MARSHALL COMMUNITY UNIT SCHOOL DISTRICT #C-2



ELEMENTARY SCHOOL STUDENT HANDBOOK

2026-2027

MARSHALL ELEMENTARY SCHOOL STUDENT HANDBOOK

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MARSHALL C.U.S.D. #C-2
ELEMENTARY SCHOOL HANDBOOK
2026-2027

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WELCOME

The faculty and staff of South Elementary School and North Elementary School welcome you and your family. We will do our utmost to offer your child the best possible education, and we will strive to make that education interesting and stimulating. We ask for your support and we ask that you will be an active participant in your child's education.

This handbook has been designed and organized to help promote student progress as well as to facilitate school governance. This handbook not only provides for the psychological and physical safety of all students through appropriate rules, regulations, and procedures and by providing other relevant information, but also ensures that parents and students receive timely and adequate notice of their rights and responsibilities as members of the school community. The statements in this handbook derive from Board policies governing the district and may not be revised without notice. The complete text of Board policies is available at the district office.

Students and parents are asked to read and apply the information contained in this handbook. Periodically, you may need to refer to the handbook to answer questions. If clarification is needed or other questions arise, please contact a teacher or administrator. We are eager to help you.

GUIDELINES FOR A GREAT ENVIRONMENT

We hope to create an environment that gives all children the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens.

Every student should have the opportunity to achieve this potential in a safe and caring environment. For this reason, we have adopted a common set of school rules to help create a positive-learning environment for your children. We believe that good schools are child centered and plan to promote "Guidelines for a Great Environment" by positive activities that reinforce these rules.

- We respect ourselves.
- We respect and obey the people who teach or supervise us.
- We respect other people in our actions.
- We respect other people in our language.
- We respect other people's property.

PARENTAL INVOLVEMENT

The school annually has a meeting for all parents/guardians, which takes place on the first day of school as an orientation.

At the orientation, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which parents/guardians may wish to become involved include the Elementary Booster Club. Contact the Elementary Office for Elementary Booster Club information.

The school provides parents/guardians with access to:

(a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;

(b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;

(c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and

(d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Beth Grooms at South Elementary School, (217) 826-5411.

Parents/guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the District Superintendent at (217) 826-5912.

The state's resources on parental involvement can be located at https://www.isbe.net/Pages/Parent-and-Family-Engagement.aspx . The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

VISITORS

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors

are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

If you wish to have lunch with your child, we ask that you call by 9:00 a.m. to give the office notice. Designated tables are set up in the hallways. Parents are not allowed in the cafeteria. Please keep these visits to a minimum so the children can maintain a normal lunch routine.

If your child forgot his/her lunch or other school item, please drop it off at the office with the child's name written on it and it will be properly delivered.

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

Parents should not disturb the teachers and students by going to the classroom directly unless a visit has been pre-arranged with the teacher. Children may be met at the assigned exit doors and not at the classroom doors.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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.

The superintendent will be the Coordinator for Nondiscrimination for the school district and the building principals will be the grievance officer. If a student is uncomfortable discussing a situation with one principal, he/she may address the complaint to any of the other principals.

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 principal 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.

VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" that is 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.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio station, television station or check e-mail to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If an early dismissal occurs for an emergency, all after-school functions are automatically cancelled.

EMERGENCY EVACUATION

Please be advised that in case an emergency evacuation of South Elementary School is necessary for the safety of the students, South Elementary School students will relocate to the Trinity Methodist Church located at 503 S. Michigan, Marshall, Illinois. Please be advised that in case an emergency evacuation of North Elementary School is necessary for the safety of the students, North Elementary School students will relocate to the First Christian Church in the lobby and sanctuary areas. The church is located at 902 N. Sixth St., Marshall, Illinois (north of Marshall High School).

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Videotapes are considered confidential and are not available for viewing by the general public.

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.

RESIDENT STUDENTS

A student's residence is the same as the person who has legal custody of the student. A student is presumed to be a resident in the school district wherein his or her parents reside. After a divorce, a child is presumed to reside with the custodial parent. When a student does not live with his parents, he or she may establish a residency if he or she is legally emancipated and self-supporting, is placed with a legally appointed guardian for reasons other than to attend school, or is in the long-term custody of someone other than family members for reasons other than to attend school. Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided below or in State law. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, must complete a signed statement stating:

1. That he or she has assumed and exercises legal responsibility for the child,
2. The reason the child lives with him or her, other than to receive an education in the district, and
3. That he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating:
    a. The role and responsibility of the person with whom their child is living; and
    b. That the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition. Transportation is the responsibility of the parent(s)/guardian(s). Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school).

NON-RESIDENT STUDENTS

The superintendent or designee is authorized to enter into a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided that both the superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, parents or guardians should state in writing how the student's health and safety needs will be served by such attendance. The superintendent or designee is authorized to enter into written agreements with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.

CHALLENGING A STUDENT'S RESIDENCE STATUS

If the superintendent or designee determines that a student attending a school is a non-resident of the district, the superintendent will notify the person who enrolled the student that they may not attend the Marshall C-2 District Schools. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

ATTENDANCE

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

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the appropriate school (South Elementary School at (217) 826-5411/North Elementary School at (217) 826-2355) before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent 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. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

TRUANCY

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1,500.

GRADING AND PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

GRADING SCALE

A -- 90-100%

B – 80-89%

C – 70-79%

D – 60-69%

F – 0-59%

CR – Credit

INC – Incomplete

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

MAKE-UP WORK

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

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the building principal.

FINES, FEES, AND 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 parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

Within 30 days, the parent/guardian will be notified 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 Unit Office at 217-826-5912.

LUNCH PROGRAM

Breakfast is served every school day from 7:45 a.m. to 8:00.a.m.

Milk for snack times, lunch buckets or extras is not included in the free and reduced program.

A student may purchase breakfast for $1.25.

A student may bring a sack lunch from home or purchase a school lunch for $3.25 and/or milk for 45 cents.

Free or reduced price meals are available for qualifying students. For an application, contact the Elementary School Office.

Only Parents/Guardians can sign out or give permission for a student to leave for lunch. A student can only leave for lunch with an immediate family member (parent, guardian, aunt or uncle).

ATHLETIC RULES AND CODE OF CONDUCT

North School is a member of the Illinois Elementary School Association and abides by the rules set for the association. Boys' basketball, girls' basketball, and cheerleading are offered.

Local policies in force for athletes and cheerleaders are as follows:

A. Student must be in attendance during the academic school day in order to participate in an athletic event that day. In an emergency situation, the student may request to be absent by following attendance procedures outlined in this handbook.
B. A student must abide by the Marshall C-2 policy concerning violation of training rules and code of conduct. A copy of the training rules is below.
C. An athlete must provide a statement from the parents relieving the school from responsibility for medical bills incurred while participating in athletics.

D. An athlete must provide a certification of physical fitness issued by a licensed physician not more than one year preceding beginning practice or game.

E. Coaches/sponsors have the authority to ask visitors to leave practices when the visitor's presence is disruptive.

F. Use of volunteer coaches is prohibited at all practices and events.

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA

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

Eligibility

A student must pass all classes and maintain a "C" average. If a student has one "F" in any subject, he/she will be placed on probation for one week, provided they maintain a "C" average. Principal, coach, and teachers will work with the student to help the student bring his/her grade up during the week's probation. If the grade is not improved, the student will be excluded from all games until the grade is brought up to passing at the next grade check. Eligibility grade sheets are given to the teacher on Wednesday of each week and must be turned in to the principal's office by Friday by noon. Eligibility runs from Monday through the following Monday. Student participants are also required to maintain IESA requirements. If a student is ineligible for four consecutive weeks, that student will be removed from participation in the sport or activity.

Requirements for Participation

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

- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

Behavioral Conduct

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

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

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

Drugs, Alcohol and Tobacco

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

First Offense

Drugs -- use, possess, sell, or distribute controlled substances

Alcohol -- consume, possess, or distribute alcoholic beverages

Tobacco -- smoke or use tobacco in any form

A. Students will lose 30% of the games if in season or 20% of the games if between seasons. In an effort to reward honesty, students who report their violation of the training rules to their coach, athletic director, or the principal within three days of the violation, will lose 20% of the games if in season or 10% of the games if between seasons. In addition, the student must attend counseling with the school counselor.
B. Refusal to attend counseling with the school counselor will result in the student being suspended from all activities for the rest of the school year.

Second Offense

A student who violates the athletic training rules a second time within a calendar year must enroll at the earliest possible date and complete the Turning Points Drug and Alcohol Treatment Program. The student will also lose 50% of the games of the next season in which he participates regardless of whether the violation occurred in season or between seasons.

Failure to enroll at the earliest possible date and complete the Turning Points Drugs and Alcohol Treatment Program will result in the student being suspended from participating in all activities covered by the activity training rules for one calendar year from the date of the second violation.

Third Offense

The students will be suspended from participating in all activities covered by the athletic training rules for one calendar year from the date of the second violation.

III. Violation of any Criminal Code

A. Students may be suspended from activities for violation(s) of the criminal code. The principal has the responsibility to investigate possible criminal code violations. The principal, upon the conclusion of a resulting court case, will determine the length of the suspension based on the severity of criminal code violation.
B. The authority to determine violations of the training rules.
    1. Students may be reported for a violation of the training rules by a teacher, administrator, or police who observed the violation.
    2. The principal shall be responsible for the investigation of the violation and administration of the consequences of the violation.
C. Right of review of a violation:
    1. The student athlete and parents have the right to request a hearing with the coach, athletic director, and principal within ten days of an exclusion.
    2. If the student athlete or parents are unsatisfied with the first hearing, they may request a hearing with the Board of Education or Board Committee.
    3. All exclusion rights and privileges of the student athlete shall be the same as described in the School Board Policies.

Rules in Effect

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

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

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

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

Requests for an athlete to be signed out by someone other than parent or guardian must be submitted in writing by the athlete's parent 24 hours prior to the event and approved by the principal.

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 and will be available at 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. Exceptions must be approved in advance by the building principal.

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

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

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

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

17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.
19. Students may be suspended from riding the school bus for up to ten consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of ten days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

For questions regarding school transportation issues, contact the District's Bus Superintendent at (217) 826-8113.

WELLNESS POLICY

Belief Statement – The Board of Education of Marshall Community Unit School District C-2 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The school district shall promote good habits of nutrition and physical activity in each student. The complete Wellness Policy may be found on the district's website: http://www.marshall.k12.il.us/unit/districtinfo/wellnesspolicy/wellnesspolicy.htm.

FOOD/SNACKS

In order to provide a safe and healthy environment for all students, NO PEANUTS, TREE NUTS, or PRODUCTS CONTAINING PEANUTS AND/OR TREE NUTS will be served on school grounds. This includes, but is not limited to the school lunch program, class snacks, and any occasion where food will be served to or shared by students. There will be no exceptions to this policy. Any foods not in compliance will be returned home or disposed. All foods and treats served will have an ingredient label. Any questionable treats will be referred to the school health professional or the principal. This policy does not include lunch buckets.

All foods served at classroom parties and events must be in compliance with the district's wellness policy. Foods served shall be commercially prepared and have an ingredient label. Due to the increasing number of food allergies experienced by children, homemade treats will not be served at class parties and events.

Classroom parties will take place in December and May.

BIRTHDAYS

Birthday invitations may be passed out at school if the entire class is invited.

Students may bring small non-food items for birthdays (pencils, stickers).

Due to state guidelines, candy or birthday treats are not allowed.

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 building principal at South Elementary School (217) 826-5411 or North Elementary School (217) 826-2355.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

ILLNESS GUIDELINES

1. Children that are running a temperature of 100 degrees F or more, vomiting or have diarrhea should remain home to prevent transmission of illness to other students. The student should be symptom free for a period of 24 hours before returning to school. For example: chicken pox—the child will be excluded from school until all blisters have scabbed over and dried up.
2. Vomiting and diarrhea are symptoms of an illness. If your child has diarrhea or is vomiting, please keep him or her at home to prevent transmission of illness to other students. The child should be free of symptoms for a period of 24 hours before returning to school. If your child has a medical condition that can cause nausea, vomiting, and/or diarrhea, please let the nurse or the school office know, so we can offer the best care possible for your child.
3. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep ill children at school.

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.

For further information, please contact the building principal at South Elementary School (217) 826-5411 or North Elementary School (217) 826-2355.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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

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

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

See forms and information on the Marshall School District website:
http://www.marshall.k12.il.us/unit/districtinfo/studenthealthforms/healthforms.htm.

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 a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

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

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

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE

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

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

SAFETY DRILL PROCEDURES AND CONDUCT

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

SCHOOL DRESS CODE/STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day and shall be removed before entering.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

GUIDANCE AND COUNSELING

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

STUDENT DISCIPLINE

Prohibited Student Conduct

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

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

    Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the

threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

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

<u>DISCIPLINARY MEASURES</u>

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study provided the student's parent/guardian has been notified.

THE BUILDING PRINCIPAL MAY UTILIZE THE FOLLOWING CONSEQUENCES AS A RESULT OF INAPPROPRIATE BEHAVIORS.

I. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION
   1st offense: Contact parents and 2 days detention after school
   2nd offense: 1 day suspension
   3rd offense: 2 days suspension
II. A. FIGHTING
   1st offense: Contact parents and 5 days detention after school
   2nd offense: 3 days suspension
   3rd offense: 5 days suspension
   B. ASSAULT UPON ANOTHER STUDENT
   1st offense: 3 days suspension
   2nd offense: 5 days suspension
III. THREATS OR INTIMIDATION

1st offense: 3 days detention after school
2nd offense: 5 days detention after school
3rd offense: 3 days suspension
In cases of assault or threat to assault, the parent will be immediately contacted, the student will have a mandatory session with the counselor, and a report will be made to the Marshall Police Department.

IV. RUDE, INSULTING, USE OF OFFENSIVE OR PROFANE LANGUAGE TO OTHER STUDENTS
1st offense: Contact parents and 2 days detention after school
2nd offense: 3 days detention after school
3rd offense: 3 days suspension
TO ADULTS
1st offense: 3 days detention after school or possible suspension
2nd offense: 3 days suspension

V. VANDALISM
1st offense: Contact parents, restitution, and 2 days detention after school
2nd offense: 5 days detention after school and restitution
3rd offense: 5 days detention after school or suspension and restitution

VI. POSSESSION, USE OF DRUGS/ALCOHOL
1st offense: 10 days suspension with possible expulsion and a report will be made to the police.

VII. POSSESSION, SMOKING, USE OF TOBACCO
1st offense: 5 days detention after school or possible suspension
2nd offense: 3 days suspension
3rd offense: 5 days suspension

VIII. USE, POSSESSION OR DELIVERY OF CANNABIS, DRUGS, OR ANY CONTROLLED SUBSTANCE
1st offense: 10 days suspension with possible recommendation for expulsion
**Students suspended for being under the influence of drugs/alcohol may be reinstated to school without penalty by providing negative results of a drug/alcohol test completed within two hours after the student was suspended. If the results of the test are negative, the parents will be reimbursed for the cost of the test. Failure to undergo any drug testing or a positive drug test will be considered an admission of responsibility for being under the influence and may result in a recommendation for expulsion in addition to the suspension.

IX. THEFT **
1st offense: Call parents, restitution and 5 days detention after school
2nd offense: Restitution and 3 days suspension
3rd offense: Restitution, 5 days suspension and possible expulsion
** Students are required to turn in to the office, items which are not theirs found on school property.

X. REPEATED CLASS DISTURBANCES
1st offense: Multiple noon detentions
2nd offense: 3 days detention after school
3rd offense: 5 days detention after school

XI. GROSS DISOBEDIENCE OR MISCONDUCT
Dependent upon circumstances

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

XIII. COMPUTER ABUSE
Students who are found to be misusing computer equipment by hacking into programs or systems that are unauthorized or otherwise tampering with disks and/or stored information may lose their privilege to utilize computers at school.

XIV. SCHOOL PERSONNEL
Any misbehavior directed toward school personnel or their property that can be related to school will be dealt with as an extension of the school.
PLEASE NOTE: THE PREVIOUS PROCEDURES ARE STANDARDS. DEPENDING UPON THE CIRCUMSTANCES, THE PRINCIPAL MAY CHANGE THE PUNISHMENT AS PRESCRIBED.

Nondiscrimination Coordinator: Kevin Ross, District Superintendent, (217) 826-5912
Complaint Managers: Jill Sisson, South Elementary School Principal, (217) 826-5411;
Ellen Lake, North Elementary School Principal, (217) 826-2355

CORPORAL PUNISHMENT

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

FIREARMS, KNIVES, BRASS KNUCKLES AND OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:
(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites 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 a likes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

GANG AND GANG ACTIVITY

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

PREVENTION OF AND RESPONSES TO BULLYING, INTIMIDATION, AND HARRASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, 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, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.
5. Definitions from 105 ILCS 5/27-23.7

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

   Nondiscrimination Coordinator:

   Kevin Ross
   Name
   503 Pine St
   Address
   kross@marshallk12.net
   Email
   (217) 826-5912
   Telephone

Complaint Managers:

Jill Sisson (SS Principal)	John Ritchey (MHS Principal)
Name	Name
806 S Sixth St	806 N Sixth St
Address	Address
jsisson@marshallk12.net	jritchey@marshallk12.net
Email	Email
Telephone(217)826-5411	Telephone(217)826-2395

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

   The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
h. 7:310, *Restrictions on Publications; Elementary Schools,* and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

INTERNET ACCEPTABLE USE POLICY

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks,* or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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 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 took 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.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than ten 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. No 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.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. 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 ten 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.

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;

4. Is primarily intended for the immediate solicitation of funds; or

5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

SEARCH AND SEIZURE

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

School 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.

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.

Complaint Managers: Jill Sisson, South Elementary School Principal, (217) 826-5411;
Ellen Lake, North Elementary School Principal, (217) 826-2355

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. 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.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans: (a) within fifteen days (15) days after the policies and the procedures have been adopted by the school board, or (b) within fifteen (15) days after the school board has amended its policies and procedures, or (c) at the time an individual education plan is first implemented for a student. All students shall be informed annually of the existence of this policy and the procedures and a copy of the local procedures shall be made available upon request of any parents and guardians.

The District's Restraint and Time Out (RTO) Plan is available for review by request at your student's school office. The RTO plan is also available on the District Special Education website.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

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

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.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos, and digital images used for informational or news-related purposes of a student participating in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

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

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed $.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education records that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U. S Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

MAINTENANCE OF SCHOOL RECORDS

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

The permanent record shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record

- Accident and health records
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The temporary record may include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education.

The district will maintain the student's temporary record for five years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

OBJECTION TO MATERIAL

Marshall Community Unit School District C-2 acknowledges that parents may have concerns with certain topics/activities within our curriculum. If a parent has a specific objection to material, they may submit a written statement and the pupil may not be required to take that portion of the course. Areas which may be of concern include:

A. Recognizing and avoiding sexual abuse
B. Certain activities/courses based on religious beliefs (swimming, co-ed physical education, etc.)
C. Sex education/family life courses

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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.

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.

TEACHER QUALIFICATIONS

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

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

HOMELESS CHILD'S RIGHT TO EDUCATION

Any homeless child shall be immediately admitted, even if the child or the child's parent-guardian is unable to produce records normally required for enrollment. If you have any questions or concerns, please contact Jacob Ferris at 217-826-2812 and/or the Regional Office of Education #11 at 217-348-0151.

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.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Kevin Ross, Superintendent of Schools, at (217) 826-5912. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services at 1-800-252-2873.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.isp.state.il.us/sor/.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/.

The state-wide toll free phone number (1-800-477-0024) is answered at the ISP Communications Center in Springfield, Illinois.

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.

ASBESTOS MANAGEMENT

The asbestos management plan for all District #C-2 schools is available for inspection by any interested individual by appointment made through the superintendent's office at least one working day in advance.

SUPPORT SERVICES

RESPONSE TO INTERVENTION (RtI) – RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and are monitored on a frequent basis. School personnel and parents use research and data to adapt instruction and to make educational program decisions for students.

The system is layered into three tiers of instruction.

TIER 3: INTENSE INTERVENTIONS
5% of the students will need more intense interventions to help them to achieve success. These students will continue with Tiers 1 and 2.

TIER 2: SMALL GROUP INTERVENTIONS
15% of the students who need more focused instruction will achieve it through small group interventions. They will continue

with Tier 1.

TIER 1: CORE CURRICULUM

100% of all students participate in instructional activities that provide the foundation for educational excellence. At least 80% of these students will be successful. Others will need interventions to help them to achieve success.

Title I -

- The Title I/Reading Support program exists to assist students in acquiring strong, basic reading skills, to have a positive experience with reading and ultimately to become independent readers.
- The Reading Specialist is a teacher who provides direct reading instruction to eligible students in a small group setting.
- Students who may receive reading support are identified based on their performance on AIMSWEB screening tests throughout their elementary school experience. Students who receive reading support qualify based on test scores, their classroom teacher's recommendation, the reading specialist's recommendation and the parent/guardian's written permission.

Speech and Language Therapist - Children in kindergarten, first grade and those new to the district are screened each fall to determine the need for speech therapy. Any child who is eligible will receive speech therapy from a qualified therapist.

Learning Disabilities Teacher - The learning disabilities (L.D.) teacher provides specialized instructional services to children with identified learning problems. These services are made available for children with normal or above normal intelligence whose lack of academic progress warrants assistance. After a referral for L.D. testing is made, a multidisciplinary conference with the parents is arranged to review the problem and to enlist parental help and assistance. With parental permission, tests are administered by the pupil services team and based on the results of the tests, the child may be declared eligible for L.D. services. The test results are reviewed with the parents. If the child is eligible, parental permission is required before L.D. services can begin.

Special Education - Children whose learning problems require a more intensive instructional program are provided with the services of EIASE (Eastern Illinois Association of Special Education) a cooperative of area school districts and/or the school district psychologist. EIASE provides specialized classrooms and services for all eligible District C-2 students. Specialized services include classrooms for the visually, hearing and physically impaired, mentally impaired, and multiply impaired. These classrooms are located throughout the EIASE service area.

English Language Learners

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

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact Beth Grooms, South School, at (217) 826-5411.