

**A-C CENTRAL CUSD #262**

**A-C Central Elementary**



**PARENT/STUDENT**

**HANDBOOK**

**2024-25**

## WELCOME

The faculty, administration, and staff of A-C Central Elementary School welcome students and parents to the 2024-25 school year. The new school year provides students with the opportunity to grow and improve. We will challenge students to set goals and to strive to attain them. We will provide a safe and exciting place to learn that is student-centered. We hope every student takes advantage of the opportunities that are available. It is an exciting time to be involved at A-C. We hope that the school community as a whole and each student individually experiences a successful school year.

### Foreword

This handbook, prepared by the school administration, board of education, and teachers is presented to the students and parents of A-C Central Elementary School. It is designed to aid the students attending our school for the first time by acquainting the student with the ideals and procedures of school. It is also designed for the student who is already enrolled in this school. This handbook contains many changes from previous years. It is necessary for students to examine all parts of this handbook, especially new sections. This handbook is intended to inform the student of the expectations, traditions, rules and regulations of the school as we all work together toward a common goal, namely the best education possible for each student. The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. **Rather, the provisions reflect the status of the rules, practices and procedures as currently practiced and are subject to change.**

### MISSION/VISION

**The mission of A-C Central Schools, in partnership with its community, is to produce successful, responsible, and productive citizens through rigorous, high quality, and collaborative educational experiences. Our vision is to prepare today's students for tomorrow's world.**

## **A-C Central Daily Schedule:**

**Building opens at 7:30  
Breakfast served 7:30-8:10  
School day begins 8:15  
Late bell 8:20**

**Dismissal Schedule  
2:45 Walkers and Pickups dismissed  
2:50 Bus riders dismissed**

**Wednesday Early Dismissal  
1:45 Walkers and Pickups dismissed  
1:50 Bus riders dismissed**

**Half Day Dismissal  
(No lunch served)  
11:05 Walkers and Pickups dismissed  
11:10 Bus riders dismissed**

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## **CHAPTER 1 : INTRODUCTORY INFORMATION and GENERAL NOTICES**

### **1.30 General School Information**

#### **Hours of Operation 7:30-4:00**

Students may enter the building at 7:30 a.m. and are expected to leave the building upon dismissal. Students in the building before and after these hours should be under the direct supervision of a faculty member. Unsupervised students will be asked to leave the building.

#### **District Office Hours**

Administrative Office hours on regular School Days are from 7.30 A.M. until 4.00 P.M. All parents, students, and visitors should enter through the main front entrance upon arrival to the school.

#### **Admissions of Students**

Children are required to furnish a certificate of birth at the time of kindergarten or first grade enrollment. Kindergarten students must be 5 years of age on or before September 1. New students to the district must present a certificate of birth at the time of registration as well as a report of Good Standing from the previous school, if that school is in Illinois.

#### **Resident Students/ Tuition Free Education**

Only student residents of A-C Central Community Unit School District #262 may attend school tuition free. A student's residence is the same as that of the parent/guardian who has legal custody of the student as defined by law. A person who enrolls a non-resident student to attend schools in this District will be responsible for tuition charges for the duration of that student's school attendance. Proof of residency and legal custody may be required by school officials including, but not limited to, voter registration information, utility bills, tax returns, proof of home ownership and/or rental information.

#### **Student Transfers**

Students transferring from A-C Central Schools to another school district must obtain a withdrawal form from the office. All debts must be cleared before transferring. A good standing form and current academic/health records will be sent upon receipt of a request from the new school.

#### **Change of Address and Telephone Numbers**

Any change in home address, personal and work telephone numbers, or cell number of parents and guardians of a student should be given to the school office. Your assistance can prevent an extensive delay in making contact with family in case of an emergency.

### **1.40 Visitors**

In order to ensure the safety of students and that the learning environment is free of distraction the following protocol is to be observed by any visitor entering the school during school hours:

- A. Enter only through the main entry doors. Visitors should identify themselves and inform office personnel of their purpose.
- B. All visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting.
- C. Approved visitors must take a name tag identifying themselves as a guest. The tag is to be worn on the outer layer of clothing in a clearly visible location.
- D. Visitors are required to proceed immediately to their destination without disturbing or disrupting students/classes.
- E. 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 himself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Parents may visit the school. Prior arrangements (at least twenty-four hours in advance) will ensure that the staff will have materials ready for them. All visitors must first report to the office upon arrival. For security purposes, visitors may be required to show identification and wear I.D. badge.

#### **Unauthorized Persons In The Building**

School employees may request any persons in the school building or on the grounds which are owned or leased by the Board and used for school purposes and activities to identify himself and the purpose of his entry. A person who refuses to provide such information is guilty of a Class A misdemeanor and will be asked to leave. Individuals refusing to comply are subject to arrest.

### **1.50 Equal Opportunity and Gender 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: Superintendent Office at (217) 476-3318.

### **1.60 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 principals

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.

#### **1.70 School Volunteers**

All school volunteers must complete the "Volunteer Information Form" (1.70.e1) available in the office and be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

#### **1.90 Emergency School Closings**

School closings for any reason prior to the start of the school day will be announced as soon as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Parents will be notified through the School Reach parental notification system. Notifications will come via cellular phone, home phone, work phone and/or email alerts. In case of bad weather and other local emergencies, WICS-Channel 20 will also be contacted regarding school closings or early dismissals. Notifications will also be posted on the district website, [www.a-central.us](http://www.a-central.us). For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. Early dismissal for an emergency will result in automatic cancellation of all after-school functions, with the exception of tournaments that are out of the control of the district.

#### **1.100 Video and Audio Monitoring System**

A video/audio monitoring system may be in use on school busses and 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, 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.

#### **1.110 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 or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

#### **1.120 Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the A-C Central Administrative Office.

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/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. The school district may be able to appropriately meet a student's needs through other means.

#### **1.130 Care of Students with Diabetes**

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

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan and to carry out procedures outlined in the plan.

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

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention which may be obtained through the guidance office.

## **CHAPTER 2 : ATTENDANCE**

### **2.10 Attendance**

Illinois law requires that whoever has custody or control of a child between age 6 (by September 1st) and 17 years of age shall assure that the child attends school in the district in which he/she resides the entire time school is in session. Illinois law also requires that whoever has custody or control of a child 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, have a religious reason requiring absence, or are 16 or older, employed and enrolled in a graduation incentive program.

Any student must be present for half of the school day (11:30 a.m. for a regular dismissal day or 10:59 a.m. on an early dismissal day) in order to participate/attend in any scheduled activity that school day unless proper documentation or communication is received by the administration.

Closed Campus – In an effort to maintain a safe environment, it is necessary for the school to properly monitor student movement. As a result, a closed campus policy is in effect for all students. All students are to remain in their assigned buildings and on school grounds continuously from the time they arrive until the time of departure for the day, unless permission has been granted by the building principal or his/her designee. This includes the lunch period.

### **2.11 Tardies**

Tardiness is defined as any late arrival of a student beyond the scheduled time that school begins. When students arrive late, they disrupt classes and forgo opportunities to learn. Further, they unfairly interfere with other students' opportunities to learn. Promptness is essential to student success.

### **2.13 Elementary Tardy**

Students will be considered tardy for school if they are not in the classroom and in assigned seats by 8:20. Students arriving later must be signed in to the office by a parent/guardian. If a student has been tardy more than five (5) times they will not qualify for perfect attendance.

### **2.20 Absences**

There are two types of absences: **EXCUSED** and **UNEXCUSED**. In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If the office has not received notification by 9:00 a.m. on the day of a student's absence, a school official will contact the parent. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence upon return.

### **2.21 Absences EXCUSED**

A parent/guardian phone call may only excuse a student up to 3 times in a Semester. After a student's 3rd day of EXCUSED absence in a Semester (excluding mental health days), all absences will be considered UNEXCUSED unless proper documentation has been received by the office.

Absences will be considered **Unexcused** unless one of the following criteria are met:

1. Doctor's Note containing ALL of the following:
  - i. Name of the student.
  - ii. Date and Time student was seen (call-ins are not accepted).
  - iii. Date and Time student is released to return to school/activity.
  - iv. **Notes must be received by the office within 3 school days.**
2. Death in the immediate family.
3. Observance of a religious holiday.
4. Summoned court appearances.
5. Participation in school sponsored activities.
6. Any circumstances that causes reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the administration.
7. Suspension days

**Absences of three consecutive days or longer may require a doctor's note in order to be EXCUSED.**

**Pre-arranged EXCUSED absences must be approved by the administration.**

### **2.22 Absences UNEXCUSED**

All other absences are considered **Unexcused**.

### **2.30 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 administration prior to 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.

### **2.40 Make-Up Work**

If a student is absent from school, or if a student is suspended from school, he/she will be permitted to make up any missed work, including homework and tests. The student will be given the same number of days he/she was absent to complete the work. The student/parent team is responsible for obtaining assignments from the classroom teacher. We encourage parents to email the classroom teacher for instructions/assignments as soon as possible.

**2.50 Truancy**

Students who miss 5%--9 days--or more of the prior 180 regular school days (or 5 days in a semester) 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:

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

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

**2.60 Grading and Promotion/Retention**

Students will receive grades based on the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
50-59	F

It is the goal of A-C Central Elementary School to develop each student's full potential. Promotion allows students to grow and develop academically, emotionally, and socially. Some students may require more than a period of one year to successfully complete promotion requirements for the grade level. Kindergarten through grade 4 will be promoted on the recommendation of the classroom teachers in consultation with supportive staff members, the principal, and the parents. Promotion shall be based on the individual student's academic achievement.

Retention may be justified in situations where students have not achieved satisfactory levels of academic achievement and/or social growth. We strive to take consideration of each individual child, his/her potential, overall growth, as well as their social, emotional, and physical maturity. In all cases a child should be retained ONLY if there is a reasonable chance of success.

In order for the student to be retained, teachers will have taken the following documented proactive steps:

- Assessed the student in the Fall during the first few weeks of school to determine any deficits/areas of concern and communicated those with the parent/guardian
- Met/communicated with the parent/guardian a second time by the conclusion of the first parent/teacher conference date to discuss concerns and implement a plan of action to address such deficits/areas of concern and possible retention
- Met/communicated with the parent/guardian to discuss effectiveness of the plan of action and created an alternate plan of action if needed and possible retention by the conclusion of the second parent/teacher conference date
- Evaluated the action plan(s) with student assessment

A student who is absent more than 15% of scheduled attendance days will be subject to retention recommendation by administration. Extenuating circumstances may be considered.

Other reasonable factors may merit a Retention Hearing. It is important to note that for a student who receives special education services, factors taken into consideration include:

- Whether the student is meeting goals in their IEP,
- Recommendations from the special education teacher and
- Evidence presented by the Retention Review Team

State law and School Board policy specifically prohibit promotion to the next grade level for social reasons.

Ultimately, it is the decision of the administration as to the promotion or retention of a student.

**2.70 Homework**

Homework is used as a way for students to practice and demonstrate competency in concepts 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. If a student is present, all assigned class work is due on the date/time established by the instructor. Under extenuating circumstances, students may request additional time if pre-arranged with and approved by the instructor. However, if assigned work is not turned in by the teacher-established deadline, it will be considered late. Assignments that are late (not due to absence) will be reduced in grade by 20%.

**2.80 Exemption from Physical Education**

A-C Central Elementary students have physical education class regularly each week. A doctor's excuse is required when a student cannot participate in PE for more than one day, and a doctor's release is required if the student wishes to return to PE. A parent note is acceptable for one day. If a student does not participate in PE due to a note from the parent or doctor, they may not participate in recess or physical extracurricular activities for the same day.

## **CHAPTER 3 STUDENT FEES and MEAL COSTS**

### **3.10 Fees, Fines & Charges: Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. These forms are available in the office. 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. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

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

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

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

The building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the school office.

### **Fees for 2021-2022 School Year**

All students who qualify for free lunch and are deemed eligible under National School Lunch Program guidelines may have fees waived. Students who qualify may not be discriminated against or punished in any way (including the lowering of grades or exclusion from classes) for failure to pay fees for textbooks, workbooks, or courses. These restrictions do not apply to such fees or charges, which are levied for failure or refusal to return district property or for damaged property. All students not exempt under this policy must pay the required fees:

### **Textbooks and Supplies Fees**

All basic texts/computers are rented from the school for one year. Students are responsible for the care of rented texts/computers from the time they take them until they are checked back in. Students withdrawing from school must return rented texts/computers on the day they leave. Students are responsible to pay up to the full replacement cost for any lost books (class texts or library books) as well as those damaged as a result of neglect or misuse.

Fees for damaged books are determined by prorating the price of the book at the end of the year. The rates of payment and fines will be determined on a five-year text life. Library rates will be based on book condition and cost of replacement for the book. Fees are to be paid within thirty (30) days of the date they become due. Fees may be waived for those students whose parents/guardians are unable to afford them.

#### **AC ELEMENTARY SCHOOL FEES 2021-2022**

Kindergarten Book Fee	\$60.00
Kindergarten Milk Fee	\$30.00 per semester
Grades 1-4 Book Fee	\$65.00
Hearing Test Fee	\$15.00
Vision Test Fee	\$7.00
Technology Fee	\$20.00

### **3.20 School Lunch Program**

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day except when there is an 11:30 a.m. or earlier dismissal.

A student may purchase breakfast for **\$1.10** per day.

A student may bring a sack lunch from home or may purchase a school lunch.

A student may purchase lunch for **\$3.00**.

Free or reduced price meals are available for qualifying students. For an application, contact the school office. Completed applications should be returned to the office for review of compliance with federal guidelines to determine eligibility.

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

State law allows the building principal to contact parents/guardians to attempt collection of the owed money when the amount owed is more than the amount of four lunches. If a parent/guardian regularly fails to provide money for the child(ren) that he/she is responsible for in the district and does not qualify for free meal benefits or refuses to apply for such benefits, the building principal or designee will direct the next course of action. Continual failure to provide meal money may require the district to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

## **CHAPTER 4 : TRANSPORTATION and PARKING**

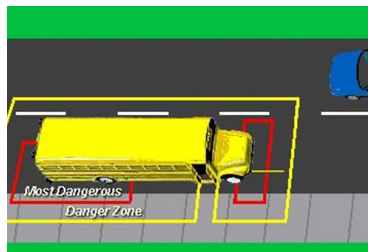
### **4.10 Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Changes must be approved by the Transportation Secretary at least 24 hours prior to the day of the change in writing.

While students are on the bus, they are under the supervision of the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Administration. Parents may be informed of misconduct. 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 also expected to observe the following:

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Athletic footwear equipped with cleats or spikes are not to be worn on the bus.
- Never tamper with, damage, or deface the bus or school equipment. Parents are liable for any damage students do to the 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. Only bus students are to ride the buses. Non-bus students wishing to ride home with a bus student must make prior arrangements by obtaining a bus pass from the office after producing written instructions from the parent(s)/guardian(s). Bus drivers will make regularly scheduled stops only. Any change from your regularly scheduled, designated pick up or drop off MUST be approved by the Transportation Director. The request must be in writing. For questions regarding school transportation issues, contact the Transportation Director.

### **4.15 Bus Conduct**

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.

5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

#### **Parent/Visitor Parking**

The school has limited locations available for school visitor parking. Those dropping off and picking up children may do so in the designated drop off areas between 7:30 am and 8:15 am, and after 2:45 pm. Students entering the building after 8:20 should enter through the main door by the office to obtain an admission slip.

### **CHAPTER 5 : HEALTH and SAFETY**

#### **5.10 Immunization, Health, Eye & Dental Examination**

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

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

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

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

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

##### **Eye Examination**

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

##### **Dental Examination**

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

##### **Exemptions**

A student will be exempted from the above requirements for:

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

#### **5.20 Student Medication**

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's

parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### **Undesignated Medications**

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

#### **Emergency Aid to Students**

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

#### **5.30 Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

#### **5.40 Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the administration. 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.

#### **5.50 Communicable Disease**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the administration if they suspect their child has a communicable disease. 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. The school will provide instructions to the parent and guardian regarding appropriate treatment for the communicable disease. 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.

#### **5.60 Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school if they suspect their child has head lice. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school 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.

### **CHAPTER 6 : DISCIPLINE and STUDENT CONDUCT**

#### **A. Citizenship and Moral Responsibilities**

1. It is the responsibility of every student to know and abide by the policies in the school handbook.
2. Students will respect constitutional authority.
3. Students will recognize that citizenship in a democracy requires respect for the rights of others.
4. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained.
5. Students demonstrating a sincere desire to remain in school, to be diligent in studies, and to profit from the educational experiences provided will have the opportunity to do so and will be assisted in achieving academic success to the best of their ability.

#### **B. Rights**

1. To attend school.
2. To express opinions respectfully verbally or in writing.
3. To expect that school will be a safe place.

### **C. Responsibilities**

1. To become informed of and adhere to reasonable rules and regulations found in the school handbook.
2. To respect the rights and individuality of other students and school administrators and faculty.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety, and free from distraction.
5. To be punctual and present in the regular or assigned school programs.
6. To refrain from disobedience or misconduct of behavior that disrupts the education process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### **6.10 General Building Conduct**

1. All persons will demonstrate respect for others.
2. Student resources will be handled with care and respect.
3. All students must have a valid pass when in the hallway during instructional time.
4. Food should not be brought into the classroom but should be kept and consumed in designated areas only.
5. All individuals will clean up after themselves.
6. Learning and instruction are the priorities and students should be in class and on-task first and foremost.
7. Consumption of any type of food, candy, or drink is prohibited during class time.
8. No book bags or purses will be allowed in classrooms, gym, the cafeteria, during assemblies, or in the library after the beginning of the school day.
9. Students should walk when in the building.
10. Headphones and phones or other personal electronic devices are prohibited except at lunch or with express permission from classroom teachers.
11. Students asked to leave the classroom for disciplinary reasons are expected to report directly to the office. Failure to do so may increase consequences.
12. Graffiti, marking on walls, etc. will be considered vandalism.
13. Students should secure permission from the office before hanging signs or posters in common areas of the building.
14. With the exception of the lunch hour, student use of vending machines is prohibited.
15. Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members.



The Knight Code will be implemented to maintain a safe place for students to learn, encourage positive behaviors, catch and reward students for behaving properly, provide guidelines for proper behavior expectations at both home and school, encourage good citizenship in the community, and provide opportunities for accountability for behaviors.

### **Types of Disciplinary Action**

Discipline in the school is not intended to merely serve as punishment. Rather, it is more importantly intended to be a means of maintaining order and a healthy learning environment in the school. Whenever possible, disciplinary actions are designed to provide a constructive learning experience, emphasizing the importance of each student's responsibility to respect and preserve the rights and welfare of others.

### **Classroom Management Plans**

Each teacher has a Classroom Management Plan. Each plan has been approved by the building principal which outlines the types of disciplinary actions that teachers apply to inappropriate behavior in the classroom. If a student's behavior is so disruptive as to require removal from the classroom, the teacher may send the child to speak with the building principal. Please refer to Consequences for Minor Behavior Infractions as to the discipline that teachers may take.

- Verbal reprimand
- Behavior Contract
- Detention (after school)
- Counseling
- Withdrawal of Privileges
- Conference with the student
- Conference with parents

### **Office Referrals**

A student will be referred to the office when the behavior is persistent, disruptive or of a serious nature requiring the involvement of the building principal. Most office referrals would be made "major" misconduct or repeated "minor" misconduct instances. Cases of Gross misconduct result in an automatic office response.

### **Problem Behaviors Plan**

The following framework for the application of disciplinary actions in the school is provided to provide students and parents with an understanding of the sort of response that can be expected to a certain type of misbehavior. As in many aspects of life, there is discretion left to the professional educators in deciding what disciplinary action should be taken in relation to the offending student's past history of behavior, the seriousness of the offense, the effect of the student's behavior on others and what might be best for the particular student to learn to develop responsibility for his/her actions. Therefore, the levels of misconduct are divided into three categories, Minor Behavior Infractions, Major Behavior Infractions, and gross misconduct which are explained below. These levels of misconduct are not an absolute rule but serve as a general guideline for the decisions about discipline which must be made on a case-by-case basis by the teachers and administrators. In the event of extreme or gross violation of school policy, the administrators reserve the right to assign consequences that are defined in this handbook. **These examples are not the only acts or conditions for which disciplinary actions are warranted, nor do they in any way limit this policy.**

### **MINOR BEHAVIORS INFRACTIONS**

Minor Behavior Infractions are those misbehavior acts which interfere with the orderly operation of the school, disrupt others engaged in the proper behaviors and the learning process. The following are examples of Minor Behavior Infractions. ***Please note that this is not an exhaustive list of the infractions of this type.***

- **Dishonesty** Willfully deceiving or knowingly sharing false or incorrect information with any faculty or staff member.
- **Disrespect** To call derogatory names, dishonor, or in other manner abuse verbally, in writing or any form of digital messaging towards any member of the student body.
- **Disruption** Any act that disrupts the educational process or setting. This includes using the telephone without permission or violation of the lunch period policies.
- **Dress Code** Willful disregard for established dress code.
- **General Rules Violation/ Other** Through words, acts, or deeds, the failure to follow the general rules as stated in the handbook or the classroom rules as stated in the Classroom Management Plan, posted in the room, or as stated by a faculty or staff member.
- **Horseplay** Through actions considered inappropriate, immature, or reckless by faculty or administration that results in damage to school property or personal property or injury.
- **Misuse of Computer/ Electrical Device** Intentional, inappropriate use of computer, computer lab, and mobile labs including accessing inappropriate websites.
- **Obscenity** The act of using obscene or profane language verbal or written form or in pictures (this includes but not limited to hand-drawn, printed or digital imagery), caricatures or obscene gestures on any school property.
- **Plagiarism** The act of willfully taking the ideas, writings, etc., from another and passing them off as one's own.
- **Public Display of Affection** Shall be considered anything beyond holding hands or walking arm in arm with an individual. engaging in physical contact but not limited to kissing, fondling, intimate or prolonged embrace. Behavior resulting in repeated warnings shall be considered insubordination and shall be dealt with accordingly,
- **Tardy:** The act of lateness to school, class, homeroom or any other part of the student's schedule. Tardy referral occurs when a student has been tardy in a class 3 times in a semester.
- **Telecommunication Violation** The use of telecommunication devices is not allowed without permission. Devices can be in a student's possession, but cannot have the power on during the school day except during lunch.

### **CONSEQUENCES FOR MINOR BEHAVIOR INFRACTIONS**

A staff member who witnesses a Minor Behavior Infraction act or who is supervising a student at the time of such an act will respond to the act by the application of disciplinary action. In the classroom, the Classroom Management Plan will be applied. Repeated instances of a Minor Behavior Infraction may require more serious disciplinary action to be taken. One or more of the following actions may be applied in response to a Minor Behavior Infraction act of misconduct. ***Please note that this is not an exhaustive list of consequences for this type of infraction.***

#### **First Offense-**

Proximity Control,  
Nonverbal cue to correct behavior and/or  
Warning (Verbal or Written)

- Behavior Correction
- Second and Third Offense-**
- Contact Parents
- Conference with Parent and/or student
- Last to Leave Room
- Speak to Teacher after class
- Reteach Expectations
- Seat Change
- Lose Participation Points/Privileges
- Time with Teacher
- Write an Apology

- Fourth Offense-**
- Send the Student to the Principal
- Parents called as soon as possible to inform parents of the incident

### **MAJOR BEHAVIOR INFRACTIONS**

Major Behavior Infractions are acts directed against other people or property that may not seriously endanger the health or safety of others. Also included are more serious acts undermining the school process and repetitions of Minor Behavior Infractions. These infractions can also include acts that are dangerous to the safety of the student or others or damaging to property as well as certain criminal acts. These acts are very disruptive to the school environment and will most often result in a removal from the school for a period of time. The following are examples of Major Behavior Infractions. ***Please note that this is not an exhaustive list of the infractions of this type.***

- **Alcohol/Tobacco:** Possession, consumption, transportation, or transfer of any alcoholic beverage. Use/possession of tobacco products or smoking paraphernalia. (This includes but is not limited to vapes, e-cigarettes and other items related to smoking/tobacco use.)
- **Bullying/Harassment:** The act of harassing, bullying, and/or intimidating conduct, whether verbal, non-verbal, physical, psychological, or visual, that negatively impacts the tangible benefits of education or creates a hostile, offensive school environment. This includes name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice toward any student, teacher, or group. (This can include but not limited to cyber-bullying.)  
***-Bullying, intimidation, and harassment are NOT acceptable in any form and will not be tolerated at school or any school related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.***
- **Cheating:** The willful act of obtaining, using and/or giving information in a fraudulent manner including, but not limited to, the use of cheat sheets, copied work from another student, or allowing others to copy work.
- **Failure to Serve Detention:** The act of not serving an assigned detention.
- **Fighting/Aggression/Physical Attack:** Any unlawful touching of another and/or verbal altercation. Aggressive, hostile bodily or verbal contact with students and/or adults. The act of physically assaulting any person on or near school property; including any activity under school Sponsorship. This shall include rape or sexual assault.
- **Insubordination:** The willful failure to respond or carry out reasonable requests by authorized school personnel.
- **Sexting:** Sexting is defined as the possession and/or distribution, including, but not limited to sharing, communicating forwarding, posting, sending, saving, or showing sexually explicit, vulgar, inappropriate, or pornographic photographs or messages of any type of multimedia, including, but not limited to text, audio, video, and images, by or on a cell phone, computer, iPad, tablet, electronic storage site, any social media site, or any other electronic means.
- **Sexual Harassment:** The act of sexual harassment, whether verbal, non-verbal or physical (including but not limited to obscene gestures, displaying of pornography (printed or digital imagery), touching, brushing the body and sexual propositions).
- **Tardy:** The act of lateness to school, class, homeroom or any other part of the student's schedule. Tardy referral occurs when a student has been tardy in a class 3 times in a semester. A written referral will occur at each tardy thereafter.

- **Theft:** The act of taking or acquiring the property of others without consent. This includes the act of possessing, transporting, or transferring through gift or sale, any stolen items.
- **Truancy/Unexcused Absence:** Willfully “skipping” or missing all or any part of the school day without permission of parent/guardian or consent of school officials./ The act of unauthorized absences for any portion of the day from school, class, homeroom or any other part of the school day. Unauthorized absences are cumulative by the number of incidents or by unauthorized absences in an individual class.
- **Unlawful Drugs and Behavior Altering Substance:** Possession or use of any stimulating, depressing or behavior altering substance without a medical prescription, including any form of hallucinogenic drug or marijuana (including synthetic marijuana), prescription drug that is not prescribed to the student by a licensed physician or that is used in a manner inconsistent with the prescription or prescribing physician’s instructions or look- likes. The possession of any device used in or with the consumption of illegal drugs.
- **Vandalism:** The act of willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.
- **Weapons/Look-Alikes:** The act of possessing, using, or threatening to use any weapon. A weapon is any gun or firearm (loaded or unloaded); any instrument used with the intent of inflicting or threatening bodily harm, including but not limited to knives, mace and pepper spray. Any other item deemed inappropriate by school officials may be declared contraband and confiscated. Any item that could be considered a weapon that is brought to school for a class project, play etc. must be immediately checked into the school office.

#### **CONSEQUENCES FOR MAJOR BEHAVIOR INFRACTIONS**

A student who has committed a Major Behavior Infraction act will be referred to the administration for disciplinary action. The administrator will meet with the student and conduct any further investigation deemed necessary by the administrator to determine what is an appropriate response to the misconduct. A record is maintained throughout the school year of the misconduct and the disciplinary action. One or more of the following actions may be applied in response to a Major Behavior Infraction: ***Please note that this is not an exhaustive list of consequences for this type of infraction.***

Conference with Student  
 Parent Contacted  
 Loss of Privilege  
 Time in office  
 Check in/ Check Out  
 Detention  
 Service Detention  
 Alternative Education Room  
 Suspension  
 Referral to outside agency or school district support services  
 Report of criminal activity or ordinance violations to police,  
 Alternative program placement in a program for disruptive youths or another appropriate district or community alternative;  
 Restitution  
 Board action which results in appropriate placement; or,  
 Expulsion.

#### **GROSS MISCONDUCT INFRACTIONS:**

- Verbal assault or threats to harm program faculty, staff, or students
  - Physical aggression resulting in harm to faculty, staff, or students
  - Physical Aggression: Includes destroying property, pushing, shoving, hitting, biting, hair pulling, pinching, boxing out, tripping, choking, grabbing or any unwanted physical contact
  - Lighting fires in the building or on school property
  - Possession of contraband items (Buying, selling, using, under the influence, or possessing drugs, alcohol or related paraphernalia or materials used to manufacture drugs or alcohol
  - Vandalism and/or destruction of school property
  - Repeated Failure to comply
  - Disrespect/Defiance
  - Cheating
  - Disruption to the educational environment
- Please note that this is not an exhaustive list of the infractions of this type.***

#### **WEAPONS:**

It is a crime to carry or possess any type of dangerous or illegal weapon on school property, in accordance with the Gun Free School Act. Consequences for students bringing weapons to the program will depend on the circumstances surrounding the incident. Minimally, a conference will be held with the parent/guardian, and appropriate district and outside representatives. For students who

bring a gun to the program, the consequences are more severe. During that suspension period, a meeting will be held to review progress and determine the appropriateness of the current placement. Students may be recommended to the board for expulsion.

#### **PHYSICAL AGGRESSION:**

Should a student become physically aggressive towards a peer or staff member, charges of physical assault may be pursued. The determination to involve the local police will be made by the administration based on input from all involved. If a student is physically aggressive towards the property of others and is considered to be extremely dangerous, the student may receive a suspension from school. The parent may be asked to return to school with the student to attend a disciplinary hearing to review the incident. All situations will be dealt with on an individual basis. Students may face similar consequences for verbal aggression towards staff, faculty and peers.

#### **POSSESSION/SALES OF ILLEGAL SUBSTANCES AND LOOK-ALIKE DRUGS:**

If a student is found to possess, buy, sell, or supply illegal drugs or alcohol at school, the student may be arrested and suspended from school until a parent conference is held. The incident will be reported to the home school. Confiscated materials will be turned over to the police. Parents will be notified.

#### **POSSESSION OF DRUG PARAPHERNALIA:**

If a student is found to possess drug paraphernalia the items will be confiscated, parents will be contacted and the student will be suspended. The items will be turned over to the police or destroyed. The police may be asked to remove the student from the school premises.

#### **SUSPICION OF BEING UNDER THE INFLUENCE:**

If there is reasonable cause to suspect that a student is under the influence of drugs or alcohol, staff will evaluate the student's condition. If it is believed that the student is under the influence, the student may be required to undergo further assessment. If assessment verifies use, the student and parent or guardian may be responsible for the costs associated with the tests. If not, the A-C Central school will absorb the costs. Appropriate community agencies will be notified and students facing expulsion may be required to enroll in mandatory drug/alcohol rehabilitation with subsequent testing to verify his/her ability to stay substance free.

Students seeing a reduction in levels appropriate with the time of rehabilitation may be allowed to continue in the program if they are enrolled in the treatment program concurrently. Students who see an increase in frequency or level on the tests may be suspended and referred to the regional safe school or face a recommendation of expulsion. If a second incident occurs, the student will be suspended until a parent conference occurs to review placement.

#### **THEFT:**

If a student is found to be in possession of someone else's personal belongings without the owner's expressed permission, that student will be considered in violation of school policy. This includes textbooks and test materials. Parents will be notified and police involvement may be requested depending on the severity of the incident. Violation of this rule may result in suspension from school and ineligibility from athletics.

#### **FLIGHT FROM SCHOOL BUILDING/GROUNDS**

In order to ensure the safety of all students the staff provides necessary supervision. Should a student voluntarily leave the school grounds or area surrounding a field trip the following procedures will be followed:

1. Search of immediate area
2. Parental/guardian notification
3. If unable to locate, notification of local police
4. When located and upon return, subject to reasonable revelation or search
5. Upon return, assignment to an isolated supervised area

#### **CONSEQUENCES FOR GROSS MISCONDUCT INFRACTIONS:**

##### **Minimum of one-day Suspension, and possible expulsion**

**\*Number of days to be determined by the severity of the offense.**

#### **DEFINITIONS FOR RULES INFRACTIONS**

##### **Detention**

Detention is one of the disciplinary options in the district for student misbehavior. There are three types of detention given in the district:

\* After-school Detention: Any week day from **3:15 to 4:15**. Detentions can be assigned by the principal, or any teacher.

Teacher-assigned detentions will be supervised by that teacher. Parental contact will be made by the teacher prior to the detention.

\* Morning Detention: Any week day from 7:15 am to 8:15 am. Detentions can be assigned by the principal, or any teacher.

Teacher-assigned detentions will be supervised by that teacher. Parental contact will be made by the teacher prior to the detention.

\* Service Detention: This option may be exercised in lieu of serving multiple detentions for an infraction of the rules. Students will stay after school serving as a groundskeeper, general custodian or other functions as assigned by the principal or assistant principal. The assigned service must be deemed satisfactory by the supervisor or principal.

A minimum of 24 hours' notice will be given to the student before the detention must be served unless parents' consent to a same day detention. Transportation from school will be the responsibility of the parent/guardian.

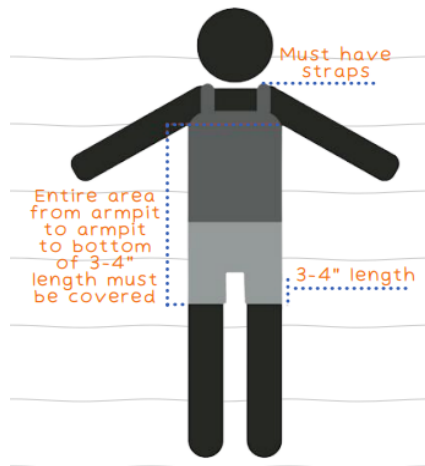
Unexcused failure to attend after-school detention when it is assigned will result in further disciplinary action. Excuses must be approved by the principal by the end of the school day before the date the detention is to be served. Parents must call the principal to

request a change in a detention date, otherwise a no-show will be considered unexcused. **Students will not be excused from detention because of employment schedules.**

### **6.20 Student Dress Code and Student Appearance**

Student's dress and grooming are the responsibility of the individual and his/her parents within the following guidelines. It is important to remember that the purpose of this school is to prepare students for life as an adult. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements
2. When a student is participating in school activities, his/her dress, hairstyle, jewelry and/or grooming will not disrupt the performance or constitute a health or safety threat to the individual or to other students. Special consideration for hazards should be given when participating in shop, laboratory, physical education, art, etc.
3. Articles of clothing that cause physical damage such as cleated boots, shoes that scratch floor, clothing with metal rivets which scratch furniture, and chains that are attached to clothing or wallets are unacceptable.
4. Coats, hats, bandannas, sweatbands, sunglasses are not to be worn in the classroom or hallways during school unless permission has been given by administration.
5. Any clothing or jewelry with provocative or suggestive slogans or illustrations will not be permitted. Clothing with lewd, vulgar, obscene, or plainly offensive language or symbols, including gang symbols will not be permitted. Clothing that promotes or mentions tobacco, drugs, alcohol, sex, obscene gestures, or illegal or violent behavior is not permitted. Students will be asked to remove apparel.
6. Clothing should be worn as designed without undue modification. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length. (The holes and rips cannot be a distraction or a safety issue.) Clothing made of fishnet or transparent material is not permitted.
7. Any clothing, either by design or the wearing of that exposes the chest, midriff, abdomen, genital area, buttocks, and/or undergarments are not permitted. The cut of the neckline should be moderate and tasteful. Spaghetti straps are not permitted.
8. Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times while the students are on school property and/or in attendance at school sponsored activities.
9. Appropriate footwear must be worn at all times. No shoes with wheels in them may be worn at any time.
10. Pants must be worn to fit at the waist (no low riding jeans and/or shorts). Students are encouraged to wear a belt to help comply with this rule. **NO SAGGING PANTS!**



**Note:** If there is any doubt about dress and appearance, the appropriate administrator will make the final decision. Students will be required to remove/cover the offending clothing and parents may be contacted. Repeated concerns with dress code may result in further disciplinary action.

### **6.30 Student Discipline**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch and passing period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

#### **Disciplinary Measures**

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

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

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

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

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation,

a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

#### **Corporal Punishment**

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

#### **Weapons Prohibition**

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

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

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

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

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

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

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

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

#### **Drug-Free School Policy**

A-C Central Elementary School is a DRUG-FREE SCHOOL. Drug-Free Schools and as such prohibits the possession, sale, arriving under the influence or use of drugs, or alcohol, while on school property. In order to maintain a drug-free environment, actions will be taken to discourage and stop all drug related activity. These actions may include, but not be limited to: canine searches, reasonable request to reveal, parent notification, referral to local drug treatment center and/or Community Counseling, request for assistance from the local Police Department, and mandatory intervention or treatment program participation when warranted. Any student refusing to cooperate as directed is subject to suspension and/or expulsion.

#### **6.40 Preventing Bullying, Intimidation & Harassment**

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

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Complaint Manager:

Ashley Trueblood  
191 South Bluff Street  
Chandlerville, IL 62627  
217.458.2224

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

#### **6.45 Sexual Harassment & Teen Dating Violence Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of acts. Examples of sexual violence include but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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 person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

#### **6.50 Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not trade or throw food, milk cartons or other items.
- Students shall follow the instructions of and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.

- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch-room supervisor.

No student should be in the food preparation area of the cafeteria for any reason. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

#### **6.60 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. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher or complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school, such as a delinquent student account of \$40 or more.

#### **6.70 Access to Social Networking Passwords and Websites**

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

#### **6.80 Student Use of Electronic Devices**

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

During instructional time, which includes class periods and homeroom periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

- (1) using the device to take photographs in locker rooms or bathrooms;
- (2) cheating; and
- (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

Students in violation of this procedure are subject to the following consequences:

1. The electronic device shall be confiscated and held by a staff member until the end of the class period or school day;
2. The electronic device shall be confiscated and held in the office until the parent/guardian accompanied by the student meets with the building principal before the device will be returned;
3. The electronic device shall be confiscated and held by the Principal for 10 days. After 10 days, the parent/guardian accompanied by the student meets with the building principal before the device will be returned;
4. The electronic device shall be confiscated and held by the Superintendent for 30 days. After 30 days, the parent/guardian must meet with the Board of Education at the next regularly scheduled board meeting before the device will be returned.
5. The electronic device shall be confiscated and held by the Superintendent for the remainder of the school year.
6. Students in violation of this policy may also be subject to technology suspension or probation.

## **CHAPTER 7 : INTERNET, TECHNOLOGY and PUBLICATIONS**

### **7.10 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:

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

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

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- 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 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/disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any network. including creation/use 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. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided. The absence of a copyright notice may not be interpreted as permission to

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

**Use of email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool. 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. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted. Use of the School District's email system constitutes consent to these regulations.

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

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

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

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

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

#### **7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. Prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

### **CHAPTER 8 : SEARCH and SEIZURE**

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

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

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

### **Students**

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 sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

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

## **CHAPTER 9 : ATHLETICS and EXTRA-CURRICULAR ACTIVITIES**

### **9.10 Athletic Rules & Code of Conduct**

A-C Central Extra-Curricular Activity Handbook, inclusive of the Code of Conduct is available online to access information regarding our policies and procedures at: <http://www.a-central.us/extra-curricular-handbook.pdf>

### **9.30 Student Athlete Concussions/Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association and/or the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to learn protocols.

## **CHAPTER 10 : SPECIAL EDUCATION**

### **10.10 Education of Children with Disabilities**

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

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

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

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

### **Special Education Program and Services**

Individuals with Disabilities Act (IDEA) requires a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements, A-C Central Schools, in cooperation with the Sangamon Area Education Special Education District (herein referred to as SASED), provides special education programs and services. Programs and services are designed to meet the needs of students who have disabilities that adversely affect their success in a preschool or regular classroom setting. Parents, teachers, or other concerned individuals may make referrals. After a comprehensive diagnostic evaluation, a committee of

educational personnel determines the child's eligibility for programs and services. When a child is eligible for special education, an IEP is written which sets goals and recommends services specific to the child's unique needs. Parent/Guardian consent is required prior to the evaluation for special education placement. Parent/guardian participation is encouraged at every step. If a parent/guardian believes their child should be referred for an evaluation to determine eligibility for special education, please contact the building principal promptly to obtain and complete a referral form. Also available upon request are the complete Explanation of Procedural Safeguards to Parents of Children with Disabilities and ISBE Regulations governing special education. Additional services provided through SASSED include the following: School Social Work Services, Child Find Services, Psychiatric Diagnostic Services, School Social Education Services, Physical and Occupational Therapy, Orientation and Mobility Training and Audiological Services.

#### **Section 504 Policy**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the District to ensure that students who are handicapped, as defined by Section 504 of the Rehabilitation Act of 1973, are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require service pursuant to the Individuals with Disabilities Education Act (IDEA). The act defines a person with a handicap as anyone who possesses the following:

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. Has a record of such impairment; or is regarded as having such impairment.
3. Due process rights of handicapped students and their parents under Section 504 will be enforced. The superintendent is the coordinator of the Section 504 activities for the district.

#### **10.20 Discipline of Students with Disabilities**

##### **Behavioral Interventions**

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

##### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

#### **10.30 Exemption from PE Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- a. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
- b. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

#### **10.40 Certificate of High School Completion**

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

#### **10.50 Access to Classroom for Special Education Observation or Evaluation**

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

#### **10.60 Related Service Logs**

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

#### **10.70 Prioritization of Urgency of Need for Services**

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

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

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

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

## **CHAPTER 11 : STUDENT RECORDS and PRIVACY**

### **11.10 Student Privacy Protection 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:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- 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.

#### **Prohibition on Selling or Marketing Students' Personal Information**

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

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

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

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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

### **11.20 Student Records**

A school student record is any written or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/ her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is permitted without consent to: any person for research, statistical reporting or planning, provided no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information with a written objection to the principal within 30 days of the date of this notice.

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

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

**8. The right contained in this statement:**

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

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

The name and address of the Office that administers FERPA available online.

**11.30 Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

**CHAPTER 12 : NOTICES and DISCLOSURES**

**12.10 Teacher Qualification**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

**12.20 Standardized Testing**

Students and parents/guardians should be aware that students in multiple grade levels will take State and District standardized tests. 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. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Parents can assist their students achieve their best performance by doing the following:

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

**Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.a-central.com](http://www.a-central.com).

**12.30 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:

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

**12.40 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.

#### **12.50 English Learners**

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact the District Office at (217)476-3312.

#### **12.60 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.

#### **12.70 Pesticide Application Notice**

Parents/guardians of students may request to receive written or telephone notification prior to the application of pesticides to school grounds. A list of all pesticides and chemicals used in the school building is maintained in the office, and parents may request access to this list of materials. Prior notice of pesticide application is not required if there is imminent threat to health or property.

#### **12.80 Mandated Reporter**

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.

#### **12.100 Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

#### **12.110 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.

#### **12.110 Violent Offender Community Notification**

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

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

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

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

#### **12.120 A-C Central CUSD #262 Chain of Command**

A-C Central CUSD #262 strives for effective communication with all stakeholders in the District in order to assure that all students are effectively served. To ensure parent concerns or issues are heard by the appropriate individual most capable of resolving the issue at the point of origin, and provide a direct and timely response, the Board of Education asks that parents follow the procedure outlined below:

- 1) If a concern arises, a parent or community member should contact the teacher, supervisor, coach or staff member directly involved with the concern. The board recommends a 24 hour waiting period. This can reduce or eliminate emotion that can be a barrier to resolution.
- 2) If step 1 is completed, and the issue/concern was not fully addressed, then the principal or athletic director should be contacted.
- 3) If step 1 and step 2 are completed, and it is believed that the issue/concern warrants yet further discussion, then the district superintendent should be consulted.
- 4) Only after completing steps 1, 2, and 3 should a representative of the school board be contacted. Board members will refer concerns back to steps 1, 2 and 3 before taking action at the board level

**2024-2025 Student Handbook Acknowledgement**

**Student/Parent Handbook Acknowledgement and Pledge**

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

**\*\*student handbook can be found on the school website.**

**<https://www.a-central.com/domain/38>**

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior in addition to extra-curricular activities regulations and policies. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature