cornell Grade School employees or approved subs are expected to be in the kitchen during working hours.
- Ice packs are available in the main office

Hot Breakfast/Lunch

- All staff and students will sign up in advance for breakfast and lunch.
- Supervisors will encourage and promote proper diets by supervising meals and encouraging eating a full well balanced meal before extras are allowed.

Sack lunch students

- Students are welcome to bring lunches from home for their meal. Milk will be available for the student to purchase.
- Sack lunch students do not have access to hot lunch extras.

The following rules are posted in the cafeteria area and should be observed:

1. Form a line and be polite as you get your meal.
2. Talk quietly during the breakfast and lunch periods.
3. A Lunch Room Supervisor's permission is required to:
    a. save a seat.
    b. change seats.
    c. go to the restroom.
    d. go to your locker.
    e. use the drinking fountain.
    f. be dismissed.
    g. leave the cafeteria area for any reason other than those specifically stated above.
4. Students are to clean tables before being dismissed.
5. Throwing food or tableware will not be tolerated. Any student caught doing so will be subject to the following consequences:
    - 1st Violation – 1 day of solitary lunch time. Parent contact
    - 2nd Violation –.1 week of solitary lunch time. Parent conference
    - 3rd Violation – To be determined by the administration.

The following information should also be noted:

1. No pop is allowed in the cafeteria during breakfast or lunch periods.
2. If a student brings their lunch to school, he/she may purchase milk but it is not required.
3. Juice will not be served in place of milk during lunch unless there is a written medical statement from a doctor stating there is a medical reason. According to state regulations milk must be served with each child's lunch.
4. The lunchroom supervisor needs to receive written notification of any restrictions in lunch or breakfast participation by the student(s).
5. At breakfast, a child receives milk.

6. Lunch and breakfast counts are taken each morning.

TRANSPORTATION & PARKING

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

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Keep the bus neat and clean.
11. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.
18. Kindergarten students must have a visible person when being picked up or dropped off.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: the building administrator.

Cross Reference:
PRESS 4:110, *Transportation*
PRESS 7:220, *Bus Conduct*
PRESS 4:170-AP3, *School Bus Safety Rules*
PRESS 7:220, *Bus Conduct*
PRESS 7:220-AP, *Electronic Recordings on School Buses*

Parking

Those dropping off and picking up children may do so on the west side of the building no earlier than 7:30 am.

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

Bicycles

Bicycles must be parked in the bicycle stands at the front of the building. Bicycles may not be used during the day nor ridden at noon by students who are in school. Only the bike owner may ride the bike.

HEALTH & SAFETY

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Cross Reference:
PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Communicable Diseases

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

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

Cross-References:
PRESS 7:280, *Communicable and Chronic Infectious Disease*
PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

Head Lice

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

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

Cross-References:
PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

Student Medication

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

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the Cornell School District 426 and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

Cross-References:
PRESS 4:170, *Safety*
PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

DISCIPLINE & CONDUCT

General Building Conduct

Students shall not arrive at school before 7:30 a.m. Classes begin at 7:55 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or look-alike guns are not permitted at school.
- No electronic devices are permitted without permission from the school personnel.

Harassment or Bullying

Cornell Grade School #426 believes every student has a right to attend school in a peaceful manner without fear of harassment or any form of verbal abuse. Harassment of any type will not be tolerated at school or at any school-related activity. Students must realize that any

form of harassment, including cyber bullying, whether physical harm, sexual, or general in nature is against the law and school policy. If a student has harassed another member of the school community, the student will be handled on an individual basis by the administration. Any bullying or intimidation outside of school hours should be reported to the Local Law Enforcement Agency.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Dress or grooming which is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Clothing with suggestive language and/or advertising, displaying or depicting alcoholic beverages, drugs, violent behavior, gang symbols, tobacco products, or sex.
- Head coverings of any kind including but not limited to hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Clothing that exposes the chest, abdomen and/or undergarments. Examples include but not limited to revealing tops or blouses, spaghetti straps, tube tops, halter tops, tank tops, sleeveless T-shirts or undershirts, bare midriffs, clothing with holes, sagging, or any other clothing that is offensive due to it being revealing. Sleeveless shirts may not have an opening larger than the area of a normal sleeve opening
- Tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture.
- Shoes and/or sandals are appropriate footwear except where classroom safety is a concern. Please provide your child with tennis shoes (not their PE shoes) for recess time. Safety is a priority during recess time.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Spiked apparel, spiked accessories, animal collars, or chains that can be used as a weapon.
- Sunglasses unless prescribed by a doctor or approved by the administration.
- Wallet chains.
- Coats or jackets (unless permission is granted by administrator and/or teacher).
- Spandex shorts unless worn under another pair of shorts, which cover spandex shorts.
- Shorts/skirts are acceptable; however, they must be appropriate and cannot be revealing.

- Excessive use of makeup or perfume is also discouraged.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.

Cross-references:
PRESS 7:160, *Student Appearance*

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
    b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
    c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
    d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
    e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

    Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription. [1]

[1]

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school detention provided the student's parent/guardian has been notified.

Corporal Punishment

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

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

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

violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross-references:
PRESS 7:190, *Student Discipline*
PRESS 7:190-AP2, *Gang Activity Prohibited*

Personal Property

Students are not allowed to use or possess any electronic devices after 7:55 a.m. on school days during school hours. Students should not bring their personal games and toys to school unless pre-approved by school personnel or they will be confiscated by school personnel. Cameras may be used with the advanced approval of both the teacher and administrator. It should be reserved for special classroom situations and only used under the direct supervision of the classroom teacher.

Cell Phones

Cell phones may be brought to school but may not be taken to any classrooms. Teachers will take away all unauthorized electronic type equipment that is seen, used, or heard during school day in either the hallway or classroom areas. Cell phones should be kept in the student's locker and **turned off** during the school day. All students who use cell phones at school will receive a written disciplinary referral.

- 1st time offenders – cell phones will be removed to the office to be picked up at the end of the school day by the student.
- 2nd time offenders – cell phones will be removed to the office to be picked up by parents.
- 3rd time offenders – cell phones will be removed to office to be picked up by parents and all further cell phone referrals will receive additional disciplinary action. Most likely it will be 1 day of suspension from school.

K-4 students do not have secured lockers to store any materials. They should not bring cell phones to school. The school is not responsible for lost or stolen property.

Search and Seizure

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

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

reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

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

Seizure of Property

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

Cross-reference:
PRESS 7:140, *Search and Seizure*

Disciplinary Measures

General Offenses

1. Engaging in "horseplay" or rowdy behavior including but not limited to pushing, shoving, throwing objects or excessive noise.
2. Attending classes without required materials.
3. Failure to participate in class activities.
4. Failure to comply with classroom rules and regulations
5. Improper dress that may disrupt the educational process.

Flagrant or continued violation of conduct standards shall constitute a good and sufficient reason for suspension from classes.

Serious Offenses

1. Striking or fighting with another student.
2. Use of abusive language including profanity.
3. Defiant or disrespectful behavior toward authority.
4. Bullying or harassing another student.
5. Leaving assigned class without permission.
6. Violation of safety rules or regulations.
7. Continuous disruptive classroom behavior.

8. Truancy.
9. Failure to abide by corrective measures.
10. Conduct unbecoming a student.
11. Unmodified and persistent behavior as listed above.

A student in violation of one of these offenses may be suspended from school for a period not to exceed ten (10) days.

Severe Clause:

1. When misconduct, misbehavior, and/or language warrants more serious and/or immediate disciplinary consequences, the administration will take appropriate action, which can include suspension.
2. When a student's misbehavior causes an accumulation of excessive disciplinary consequences more serious and severe disciplinary action may be taken.
3. Any student receiving a severe clause will be disciplined in accordance with the rules covering the disciplinary sections of the student handbook.

Gross Disobedience or Misconduct

1. Threatening or striking a school employee.
2. Deliberate destruction of school property.
3. Use of or possession for sale, or furnishing of narcotics, cannabis, unauthorized controlled substance of alcoholic beverages on school property or at a school sponsored event.
4. Theft.
5. Possession of a weapon.
6. False fire alarm or bomb threat.
7. Setting a fire or using an explosive.
8. Any other misbehavior or misconduct serious enough to warrant severe disciplinary actions.

Any one of the above violations may be cause for suspension and/or expulsion from school.

Detention Procedures

The Cornell Grade school has a comprehensive detention policy for 5th-8th grade students which are coordinated across all classrooms and grade levels. The detentions will deal with typical minor infractions that are routinely handled within the classroom each day. These include but are not limited to behaviors such as being tardy to class, insubordination, inappropriate language, non-compliance, disrupting the class, teasing and taunting, cheating and other minor infractions. Students will be given verbal and written warnings prior to receiving a detention. Major classroom issues dealing with these and other issues will be dealt with by written referrals to the office.

The school hopes to properly educate and train students to use good judgment in their behavior at school. Our hope is that we will not have to issue any warnings, detentions, or any other disciplinary consequences. It is not an offense when students make infrequent, minor disturbances in class that are quickly rectified and do not significantly distract from

the progress of the classroom. Students who continually break rules, argue with teachers do not stop the behavior when given a cue from the teacher, or who escalate minor disturbances into more of a major disturbance will be written up with an offense.

The sequence of consequences will last for the school year.

- 1st Offense – verbal warning to the student documented on TeacherEase and given a written referral.
- 2nd Offense – One detention (10 minutes)—supervised by the classroom teacher.
- 3rd Offense – One detention (30 minutes) –supervised by the classroom teacher.
- 4th Offense and all further offenses - sent to the office with a completed referral form for further disciplinary action.

Disciplinary action will be determined by the offense. Continuous disciplinary referrals for the same offense will result in an in-school suspension or out-of-school suspension. The teachers and administrator will continue to confer with the parents and guardians to try and improve the behavior. Any student who does not show up for scheduled consequence with the teacher will have their consequence doubled and be referred to the office with a completed office referral form... Example: One detention will become two detentions. As in the past, any students with an individual behavioral plan as part of an Individual Education Plan (IEP) will follow their specific plan.

If the offense falls in the SERIOUS or GROSS DISOBEDIENCE area, the student may be directly referred to the office, thus skipping the steps listed above.

Temporary Removal from Class

At times, teachers find it necessary to send students out of class for disruptive behavior. If a student is removed from the classroom area, the teacher must find a way to supervise them or they should report immediately to the office. The teachers may notify the office through the intercom system. If sent to the office by the teacher, the student must report directly to office personnel. Depending upon the nature of the disruptive behavior, the student may be suspended from class, assigned a detention, or suspended from school. His/her parents will be informed. An office referral form must be completed by the teacher when a student is removed from class and sent to the office.

In School Suspension

In-School suspension is an internal suspension that removes the student from the classroom and all school activities for a period of time not to exceed ten school days. Students will be given credit for work completed during this time.

Out of School Suspension

Out of school suspension is an external suspension that removes the student from school and all school activities for a period of time not to exceed ten school days. Students are still required to complete missing assignments within 2 days of returning to school. All work

must be completed when the student returns to school, unless prior arrangements have been made with the teacher and the administration. A student is not to be on school grounds nor are they to attend or participate in any school activity during an out of school suspension.

Expulsion
Only a Board of Education can expel a student after providing an impartial hearing. The student will be granted a procedural due process hearing. Expulsion shall take place only after the parents have been notified by certified mail to appear at a meeting of the Board of Education to discuss their child's behavior. The Board, at such a meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement shall occur only after a parental conference involving appropriate school personnel. An expulsion shall prohibit the student from attending school for the designated period assigned. Expulsion hearings may be called for by the administration for but not limited to the following types of Infractions:

a. Gross misconduct or misconduct for which suspension has not been an adequate remedy.
b. Any act that endangers the health and welfare of the staff or student population.
c. Repeated occurrences of inappropriate behavior.
d. Bomb threat

Due Process – Student Rights
To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsion are made in accordance with the following procedures for out-of-school suspensions:

A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately by phone to the parent or guardian of each suspended student and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately unless a formal appeal has been made to the appropriate administrator.

The suspension letter shall give a full statement of the reasons for the suspension and notice to the parents or guardian of their right to review.

The procedure for review, if requested, shall be as follows:

- All requests for review shall be made by the parent or guardian within ten days after receipt of "Notice of Suspension" and shall be made to the person ordering the suspension.
- The parent or guardian requesting the review shall appear and discuss the suspension with the Board of Education or a Board-appointed Hearing Officer. Hearings shall be heard within ten days after receipt of the request for review.

- Thereafter, if a hearing officer is used, they shall report to the Board, by written summary, the evidence heard at the meeting.
- Upon request of the report, the Board may take such action as it finds appropriate. Hearings thereon shall be held in executive session for the protection of the student involved.

A student shall be reinstated after suspension by the Principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. The administration may request a re-entry conference with the student's parent/guardian and appropriate school personnel following a suspension.

Preventing Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may

choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cross-References:
PRESS 7:20, *Harassment of Students Prohibited*
PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*
PRESS 7:190, *Student Discipline*
PRESS 2:260, *Uniform Grievance Procedure*

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Participation may be restricted when the administration determines, based on legitimate educational, behavioral, or safety considerations, that participation is not appropriate. Any restriction will be applied consistent with Board policy, applicable student plans, and State and federal law. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration.

Teachers must inform parents of their concerns. The administrator must approve the request and an alternative assignment must be provided for the student.
Cross-References:
PRESS 6:240, *Field Trips*
PRESS 6:240-AP, *Field Trip Guidelines*

TECHNOLOGY

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

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

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

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

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

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

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the Cornell School District 426. The Cornell School District 426 provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should

be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the Cornell School District 426's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the Cornell School District 426. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the Cornell School District 426's email system constitutes consent to these regulations.

Cross Reference:
PRESS 6:235, *Access to Electronic Networks*

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Non-School-Sponsored Publications/Websites

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

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

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the Cornell School District 426.

Cross Reference:
PRESS 7:310, *Restrictions on Publications and Written or Electronic Material*
Copyright by the Illinois Association of School Boards – Used with Permission

ATHLETICS & EXTRA CURRICULAR ACTIVITIES

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA [2]

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

A student will be eligible for extra-curricular activities when a student is passing in all subjects. All grades will be accumulative for the school grading period. Passing work shall be checked weekly to determine eligibility for the following Monday-Saturday. Grades will be checked each Friday at 8:30 a.m.

A student will be determined ineligible if his/her **cumulative** grade average in any subject that meets 3 days a week is an F. That student will not be able to participate in games or activities the following Monday-Saturday. The grade average must be brought up to be eligible the next week. A student receiving an F on a report card will be ineligible for 3 weeks from the date of issuing the report card and will not be able to participate in games or activities.

Athletes that are receiving a D or an F in any subject during the season are required to attend study sessions. Study sessions are held on Tuesday, Wednesday, and Thursday from 7:20-7:50 a.m. Students' sessions are encouraged for non-athletes as well.

A student may not participate in activities while under suspension as defined under the discipline guidelines.

Attendance to Participate in School Events

For students to be eligible to compete or perform in an activity on that day, they must be in attendance all day. Extenuated circumstances will be considered by the administration. Students will be allowed to participate in and attend any school activities on a school day or a non-school day if the absence was pre-arranged.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance
4. Students must satisfy all applicable eligibility requirements for participation in athletics and extracurricular activities. Fees are subject to the District's fee-waiver policy and applicable law.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the

influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect
The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the Cornell School District 426's athletic discipline policies, rules and regulations as provided herein.

Cross-References:
PRESS 6:190, *Extracurricular and Co-Curricular Activities*
PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*
PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*
PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Student Athlete Concussions and Head Injuries

Cornell CCSD #426 follows Board Policy 7:305, *Student Athlete Concussions and Head Injuries*, and the requirements of the Youth Sports Concussion Safety Act.

Before participating in an interscholastic athletic activity each school year, the student and the student's parent/guardian must sign the District's concussion information receipt form.

A student will be **immediately removed from an interscholastic athletic practice or competition** if a coach, physician, game official, athletic trainer, parent/guardian, the student, or another person authorized under the District's concussion protocol believes that the student may have sustained a concussion.

A student who has been removed because of a suspected concussion may not return to athletic practice or competition until all requirements of the District's concussion procedures and applicable law have been completed. This includes compliance with both:

- the District's **return-to-play protocol**, governing the student's return to athletic practices and competition; and

- the District's **return-to-learn protocol**, governing the student's return to classroom learning following a suspected concussion.

The District's Concussion Oversight Team establishes these protocols in accordance with applicable law and evidence-based guidance.

A coach or assistant coach may **not** authorize a student's return to play or return to learn. Students must receive the required authorization and complete all steps of the applicable District concussion protocols before returning.

Parents/guardians should promptly inform the school of any concussion or head injury sustained by their child, including injuries occurring outside of school activities, when the injury may affect the student's participation in school, athletics, or classroom learning.

Cross-Reference:
Board Policy 7:305, *Student Athlete Concussions and Head Injuries*

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as no older than 14 and enrolled in junior high school. A student not enrolled at Cornell Grade School must have a signed permission form from that student's school administrator stating that they are in good standing. It will be the final decision of the Cornell Grade School administrator or their designee if a student not enrolled at Cornell Grade School may attend.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials including electronic; e-cigarettes
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-References:
PRESS 6:190, *Extracurricular and Co-Curricular Activities*
PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

STUDENTS WITH DISABILITIES

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Cornell School District 426 office.

Cross Reference:
PRESS 6:120, *Education of Children with Disabilities*

Discipline of Students with Disabilities

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

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

Behavioral Intervention Policy for Students with Disabilities

It is the purpose of this document to outline the policy of Cornell Grade School #426 relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.
The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and

consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Cornell Grade School #426 that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral interventions. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used. When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Cornell Grade School #426 shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools" Guidelines for Development of District Policies for Students with Disabilities". This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 N. First St., Springfield, IL 62777-0001.
Copies are also available from Livingston County Special Services Unit, 920 Custer Avenue, Suite A, Pontiac, IL 61764.

Exemption From Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference:
PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

Request to Classroom or Personnel for Special Education Evaluation/Observation

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

For further information, please contact the school administrator.

Cross Reference:
PRESS 6:120, *Education of Children with Disabilities*
PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

P.E Uniforms

Students in grades 5-8 will be required to change for Physical Education. Students will be required to wear a Cornell Physical Education shirt, shorts of their choice and separate shoes for class. Shirts and shorts will be available for purchase at school.

STUDENT RECORDS & PRIVACY

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

Instructional Material

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

Cross-References:
PRESS 7:15, *Student and Family Privacy Rights*
PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

Student Records

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed $.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of a student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted

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

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue.
   SW Washington, D.C. 20202-4605

Cross-References:
PRESS 7:340, *Student Records*

Non-Custodial Requests for Records
If a non-custodial parent would like to receive copies of report cards, progress reports and discipline referrals, they need to submit legal documentation that entitles said non-custodial parent to such information or the custodial parent agrees in writing that the non-custodial parent can receive this information. The request should be directed to the Principal.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-References:
PRESS 7:340, *Student Records*

PARENTS RIGHTS & NOTIFICATION

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the Superintendent.

Cross Reference:
6:160, *English Language Learners*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:
Superintendent, Cornell Grade School
300 North 7th Street
Cornell, Illinois 61319

Cross-References:
PRESS 6:140, *Education of Homeless Children*
PRESS 6:140-AP, *Education of Homeless Children*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
PRESS 5:90, *Abused and Neglected Child Reporting*

School Visitation Rights

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

Cross-Reference:
PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
PRESS 8:95-E2, *Verification of School Visitation*

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or

expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Cross-References:
PRESS 6:60-AP, *Comprehensive Health Education Program*
PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

Sex Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss 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 for any reason – 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.

Cross-References:
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

Standardized Testing

Students and parents/guardians should be aware that students in grades three through eight will take standardized tests in September, January, and May for academic screening and the state exam in March. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;

3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross-Reference:
PRESS 6:340, *Student Testing and Assessment Programs*

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

Cross-References:
PRESS 5:190, *Teacher Qualifications*
PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

Cross-References:
PRESS 4:170, *Safety*

Violent Offender Community Notification

State law requires that all Cornell School District 426s provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.isp.state.il.us/sor/.

Cross Reference:
PRESS 4:170-E6, *Informing Parents About Offender Community Notification Laws*