



School Student and Family Handbook
2025-2026

Clinton Elementary School
680 Illini Drive, Clinton, IL 61727
Phone: 217-935-6772
Fax: 217-935-8215

Website: <https://www.cusd15.org/o/ces>

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Dear Clinton Elementary School Families,

Welcome to the 2025–2026 school year!

At Clinton Elementary, we believe that every child deserves a space to explore, learn, and grow—a place where curiosity is encouraged, creativity is celebrated, and every voice matters. Our mission is to foster a safe, inclusive environment where each student is supported and empowered to thrive. We inspire learning, critical thinking, and resilience, helping every child grow into a respectful, responsible, and kind citizen.

We are proud to share the CES School Student and Family Handbook, which outlines our shared commitment to student success. At Clinton Elementary School, we believe it is important that students achieve. Therefore, we strive to:

- Provide strong teaching and leadership,
- Demonstrate care and concern for each student,
- Make efficient use of academic learning time,
- Incorporate engaging and meaningful classroom activities,
- Foster positive communication between parents, students, and CES staff,
- Encourage students and parents by regularly sharing information about progress,
- Equip students with strategies to increase their competence and confidence.

Throughout this handbook, you'll find the systems and supports in place to help you and your child feel connected and successful. We look forward to partnering with you to make this a truly memorable and rewarding school year.

Every student matters. Every student succeeds.

With gratitude,



Paul Ranstead

Principal

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Estimadas familias de la Escuela Primaria Clinton:

¡Bienvenidos al año escolar 2025-2026!

En Clinton Elementary, creemos que cada niño merece un espacio para explorar, aprender y crecer—un lugar donde se fomente la curiosidad, se celebre la creatividad y cada voz sea valorada. Nuestra misión es fomentar un ambiente seguro e inclusivo donde cada estudiante reciba apoyo y se sienta empoderado para prosperar. Inspiramos el aprendizaje, el pensamiento crítico y la resiliencia, ayudando a cada niño a convertirse en un ciudadano respetuoso, responsable y amable.

Nos enorgullece compartir el Manual del Estudiante y la Familia de CES, el cual describe nuestro compromiso compartido con el éxito estudiantil. En la Escuela Primaria Clinton, creemos que es importante que los estudiantes logren sus metas. Por eso, nos esforzamos por:

- *Brindar enseñanza y liderazgo de calidad,*
- *Demstrar cuidado y atención hacia cada estudiante,*
- *Usar de manera eficiente el tiempo de aprendizaje académico,*
- *Incorporar actividades significativas y atractivas en el aula,*
- *Fomentar una comunicación positiva entre padres, estudiantes y el personal de CES,*
- *Animar a los estudiantes y padres compartiendo información sobre el progreso con regularidad,*
- *Proporcionar a los estudiantes estrategias que aumenten su competencia y confianza.*

A lo largo de este manual, encontrará los sistemas y apoyos establecidos para ayudarle a usted y a su hijo(a) a sentirse conectados y exitosos. Esperamos con entusiasmo colaborar con ustedes para hacer de este un año escolar verdaderamente memorable y gratificante.

Cada estudiante importa. Cada estudiante tiene éxito.

Con gratitud,



*Paul Ranstead
Director*

Clinton Elementary School (CES) Vision Statement

Clinton Elementary fosters a safe, nurturing space where students grow academically and emotionally. We inspire, educate, and celebrate every child, equipping them with the skills to become respectful, productive citizens who positively impact society.

Clinton Elementary School (CES) Mission Statement

Clinton Elementary School fosters a safe, inclusive environment where every child is celebrated. We inspire learning, critical thinking, and resilience, empowering students to grow into responsible, kind citizens. Every student matters. Every student succeeds.

Disclaimer: This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures.

Board of Education Information

The Board's comprehensive policy manual is available for public inspection through the District's website at [www.https://www.cusd15.org/page/board-of-education](https://www.cusd15.org/page/board-of-education) or at the Unit Office, located at:

CUSD #15 Unit Office
1200 RT 54 West
Clinton, IL 61727
Phone: 217-935-8321
Fax: 217-935-2300

The School Board governs the school district and is elected by the community. Each member has completed the Freedom of Information Act Training, the Open Meetings Act Training, and the 4 hours of mandatory school board training.

Current School Board members are:

Mr. Dan Matthews, President
Mrs. Tammie Ennis, Vice President
Mrs. Sondra Baker, Secretary
Mr. Chris Hammer

Mr. Stephen Oswald
Mr. John Heinlen
Mrs. Jenny Rudat

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District Office and Office Information

CUSD #15 Vision Statement

The Clinton Community School District will be a dynamic community partner dedicated to adding value through learning and student success.

CUSD #15 Mission Statement

The Clinton Community School District provides a positive, supportive, and safe environment which empowers students to achieve academic, technical and social/emotional growth to their fullest potential, thereby improving students' lives and strengthening the community.

The School Board has hired the following staff to operate at the District level:

Mr. Drew Goebel
Superintendent
dgoebel@cusd15.org

Mrs. Karrah Jensen
Assistant Superintendent
kjensen@cusd15.org

Mrs. Kari Veldman
Director of Special Education
kveldman@cusd15.org

Mrs. Sharon Cenicerros
Superintendent's Administrative Assistant
scenicerros@cusd15.org

Mrs. Beth Pine
Accounting Specialist
bpine@cusd15.org

Mrs. Missy Koeppel
Accounts Payable & Office Assistant
mkoepfel@cusd15.org

Ms. Beth Tedrick
Director of Food Service

btedrick@cusd15.org

Mrs. Laura Molitoris
Technology Coordinator, Technology Integration & PR Specialist
lmolitoris@cusd15.org

Mrs. Jill Martin
Nurse
jmartin@cusd15.org

Mrs. Angie Morrison
Payroll & HR Specialist
amorrison@cusd15.org

Mr. Ryan Black
Director of Facilities and Maintenance
rblack@cusd15.org

Mr. Jeff Harrold
Maintenance
jharrold@cusd15.org

Mr. Eric Barringer
Director of Technology & Technology Integration Specialist
ebarringer@cusd15.org

Mr. Stephen Page
Director of Transportation
spage@cusd15.org

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Clinton Elementary School Staff Roster

Administration

- Novak-Ewell, Beckah – Assistant Principal | BNovakewell@cusd15.org
- Ranstead, Paul – Principal | PRanstead@cusd15.org

Office Staff

- Thomas, Stacie – Secretary | SThomas@cusd15.org
- Wilson, Teri – Secretary | TWilson@cusd15.org

Cafeteria Staff

- Jepsen, Michelle | MJepsen@cusd15.org
- Mollet, Sheri | SMollet@cusd15.org
- Thoms, Laura | LThoms@cusd15.org
- Wilson, Penny | PWilson@cusd15.org
- Wilson, Tammy | TammyWilson@cusd15.org

Custodians

- Ballenger, Dale | DBallenger@cusd15.org
- Lovins, Lynn – Day Lead | LLovins@cusd15.org
- Mendez, Lee | LMendez@cusd15.org
- Thayer, Cathy | CThayer@cusd15.org
- Wagner, John | JWagner@cusd15.org

Grade 2 Teachers

- Barnes, Gale | GBarnes@cusd15.org
- Hodel, Jen | JHodel@cusd15.org
- Hoyt, Kristen | KHarbach@cusd15.org
- Mehr, Angeline | AMehr@cusd15.org
- Rich, Jaydlynn | JRich@cusd15.org
- Toohill, Tristin | TToohill@cusd15.org

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Grade 3 Teachers

- Bostic, Trisha | TBostic@cusd15.org
- Donelson, Tanya | TDonelson@cusd15.org
- Howell, Rebecca | RHowell@cusd15.org
- Pertl, Elizabeth | EPertl@cusd15.org
- Robinson, Kendra | KZimmerman@cusd15.org
- Walsh, Michelle | MWalsh@cusd15.org

Grade 4 Teachers

- Clark, Melissa | MClark@cusd15.org
- Kessinger, Monica | MKessinger@cusd15.org
- Lewis, Betsy | BLewis@cusd15.org
- O'Brien, Carissa | COBrien@cusd15.org
- White, Sally | SWhite@cusd15.org
- Wilson, Ashley | AWilson@cusd15.org

Grade 5 Teachers

- De Leon, Abby | ADeLeon@cusd15.org
- Douglas, Eric | EDouglas@cusd15.org
- Gregory, Abbie | ACeres@cusd15.org
- Koncor, Waverly | WKoncor@cusd15.org
- Peterson, Jessica | JPeterson@cusd15.org
- Shipley, Shelby | SShipley@cusd15.org

Reading Interventionists

- Massey, Kristie | KMassey@cusd15.org
- Monk, Karen | KMonk@cusd15.org
- Williamson, Samantha | SWilliamson@cusd15.org

Math Interventionists

- Cunningham, Elizabeth | ECunningham@cusd15.org
- Goldsmith, Holly | HGoldsmith@cusd15.org

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Special Education Teachers

- Bass, Laura | LBass@cusd15.org
- Case, Lukah | LCase@cusd15.org
- Douglas, Sarah | SDouglas@cusd15.org
- Finck, Brenna | BFinck@cusd15.org
- Goebel, Amanda | AGoebel@cusd15.org
- Hubrich, Laury | LHubrich@cusd15.org
- Tacket, Lynn | LTacket@cusd15.org

Paraprofessionals

- Abram, Krystyn | KAbram@cusd15.org
- Anderson, Leanna | LAnderson@cusd15.org
- Bollhorst, Susan | SBollhorst@cusd15.org
- Buggar, Theresa | TBuggar@cusd15.org
- Cooper, Tricia | TCooper@cusd15.org
- Fryman, Kayeden | KayedenFryman@cusd15.org
- Haydu, Rebecca | RHaydu@cusd15.org
- Howard, Dalyn | DHoward@cusd15.org
- Maloney, Chrystel | CMaloney@cusd15.org
- Mollet, Madison | MMollet@cusd15.org
- Page, Marisa | MPage@cusd15.org
- Pruitt, Kaitlin | Kaitlin@cusd15.org
- Pruser, Christy | CPruser@cusd15.org
- Robinson, Rebecca | RRobinson@cusd15.org
- Sessions, Mindy | MSessions@cusd15.org
- Smith, Megan | MSmith@cusd15.org
- Turney, Jodi | JTurney@cusd15.org
- Williamson, Courtney | CWilliamson@cusd15.org
- Zacher, Derick | DZacher@cusd15.org

Specials Teachers

- Basalay, Jesse – Physical Education | JBasalay@cusd15.org
- Craig, Staci – Music | SCraig@cusd15.org
- Reynolds, Kristin – Physical Education | KReynolds@cusd15.org
- Soberalski, Christina – Librarian | CSoberalski@cusd15.org
- Zmia, Stephanie – Art | SZmia@cusd15.org

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Support Services

- Collier, Elizabeth – School Counselor | ECollier@cusd15.org
- Constance, Shelly – School Nurse | SConstance@cusd15.org
- French, Lindsey – ESL Teacher | LFrench@cusd15.org
- Klein, Kari – Speech Teacher | KKlein@cusd15.org
- Lamkin, Megan – Nurse Assistant | MLamkin@cusd15.org

Library Support

- Butler, Emily – Library Assistant | EButler@cusd15.org

Lunchroom Supervisor

- Ferguson, Kalyn – Lunchroom Supervisor | KalynFerguson@cusd15.org

School Safety and Mental Health (TCSEA)

- Earle, Michelle – Social Worker | EarleM@tcsea.org
- Mair, Kody – School Resource Officer | KMair@cusd15.org
- Williams-Varble, Raquel – School Psychologist | VarbleR@tcsea.org

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Clinton Unit School District #15

2025 - 2026

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
18 No School - Teacher Institute						
19 No School - Teacher Institute						
20 First Day of School						

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February						
4 1:30 Dismissal						
13 No School						
16 No School - President's Day						
27 End of 2nd Trimester (Lincoln & Douglas)						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September						
1 No School - Labor Day						
10 1:30 Dismissal						
29 No School - SIP Day						

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March						
11 1:30 Dismissal						
13 End of 3rd Quarter						
20 1:30 Dismissal						
March 23 - March 27 No School - Spring Break						

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October						
7 CHS & CJHS Parent Teacher Conferences						
9 CHS & CJHS Parent Teacher Conferences						
13 No School - Columbus Day						
17 End of 1st Quarter						
21 CES Parent Teacher Conferences						
22 1:30 Dismissal						
23 CES Parent Teacher Conferences						

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April						
3 No School - Good Friday						
6 No School - SIP Day						
22 1:30 Dismissal						

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November						
13 Lincoln & Douglas Parent Teacher Conferences						
14 End of 1st Trimester (Lincoln & Douglas)						
20 Lincoln & Douglas Parent Teacher Conferences						
Nov 26 - Nov 28 No School - Thanksgiving Break						

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May						
25 No School - Memorial Day						
27 Last Day of School / 1:30 Dismissal End of 4th Qtr & 3rd Trimester (Lincoln & Douglas)						
28 No School - Teacher Institute						
May 29-June 4 Emergency Make-up Days						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December						
3 1:30 Dismissal						
19 1:30 Dismissal / End of 2nd Quarter						
Dec 22 - Jan 2 No School - Holiday Break						

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Dec 22 - Jan 2 No School - Holiday Break						
5 No School - Teacher Institute						
19 No School - Martin Luther King Day						

Schools						
Douglas: 8:30am - 3:05pm 905 East Main St. #217-935-2987						
Lincoln: 8:30am - 3:05pm 407 S. Jackson #217-935-6383						
CES: 8:20am - 3:15pm 680 Illini Dr. #217-935-6772						
CJHS: 8:05am - 3:00pm 701 Illini Dr. #217-935-2103						
CHS: 8:05am - 3:00pm 1200 Highway 54 West #217-935-8337						

No School - Holiday
No School - Teacher Institute or SIP Day
1:30pm Dismissal Day
Parent Teacher Conferences
Emergency Make-up Day (if needed)



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This handbook is a communication tool and only a summary of board and school policies governing the district. It may be amended at any time during the year without notice.

Residency, Birth Certificate and Changes

Residency Requirements

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A Student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating,

- (a) that he or she has assumed and exercises legal responsibility for the child,
- (b) the reason the child lives with him or her, other than to receive an education in the District,
- (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating:

- (a) the role and responsibility of the person with whom their child is living,
- (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. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged with tuition.

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Birth Certificate

Parents/Guardians of students enrolling in the District for the first time must present a certified Birth Certificate. If a birth certificate is not presented, the Superintendent, or designee, shall notify the person enrolling the student in writing that within 30 days a certified copy of the student's birth certificate must be provided. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record and return the original to the person enrolling the child.

If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. Non compliance following the ten days will result in an immediate report to the local law enforcement authority.

Changes (Student Database-Profile, Address, Emergency Contact, etc.)

Please report any of the following changes to the office as soon as possible: Name change, phone numbers, cell phone numbers, emergency numbers, foster care placement, living arrangements, guardians, work phone numbers, email addresses, etc. This information can also be changed by parents or guardians through Skyward Family Access.

School Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parents or guardians are unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size,

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that are used for the federal free meals programs;

2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.³

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

Academic Information

Clinton Elementary School aligns instruction to the Illinois Learning Standards using high-quality, research-based curriculum in all subject areas. Teachers collaborate across grade levels and within teams to ensure continuity and progression of skills.

Instructional Focus Areas

- English Language Arts: Balanced literacy approach with emphasis on phonemic awareness, decoding, fluency, comprehension, and writing.

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- Mathematics: Emphasis on conceptual understanding, problem-solving, and fluency using hands-on tools and real-world application.
- Science & Social Studies: Integrated, inquiry-based curriculum aligned to NGSS and state social studies frameworks.
- Specials: Weekly instruction in Art, Music, PE and Library.

Assessment & Grading

- Regular assessments include classroom tests, district benchmarks, and state-mandated tests (aimsWeb, Fontas & Pinell, IAR, KIDS, etc.)
- Students receive report cards quarterly. Parents can view grades in Skyward.
- Progress Reports for Special Education students are issued quarterly.

Homework Policy and Work Completion

Although supervised study time is provided during the school day, it is frequently necessary and advisable for a student to study at home. Students at CES may be required to maintain an assignment planner/notebook to assist them in organization.

Parents can assist students with their homework by providing a quiet place, free from interruption, in which to study. Parents are urged to encourage home study for their children and to help their children with homework. However, parents should not do the work for them, as this merely makes them dependent upon the parent and less able to develop the skills for becoming self-reliant and self-directed. If your child is spending unusual amounts of time on homework each night, he/she may be experiencing some difficulty and it would be advisable to contact his/her teacher.

- Homework is designed to reinforce concepts taught in class, develop independence, and build responsibility.
- For example, teachers may assign reading, math practice, or unfinished classwork to be completed at home. Time expectations vary by grade.

Work Completion

Work completion is an integral part of preparing students for the future. CES teachers work hard to prepare grade appropriate assignments that are aligned with the Common Core. Since work completion is in and of itself a life skill, all students will be expected to complete their assignments.

If a student has several missing assignments or if major assignments have

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not been completed and turned in, a student may be kept at school during field trips or kept from participating in school activities to give them time to complete their missing work. The student will go to an alternate classroom to work independently during the time their class is occupied.

Parents may log into Skyward Student Management at any time to check for missing assignments and to keep abreast of your child's grades. This will empower you-as a parent- to keep informed about the progress of your child on a daily basis. Go to skyward.cusd15.org to log into your account. We will migrate to Qmlativ, Skyward's next-generation education management system, designed to offer a better experience for schools and districts. It's a web-based platform that aims to improve student outcomes while streamlining administrative and business operations. More information will be shared and you can video preview Family access at <https://youtu.be/TmyVfmUOgC0?feature=shared>

Instructional Materials

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Academic Support

- Multi-Tiered System of Supports (MTSS) is implemented schoolwide.
- Students receive differentiated support through push-in, pull-out, or small-group interventions.
- The Problem-Solving Team meets regularly to review student progress and determine needed support.

Classroom Assignments

Teachers meet throughout the second semester to generate tentative class lists for their current students. Administration reviews these recommendations and meets with the teachers to discuss any changes that might be recommended.

Special consideration is given to the following goals when generating class lists (in no particular order):

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- Creating a social mix throughout respective grade levels
- Balancing male/female students
- Creating an academic ability heterogeneous group
- Helping students feel a sense of belonging in school
- Learning style versus teaching style
- Individual student needs
- Student interpersonal relationships

These considerations are the driving force for developing class lists. Considerable time is spent ensuring that students are placed in a class in which they will have a successful year.

Written requests are to be submitted via email or handwritten note by April 10, 2026, and will be honored at the discretion of the principal. Please email pranstead@cusd15.org and bnovakewell@cusd15.org for consideration.

Make Up Work and Assignments

If a student is absent from class, it is their responsibility to make up the missed school work, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence, provided it is made up within a predetermined period of time. For every day missed, the student has two (2) school days to complete unfinished work. A student may be required to take previously announced tests on the day he/she returns to school. Students who have irregular attendance and/or whose absences are unexcused may be retained due to lack of basic skill development. Schoolwork missed during a "pre-arranged absence" may be assigned upon the student's return to school.

Academic Honesty Expectations

Clinton Elementary School expects all students to demonstrate honesty and integrity in their academic work. Academic honesty means completing your own work, being truthful about what you know, and respecting the work of others.

Students are expected to:

- Complete assignments and assessments using their own work and ideas
- Ask for help when they need it, rather than copying
- Use sources responsibly when completing research or projects
- Acknowledge when information comes from a book, website, or another person (as instructed by the teacher)
- Follow all directions regarding independent and group work

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Academic dishonesty includes:

- Copying another student's work
- Allowing someone to copy your work
- Using unauthorized help on tests or assignments
- Submitting work completed by someone else
- Plagiarizing (using someone else's words or ideas without permission or credit)

If a student violates these expectations:

The incident will be addressed by the teacher or school staff. Consequences may include redoing the assignment, loss of credit, a conference with the student, and parent/guardian notification. Repeated violations may result in further disciplinary action aligned with school policy.

Academic honesty builds trust, responsibility, and pride in one's learning. All students are expected to uphold these values.

Classroom Concerns – Chain of Communication

If a concern arises regarding your child's classroom experience, we encourage the following steps to ensure clear and respectful communication:

1. Step 1: Contact your child's classroom teacher directly to discuss the concern.
2. Step 2: If the issue is not resolved, reach out to the school principal for further support.
3. Step 3: For ongoing concerns, the principal may involve district-level administration as appropriate.

Open communication helps us work together in the best interest of every student. Please allow time for follow-up at each step.

Grading Appeal Procedure

The purpose of the grading appeal process is to resolve all problems as soon as possible. If a parent feels that an incorrect grade has been given to their child then:

1. The parent must talk with the teacher when a problem exists. This meeting must take place within ten (10) days after report cards have been issued. The building principal or superintendent should direct parents with problems in this area to the teacher first.

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2. If the parent is not satisfied with the explanation of the child's grade after Step 1, the parent may have a meeting with the building principal. This meeting must take place within five (5) days after the initial meeting with the teacher. The teacher may also attend this meeting. The parent must be informed of master contract language regarding the change of grades: Article IV EE "Changes in student grades shall be made only with a mutual written consent of the Association of the Board."
3. If the parent is still not satisfied with the explanation of the grade after Step 2, then the parent may request a meeting with the superintendent. This meeting must take place within five (5) days of the meeting in Step 2. The building principal and teacher may also be present at this meeting. The teacher may request a Clinton Education Association (CEA) Representative attend this meeting to assist.
4. If the parent is still not satisfied with the explanation of the child's grade after Step 3 the parent may file a formal request that a grading appeal committee be formed. The request must be made within ten (10) days following the meeting with the superintendent. The parent's request must include, in writing, the following information:
 - Dates of each of the Step 1, 2, and 3 meetings
 - Reason the parent feels the grade given by the teacher is incorrect

The committee must meet within ten (10) days of the receipt of the formal request and will consist of:

- Building principal
- Guidance counselor (from the same level),
- Two (2) teachers from the same building
- One (1) teacher from a different level

Oral arguments may be presented by:

- the parent
- the student
- the teacher
- the superintendent
- counsel for any of the above parties

Within five (5) days after the meeting the committee will render its decision. The decision of the committee will be final.

Three (3) teachers from each building will form the grading appeal committee. These positions will be filled on a voluntary basis and no teacher may serve for more than one year in succession.

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In the event an appeal reaches the committee, two out of three (2/3) committee members from the building will be drawn by lot to serve at that particular time. If one (1) of the three (3) teachers on the committee is having a grade appeal then the other two (2) members of the committee will serve.

The teacher from a different level will be drawn by lot from other building appeal committees as follows: junior high teachers will sit in on high school appeals and high school teachers will sit in on junior high appeals. Primary and elementary teachers will be similarly paired.

Report Cards and Progress Reports

There will be four reporting periods each school year. Parents are encouraged to check Skyward Student Management accounts online, regularly to keep informed of your child's grades. Report cards will be issued typically one week after the quarter ends.

Promotion and Retention

One of the most difficult and important decisions the school team is called upon to make is that which determines the promotion or retention of a child. The only basis for promotion or retention shall be to provide the most adequate learning situation for the individual child. In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

In order to provide for the best total growth of each child and to secure grade placement where he/she will be able to achieve up to his/her full potential, retention is sometimes recommended. The decision for retention of a student shall be made only after a conference has been held with the parents, the principal, and the classroom teacher. If parents cannot attend a conference, a letter of intent to retain will be mailed home requesting a response in a timely manner.

Clinton School District has established a system of grading and reporting academic achievement to students, parents, and guardians. The decision to promote to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on national, state, and/or locally developed testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.

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Academic Awards and Honor Roll

Certain grade requirements are needed to receive one of these awards. Award ceremonies or recognitions will be conducted at the end of quarter.

- Rising Star-Significant Growth and Improvement in Grades, just not Honor or High Honor Roll
- Maroon Honor Roll-All As and Bs
- Gold High Honor Roll-Straight As
- Principal's Award 3rd-5th Grade Straight As All Year
- President's Award 5th Grade
 - Silver-Students who demonstrated significant growth, improvement, commitment, and intellectual development but did not meet all the criteria for Gold during the same period
 - Gold-Demonstrated significant growth, improvement, commitment, and intellectual development while maintaining straight A's in each of the first three quarters.
- Citizenship Award 5th Grade-2 Students Per Homeroom: Consistently showing respect to their peers, teachers, and the environment. This award honors students who embody responsibility, kindness, and care in their daily actions
- Mighty Maroons Mileage Club 4th Grade
- Accelerated Reader Highest Points 4th Grade

Physical Education

All students are required to participate in PE classes. If exemption from PE is for an extended period of time, a statement from a medical doctor will be required. In order for a student to resume P.E. they will need a medical release. If a child is restricted from PE, they will also be restricted from outdoor recess during the designated time period. An alternative indoor recess will be offered.

Each student should have a pair of gym shoes, other than those that are worn to school, for gym use and PE classes. These shoes are to remain at school for the entire year. Other appropriate dress may be needed from time to time.

English as a Second Language (ESL) Learners

The school offers opportunities for resident English Learners to achieve at

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high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

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

Parents/Guardians of English Learners will be informed how they can be involved in the education of their children, be active participants in assisting their children to attain English proficiency, help their student achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

In alignment with Board Policies 6:60 (Curriculum Content) and 6:160 (English Learners), Clinton Elementary School is committed to providing a curriculum that is inclusive, equitable, and responsive to the diverse backgrounds of our students.

Instruction is designed to:

- Reflect and respect cultural, linguistic, and individual diversity
- Support English Learners (ELs) through appropriate services and language development support
- Promote anti-bias awareness and help students understand multiple perspectives

All students are provided access to high-quality instruction that fosters academic growth, cultural understanding, and a sense of belonging.

For questions related to this program or to express input in the school's English Learners program, contact the school office at 217-935-6772.

Hospital and Homebound Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

E-Learning Days (Grades 2-5)

Clinton Elementary may use up to five E-Learning Days each school year in place of emergency closures (e.g., weather), per ISBE guidelines. On these days, students will complete learning activities at home using their district-issued iPads and/or printed materials. Activities are designed to be independent and accessible, with optional teacher check-ins available. Participation counts as a student attendance day. Families will receive communication and support details in advance of any E-Learning Day.

School Operations

School Supply Lists

The updated school supply lists for the 2025-2026 school year is posted on our school website.

Please visit:

https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/900/Clinton_CUSD_15/5743248/CES_School_Supply_Lists_4_.pdf

to access the list for your child's grade level. Printed copies will also be available in the school office upon request.

Parent-Teacher Communication

The school is the best place to obtain information about your child's education. If you wish to talk to your child's teacher, don't hesitate to ask for a conference. However, parents may not go directly to the classroom during the school day. Interruptions during the school day limit student focus and disrupt the learning process. Contact the school office and schedule an appointment with your child's teacher either before 8:15 AM or after 3:15PM.

Parent-Student-Teacher Conferences

Parent-student-teacher conferences are held in the fall and serve as a

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valuable opportunity to share information about your child's progress. Every effort will be made to accommodate your scheduling needs within the designated conference window.

In addition to these scheduled conferences, parents and teachers are encouraged to request a meeting at any time if concerns arise. To protect student confidentiality, teachers may not discuss a student with unauthorized individuals without written permission from a parent or legal guardian.

Updates to family and emergency contact information can be made through the main office.

Bell Schedule

- 7:45 AM – Supervision begins
- 7:55 AM – Doors open, breakfast begins
- 8:30 AM – Instruction begins and students marked tardy
- 3:05 PM – Dismissal begins
- 3:30 PM – Students should be picked up or enrolled in after-school care

Arrival Procedures

Supervision begins at 7:45 AM. Students should not be dropped off before this time, as there is no adult supervision available unless enrolled in Y-Zone or another approved program.

Doors open and breakfast service begins at 7:55 AM. Upon entering, students may go to the cafeteria for breakfast or to the gym to sit in line with their grade-level peers.

Classroom entry begins at 8:15 AM.

Students arriving after 8:30 AM are considered tardy and must be signed in by an adult at the main office. Students have a 15-minute transition window to place belongings in lockers and be seated before being marked tardy.

Dismissal Procedures

Dismissal at Clinton Elementary is structured to prioritize safety and efficiency. When your child's normal daily transportation routine needs to change, please contact the office at 217-935-6772 or 217-935-6218 no later than 2:30 or send a note, email or SeeSaw message indicating the change with your child in the morning.

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Please update any contact information changes on the Skyward Family Access app or online platform.

Car Riders (Pick Up Form)

Please fill out the Car Pick Up Form each year,
<https://docs.google.com/forms/d/e/1FAIpQLSfqCu1UechKWnsE22yCC9uanYjCGrQdX7MHUAUX1egJSkflqg/viewform>

Car Riders Morning

- Dropped off from the west entrance starting at 7:45 AM.

Car Riders will then line up by grade level for entry to the building at 7:55; Please ensure your student is dressed appropriately for the current weather conditions. In the event of inclement weather, students will be lined up inside until 7:55 AM.

Car Riders Afternoon

- Picked up from the west entrance starting at 3:05 PM.
- Guardians must remain in cars. Staff will escort students.
- No student should be picked up in the East Staff Parking Lot at any time.

Students will line up and wait until staff call them for their rides. In the event of inclement weather, students will be lined up inside and staff will radio for them to be sent outside as their ride arrives.

Please be courteous and patient with staff and other drivers during arrival and dismissal.

The east parking lot of CES is for loading and unloading buses and staff parking ONLY. Students should not be dropped off or picked up in the east parking lot

Walkers

- Dismissed through the front entrance or designated side exits starting at 3:10 PM.
- Students must use sidewalks and crosswalks.
- Crossing guards are posted at the East CES parking lot, in front of the junior high school on Illini Drive, at the corner of Illini and Rt 54, and at the corner of Illini and Kleeman.

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Bicycle Riders

Students must walk their bicycles on school grounds. If coming from the west, dismount your bike at the gazebo. Bikes are to be walked across streets at the patrolled corner(s). All bikes should be parked and locked in one of the provided bike racks. Bicycle riders will dismiss with walkers at 3:15 PM. Riders should practice established bicycle safety rules. Failure to follow these rules:

- Obey all traffic signs and regulations
- Ride on the right side of the road
- Ride single file
- Only one child per bike
- Signal your intention to turn

Note: After a warning, may be the loss of bike privileges from 1-10 days per occurrence.

Bus Riders

- Escorted to buses by staff. Riders are expected to follow all bus conduct guidelines.

Y-Zone/After School Programs

- Students report directly after dismissal.
- Must be registered in advance.

Bus Transportation

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

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Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

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10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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.

Bus Policies and Procedures

Supervision at Drop-off and Pick Up:

- Students in grades Pre-K through 3rd (and grades 4th-5th at the Transportation Department's discretion) must have a parent or designated guardian present at the drop-off location.
- If no authorized person is present, the student will not be dropped off and will instead be taken back to the Bus Garage. The parent will be notified and must pick up the student from the Bus Garage.
- Parents who wish for their child to be dropped off without someone present must provide written permission to the Transportation Office, explicitly granting the bus driver authorization to do so. The written permission must indicate their proposed plan to ensure their child makes it home safely.
- PreK- 3 rd Grade students require parental supervision at Shuttle Bus Locations (Lincoln and Douglas Schools) prior to 7:45 AM.

Safety at Stops:

- Buses will not pick up or drop off students on major highways. Families living in such areas will be assigned an alternative pickup and drop-off location.

Transportation Plan Changes:

- A two-day notice is required for any changes or new transportation arrangements. This includes any deviation from the current transportation plan.

Bus Assignments:

- Students are only allowed to ride the buses they have been assigned to. Riding with other students on different buses is not permitted. Only after pre-approval, will this be permitted, on a limited basis.
- Each student is limited to a maximum of two buses or stops as part of their transportation plan.

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Bus Stops and Service:

- The Transportation Department will not create new stops or provide door-to-door service. Bus schedules and stops are designed to efficiently serve all students in the district.

Please ensure you review these policies carefully to help us maintain a safe and efficient transportation system for all students. If you feel your child needs specialized transportation services, please contact your child's principal and/or child's teacher. For any questions or concerns, please contact the Transportation Office directly at 217-935-8414.

Health and Wellness

Clinton Elementary School is committed to supporting the health and well-being of all students. CES partners with families and health professionals to maintain a safe and supportive environment.

In alignment with Board Policy 6:50, our school promotes a comprehensive approach to student wellness through:

- Nutrition Education: Integrated into the curriculum to help students make informed, healthy food choices.
- Physical Activity: Regular opportunities for physical movement are provided through daily recess, physical education classes, and active classroom breaks.
- Healthy School Meals: Nutritious meals are served daily to support student growth and learning. Menus follow federal and state guidelines for balanced nutrition.

We believe that healthy students are better learners and strive to create a school environment that reinforces positive lifestyle habits.

For more information, please refer to Board Policy 6:50 or contact the school office.

Medication

- Prescription/OTC Meds must be in original container with doctor and parent authorization
- Inhalers and EpiPens must be approved and documented
- All meds stored in the nurse's office unless approved otherwise
- Medical Cannabis allowed per Illinois law with designated caregiver.

Medicine Taken at School

Prescribed medication may only be taken during school hours where failure to take the prescribed medication may jeopardize the student's

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health and/or education. Taking of medication is limited to students with long term chronic illness or disability-including but not limited to diabetes, asthma, epilepsy and seizure-like activity, cardiac, neurological, endocrine and attention disorders. Antibiotics which are prescribed three times daily may be taken at home before and after school and at bedtime.

Parents/Guardians may bring and administer medication to students at any time during the school day. If it is determined that the student must take prescription medication at school, the procedure will be as follows:

*Written orders must first be provided to the school from the student's physician, detailing the name of the student, the disease or illness involved, the name of the drug, its dosage, and the time interval between doses. The physician should also indicate the desired benefits and possible drug side effects. Forms are available in each school building, from local physician offices, or on the school health services website. *The parent/guardian shall also sign the parent section of the CUSD #15 Medication Authorization Form before medication shall be administered by school staff.

*Medication shall be brought to school in a container appropriately labeled by the pharmacy with (a) name of student (b) name of medication (c) dosage and time of day medication to be administered (d) time interval between doses (e) name of physician (f) date of prescription.

*Parents should bring the medication to the school health office where it will be kept in a locked cabinet. Students will be instructed in self-administration by a school nurse or designated staff members under Illinois School Code. The school nurse or designated staff member will administer medications to students incapable of proper self-administration of medication.

*Empty pill bottles will be sent home with the student when the child is out of medication. It is the parent/guardian's responsibility to ensure the medication gets refilled and returned to the school health office.

*At the end of the school year, parents/guardians must pick up any unused medication within three days of the last day of school. Medications will not be sent home with students. Unclaimed medication will be discarded by the school nurse in the presence of school administrator or school resource officer. School medication orders are good only for the current school year.

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School employees will not administer any non-prescribed (over-the-counter medication) without a doctor order/standing order. If a student requires a non-prescription medication, the following guidelines must be met: Parent must have given written consent during the online registration process and parent must provide the over-the-counter medication in its original container with the student's first and last name written on the bottle. This medication will be kept in the school health office in a locked cabinet. *Administration of these non-prescription medications will be administered by the school nurse or by other properly trained and supervised school personnel. *In all cases, the school retains the discretion to reject a request for administering medication.

Undesignated Medications

The school may maintain the following undesignated medications for emergency use:

- Asthma medication
- Epinephrine injectors
- Opioid antagonists
- Glucagon

No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Illness Guidelines

A student that is ill or injured should remain at home until fully recovered. Conditions requiring exclusion from school include: Temperature over 100.4° F, vomiting or has vomited during the night, diarrhea, undiagnosed rash or skin infection, contagious diseases - including but not limited to scabies, impetigo, and varicella. To return to school a student must be fever free for 24 hours without medication, vomiting/diarrhea free for 24 hours without medication or released by a physician. In cases of prolonged illness or injury, a doctor's release is required before a student returns to school. Please consult with your child's school nurse before your child returns to school after a prolonged illness or injury that has required medical care. A child returning to school after an injury (i.e. surgery, hospitalization, wheelchair, or casts) may require a doctor's note to return

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to school. This note must be given to the school nurse before the child can resume regular classroom instruction. If there are any restrictions or activity limitations (i.e. exclusion from participating in physical education or recess) or precautions, the doctor's note must include this information. Complex situations will be assessed on a case-by-case basis in conjunction with the parent, school administrator, school nurse, and student's health care provider.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. 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.

Measles

The IDPH Advisory Notice provides information and resources for school health officials.

Schools should take the following steps to reduce potential exposure for individuals at risk.

- Review and implement preparedness measures through school health offices and school-based health clinics to reduce exposure to measles.
- Identify the point of contact at your local health department before any cases are reported in your school. Coordinate communication plans in the event a measles case is identified within your school/district.
- Review current vaccine status and susceptibility lists of students and employees and coordinate school/district administration plans.
- Discuss a plan with school health professionals, district human resources personnel, and administrators to take steps in the event a measles case occurs in your school.

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- Immediately report any suspected measles cases to the local health department or IDPH and take appropriate steps to refer suspected measles victims for diagnosis, infection control, and isolation.

For more information about measles, visit the IDPH website or the CDC website.

Physical Examinations and Immunizations (Exemptions)

A State of Illinois child health exam (physical) and current immunization record are required to be on file per Illinois law for all students. In order to remain in school, each student must bring proof of current physical as well as immunization record and submit it to the office. Certain grades require mandatory exams upon entrance including: first year pre-k students, kindergarten, sixth and ninth grade students as well as any student attending an Illinois school for the first time.

Those who object to immunizations must provide a Certificate of Religious Exemption that is properly filled out and signed by a medical provider licensed in the state of Illinois. Submission of a current dental exam is required for the following grades: Kindergarten, 2nd, 6th and 9th. These exams are due by May 15th of those academic years. Submission of a current vision exam done by a licensed ophthalmologist or optometrist is required for kindergarten students and students new to the district that have not previously attended an Illinois school. The exam must be current (within one year) and be submitted to the school health office by October 15th.

Exemptions

A student will be exempted from the above requirements for: 1. Religious grounds if the student's parent/guardian presents to the building principal a Certificate of Religious Exemption form signed by a physician and guardian that explains the objection; 2. Medical grounds if a physician provides written verification.

Note: Appointment cards are accepted as proof of upcoming immunizations but are not sufficient to meet physical exam requirements.

Vision and Hearing Screenings

Vision screening will be done, as mandated, for the following age groups (pre-k, kindergarten, 2nd, and 8th grades as well as any student receiving

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special education services, transfer students and any teacher referrals).

These screenings will be performed sometime during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is **NOT** optional. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened" (per state of Illinois Public Act 093-0504).

Accidents at School

All accidents and illnesses, which occur at school or at a school function, are to be reported to the office and recorded. If they are considered serious, parents will be notified. Please report to the office immediately any changes of address, home or work phone numbers, or any other important information needed to contact parents/guardians in case of an emergency.

Concussion Protocols and Head Injuries

A student or student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice/game or during school PE or recess will be removed from participation or competition at that time. A student who has been removed from participation for a possible concussion or head injury may not return to that contest/activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

In compliance with Board Policies 4:170 and 7:305, student-athletes and their parents/guardians must review and acknowledge the district's **concussion protocols** each year before participating in athletic activities. These protocols outline the signs, symptoms, and appropriate responses to head injuries.

For more information or access to concussion resources, please contact the school office or visit the Illinois High School Association (IHSA) concussion information page.

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Anaphylaxis Management (EpiPen)

In accordance with Illinois law (105 ILCS 5/22-30), Clinton Elementary School has an Anaphylaxis Prevention and Response Plan to support students with life-threatening allergies.

Key Components of the Plan:

- Staff receive annual training on recognizing and responding to anaphylaxis.
- Epinephrine auto-injectors are available in the building for use in emergency situations.
- Individual Emergency Action Plans (EAPs) are developed for students with known severe allergies.
- The school works closely with families to manage known allergies and ensure proper documentation and medication storage.

Parents of students with allergies are encouraged to notify the school nurse and provide updated medical information and required medications at the beginning of each school year.

For more information about our allergy response procedures, please contact the school nurse or main office.

Automated External Defibrillators (AED) and Cardiopulmonary Resuscitation (CPR)

Clinton Elementary School prioritizes student safety by ensuring that staff are trained in emergency procedures, including the use of Automated External Defibrillators (AED) and CPR. AEDs are available on-site and maintained in accordance with state guidelines.

Medical Procedures

If your student requires a medical/nursing procedure to be done during the school day, a doctor's order is required to be on file every school year. These procedures can include but are not limited to the following: intermittent urinary catheterization, tube feedings, suctioning, physical or occupational therapy. Please contact your school nurse.

Diabetes Care of Students

If your child has diabetes, a diabetes care plan must be submitted to the building nurse/health aide/principal. Parents/guardians are responsible for and must:

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1. Inform the school in a timely manner of any change which need to be made to the plan on file with the school for their child;
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers;
3. Sign the plan and grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions for care are included in the plan
4. Parents will provide all supplies necessary for their student's care at school

Head Lice

The school nurse or another designated staff member will screen students for pediculosis (lice) on an individual student basis. Classroom screenings and "routine" screenings are not productive and result in a potential loss of privacy, embarrassment for students, and a decrease in instructional time. Any student that exhibits symptoms of pediculosis (frequent scratching of head or back of neck, visible nits on the hair, unexplainable sores/scabs on the back of the neck, visible lice) will be screened in the nurse's office in a confidential manner. Students that are found to have heavy live lice infestations or have repeated infections may, at the discretion of the nurse or principal, be excluded from school until the student is free from live lice. The parent will be contacted by telephone or a note home with the student at the end of the day. Students, with parent/guardian permission, may also be treated at school with approved lice products at the discretion of the school nurse or principal.

Bed Bugs

This district-wide protocol outlines the response to potential bed bug situations for all students, staff, and families.

Identification and Response

- If a staff member suspects the presence of bed bugs, they should discreetly report it to administration, the school nurse, or custodial staff for evaluation.
- If a live bed bug is found on a student's clothing or belongings, designated personnel will conduct a discreet inspection.
- Student belongings may be temporarily sealed in a plastic bag to prevent the spread of bed bugs.
- Clean clothing may be provided to the student if needed.
- Students will not be sent home unless determined necessary by the school nurse or an administrator.

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Family Communication

- If bed bugs are found on a student's items, the parent or guardian will be contacted. Educational materials on treatment and prevention may be provided.
- All reports will be documented to monitor trends and potential infestations.
- Follow-up actions will be taken as needed to ensure the concern is addressed.
- Student confidentiality will be maintained, and no student will be stigmatized or excluded due to suspected or confirmed bed bugs.
- Families will not face discrimination or punitive action as a result of a bed bug report.

School Environment Management

- Custodial staff will perform targeted cleaning and treatment of affected areas, which may include vacuuming and heat-based interventions.
- Mass inspections of students will not be conducted to avoid unnecessary fear or embarrassment.
- If a classroom infestation is suspected, a professional pest management service may be consulted.

This protocol is reviewed annually and updated in alignment with public health guidance and best practice.

Designated Caregiver Administration of Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: 1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH; 2. Copies of the registry identification cards are provided to the District; and 3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

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After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Safety Procedures

Clinton Elementary School is committed to maintaining a safe and secure learning environment for all students, staff, and visitors. In accordance with the Illinois State Board of Education (ISBE) guidelines and Regional Office of Education #17 (ROE 17) requirements, our school has developed and implemented a comprehensive safety plan designed to prepare for and respond to potential emergencies. All drills are scheduled accordingly and may include observation or participation from local law enforcement and emergency responders.

Drills and Emergency Preparedness

To ensure students and staff are well-prepared for various types of emergencies, Clinton Elementary conducts the following safety drills on a regular basis:

- Fire Drills – Conducted to practice safe evacuation of the building in the event of a fire or similar emergency.
- Tornado Drills – Conducted to practice safety procedures in the event of severe weather or tornado warnings.
- Lockdown Drills – Conducted to prepare for potential threats to building safety, such as intruders or community-wide alerts.

Emergency Notifications

In the event of an actual emergency or urgent situation, families will be notified using Skylert, our district's automated communication system. Skylert provides real-time alerts via phone, email, and text message. It is essential that families keep their contact information updated with the school office to ensure timely communication.

Inclement Weather

When the weather requires school to be dismissed early or canceled, parents will be notified via Skylert. This information will be posted on

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school district social media platforms. Verification will also be given to the news media. Information regarding a change in bus operations and/or school closing will be given to the following radio stations to be included with their announcements:

WHOW-AM (1520) &	WHOW-FM (99.9)	Clinton
WSOY-AM (1340) &	WSOY-FM (103)	Decatur
WDZ- AM (1050) &	WDZQ-FM (95.1)	Decatur
WJBC-AM (1230) &	WBNQ-FM (101)	Bloomington

Absence of such announcements will mean school is in session and buses will run their regular routes. Please arrange with your child what they are to do in case of early dismissal. All school functions are canceled when school is dismissed. Parents may also be contacted through our automated contact system. If you do not receive a Skylert message, please notify the school office to update your contact information or update via Skyward family access.

Emergency Procedures

The purpose of emergency drills is to prepare students to deal with an actual emergency; students are expected to follow, in a quiet and orderly manner, the instructions given to them by staff members.

Warning in case of a fire drill will be a steady blast on the alarm system. Classes will exit the building by designated fire exits with their teacher. The members of the class should remain together as a group. Doors are to be closed: the teacher will take attendance.

Warning in case of a storm/disaster will be an intermittent blast on the alarm system. Classes will move with their teacher in single file to designated areas of the building.

Emergency procedures for other types of emergency situations have been developed in cooperation with the DeWitt County ESDA Office and local law enforcement officials. In the event of an evacuation of CES, the designated local student area would be Liberty Village unless another location is announced. Parents are discouraged from coming to pick up their child until all danger is eliminated. Parents will be updated by Skylert messages throughout any emergencies as possible

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at

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the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Nutrition Services

Food Service Account

Meals may be purchased on a daily or weekly basis. Lunch accounts can be paid via Skyward or by sending cash or check to the school office. All qualifying families are encouraged to complete the application for free and reduced meals included within the registration forms within Skyward. No fee or fine may be collected from a parent/guardian requesting a waiver until the District has acted on the initial request or appeal and the parent/guardian has been notified of its decision. Assistance is available to help families complete these forms. Please contact the school office at 217-935-6772 for further assistance.

- **Breakfast**-Available each morning and may be purchased on a per day basis.
- **Cold Lunches**-Students may bring a cold lunch from home. The school district cannot heat or prepare items sent from home. Soda is not allowed in the cafeteria, with the exception of reward passes or events. Students may purchase milk (\$.45) or bring a fruit drink with their lunch.
- **Hot Lunches**-Hot lunches are served at CES. The meals are cooked at the Junior High School and brought to CES for final preparation. Each day, the lunch count is reported to the Junior High by 9:30 AM.

Pricing

- Breakfast
 - K-12 Reduced \$.30
 - K-8 Paid \$1.70
 - 9-12 Paid \$1.85
 - Staff \$2.00
- Lunch
 - K-12 Reduced \$.40
 - K-8 Paid \$2.40
 - 9-12 Paid \$2.65
 - Staff \$3.25
 - A la carte/extra milk \$.45

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Food, Snacks, and Classroom Treats

Clinton Elementary School is committed to promoting student health, safety, and inclusivity in all food-related practices. Please review the following guidelines:

General Expectations:

- Outside food deliveries (e.g., fast food, restaurant meals like Jimmy John's, McDonald's, etc.) for individual students are strongly discouraged during the school day.
- Students should not bring soda, energy drinks, or candy to school, including at breakfast or lunch.
- Chips and other snack foods may be restricted depending on classroom expectations or allergy concerns.
- Parents wishing to join their child for lunch must follow building procedures and check in through the office. Outside food brought during visits must align with these guidelines.

Food Allergies:

- All food allergies must be documented through the school nurse using appropriate medical forms.
- Classrooms may implement additional restrictions to protect students with life-threatening allergies.

Treats and Snacks:

- All classroom snacks and birthday treats must be:
 - Store-bought
 - Nut-free
 - Pre-arranged with the teacher
- Homemade treats are not permitted for distribution.
- Families are encouraged to consider non-food alternatives for birthday celebrations.

These guidelines help ensure a safe, healthy, and inclusive environment for all students. Please contact your child's teacher or the school office with any questions.

Cafeteria Behavior Expectations

Cafeteria behavior expectations are explicitly taught and reinforced by staff throughout the year. All students are expected to:

- Use appropriate voice levels
- Remain seated unless given permission
- Clean up after themselves

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- Temporary reassignment to an alternative lunch location
- Office referral for repeated or severe offenses
- Show respect to peers, staff, and cafeteria property
- Eat only their own food during their assigned lunch period

Food must remain in the cafeteria and should be consumed appropriately. Misuse of food or cafeteria items used in acts of vandalism, will be addressed according to the Student Code of Conduct.

Cafeteria Disciplinary Actions

Students who repeatedly violate cafeteria expectations may receive consequences such as:

- Verbal reminders or redirection
- Lunch detention

No Sharing Food at School

To help keep all students safe and healthy, food should not be shared at school during lunch, snack time, or classroom celebrations.

Some students have food allergies and can get very sick from certain ingredients—even just a small bite!

Some students need to follow special diets for health or religious reasons.

Sharing food can spread germs and make others sick.

Eat only the food packed or provided for you.

Be kind and respectful to others by not offering or asking to trade food.

Discipline and Behavior

Behavior Expectations

The development of our students to reach their potential as individuals in the academic program of the school is a high priority as well as providing for the safety of your child while he/she is at school.

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We will also be stressing social emotional learning, citizenship, independent responsibility, and good self-discipline. Students must follow

the established rules, including playground rules, so that we can maintain a safe environment for your child. Our goal is to help each student accept all these areas of achievement and responsibility.

Students are expected to conduct themselves at all times in such a way to bring credit to themselves, their family, and their school. Disrespect toward staff members will not be tolerated. This serious infraction of school rules will result in immediate disciplinary action.

Each classroom will have classroom expectations posted and is expected to be shared and communicated with home.

Students are prohibited from possessing toys or other items (including hand gestures and pictures) that resemble guns, knives, or other weapons while under school supervision. This situation poses a serious problem for school personnel and students and will result in serious disciplinary action. Any student who has knowledge of weapons, drugs, threats to do harm to staff, students, or school property, should report that information to school personnel. Every effort will be made to guarantee the anonymity of students who have provided information about serious threats or activities.

Any reference to illegal activity or threat of violence will be treated in a serious manner, and result in serious disciplinary action. These violations may be reported to law enforcement officials for further action. The use of violence, force, noise, coercion, threats, intimidation, fear, or similar conduct is prohibited.

Any behavior which is disruptive to the educational program of the school including any sexual activity or behavior which is dangerous to persons or property is prohibited. Teachers and parents should work together to instill self-discipline in each child for good citizenship and character, a positive attitude, and general courtesy.

A progressive form of discipline, tempered by the conditions of the offense, shall be followed. District #15 does not condone the use of corporal punishment as a means of disciplining students; teachers do have the right to remove a student from the classroom for disruptive behavior. A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to himself/herself. When so employed, physical restraint will not be considered a form of corporal punishment.

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In rare instances where a student is exhibiting behavior that poses an immediate risk of harm to themselves or others, trained staff may implement safety interventions to ensure the well-being of all students and staff.

Clinton Elementary School utilizes the Ukeru System, a trauma-informed, restraint-free approach designed to respond safely and respectfully to physically aggressive behavior. Staff members trained through the Tri-County Special Education Association (TCSEA) may use protective blocking pads to reduce injury risk without physical restraint. Ukeru prioritizes comfort over control, and its methods are grounded in de-escalation and relationship-based practices.

These protective strategies are used only as a last resort when a student's behavior cannot be redirected using standard interventions and poses an imminent threat to safety.

For more information about Ukeru Systems, visit:

<https://www.ukerusystems.com>

Fighting in any form will not be tolerated. Fighting will be defined as using any physical force upon another student. The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct. In the event a student participates in aggressive behavior that may escalate to more serious actions, the school will attempt to notify the parent/guardian by email, letter or phone call.

Consequences for inappropriate behavior may include reprimands, reports to parents, fees for damaged property, social probation, and/or detentions. For more serious offenses or for related misbehavior, students may be suspended from classes by the principal. Students may be expelled from the school by the Board of Education for gross disobedience or misconduct. Behavioral Intervention Guidelines, which are discipline guidelines to be used with Special Education students, are given to parents at annual meetings during the school year.

Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of the Illinois School Code, whether these behaviors take place in the school, on school property, on a school bus, on a school sponsored function or at other school facilities, shall specifically include but not be limited to the following:

- Willful refusal to obey the policies, rules, and regulations of the Board of Education

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- Willful refusal to obey all reasonable written or oral instructions of any staff member of the administrative or teaching staff, designated educational support personnel, or bus driver
- Willful behavior which interrupts or disrupts the orderly process of school affairs
- Conduct which is or may be physically injurious to persons or property
- Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter
- Behavior that constitutes gross disrespect for property or rights of other students or staff members
- Verbal, physical, sexual harassment, engaging in any sexual activity, bullying, or threatening behavior toward any other student or staff member

Certain behaviors, which are prohibited in school, are also in violation of federal and state laws or local ordinances. Students who are found to be involved in the following acts will be subject to school disciplinary procedures and will be reported to the appropriate law enforcement agency for further disposition:

- Possession, use, sale, or delivery of drugs, alcohol or tobacco products
- Theft or possession of stolen property
- Assault (verbal) or battery (physical)
- Arson
- Possession of weapons and/or ammunition
- False report of fire or explosive device
- Destruction and/or defacing of property
Students responsible for damaging or defacing school property in any way will be held responsible for repair and clean-up of the affected school property and will be subject to other disciplinary action as deemed appropriate by the school administration. The school will seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 70, Section 51:57 of the Illinois Revised Statutes.
- 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.
- Other behaviors which violate federal, state, or local ordinances.

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School activities, including events held away from CES are an extension of our educational program. The same standards of conduct apply to on-campus and off-campus activities.

Behavior Rules (General)

- The use of chewing gum is not permitted.
- Toys and electronic equipment are to be left at home unless requested by a teacher for a special project in the classroom. This includes, but is not limited to: roller blades, skateboards, hardballs, Frisbees, radios, cameras, laser pointers, toys which resemble guns or other weapons, music and video game players or similar devices.
- Students shall not possess any object that could disrupt the educational process or endanger the safety of students and staff members or school property.
- Buying, selling, and trading items at school by the students is prohibited, unless approved by the office.
- Snowballs, rocks and wood chip throwing are not permitted.
- Fireworks or any type of explosive devices are not permitted.
- Possession of weapons, including knives, guns, clubs, etc., is strictly prohibited. This includes "play" weapons or other facsimiles.
- Fighting and/or "play fighting" are not tolerated.
- Students are not permitted to smoke, vape, possess cigarettes or other tobacco products, matches, or lighters at any time.
- The distribution of any printed materials on school property must be approved by the principal.
- The presence of gangs or gang-related activities, including the display of gang symbols or paraphernalia, on District #15 school grounds is strictly prohibited. A "gang" is defined as any group who adopts a name, symbols, special dress, colors, or turf and engages in antisocial or harmful activities, or conspires to commit civil or criminal offenses, or creates an atmosphere of intimidation, or is contrary to the purpose and process of our school programs.

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PBIS Matrix

Students at CES will all participate in Positive Behavior Interventions and Support training and activities. This includes boot camp and grade level specific incentive programs that support student learning and growth.

	I Will Be Respectful	I Will Be Here, Be Ready "Be Responsible"	I Will Be Safe
Before School	Sit in front of lockers (inside days) Talk quietly (inside days)	Be in the right place Keep materials in book bag Line up quickly and quietly Straight lines Be on time	Use equipment safely
Dismissal Time	Stay in assigned areas. Go Directly to your assigned area	Wait for adult to cross. Go directly home.	Walk Stay on sidewalks and crosswalks.
Restroom/ Drinking Fountain	Wait your turn Give others privacy Wait patiently Use inside voices	Wash hands with soap and water. Use only 2 pumps of soap and 2 paper towels Keep the restroom clean. Quietly and quickly return to line or class	No climbing, hanging, or crawling

Playground	<p>Follow all game rules</p> <p>Use equipment properly</p> <p>Share toys and equipment</p> <p>Show good sportsmanship</p>	<p>Pick up playground toys quickly</p> <p>Pick up personal belongings</p> <p>Line up quickly and quietly when bell rings</p>	<p>Stay in playground area</p> <p>Be aware of people around you</p>
Cafeteria	<p>Say please and thank you</p> <p>Use utensils correctly</p> <p>Use table manners</p>	<p>Stay seated</p> <p>Talk quietly with neighbor</p> <p>Clean up your eating area</p> <p>Raise your hand for assistance</p> <p>Wait patiently and quietly for your turn</p>	<p>Eat your food only</p> <p>Pick up your trash</p>
Hallway	<p>Be quiet</p> <p>Keep hands, feet, and objects off walls and locker</p>	<p>Face forward</p> <p>Stay on the right</p> <p>Keep Hallways clean</p>	<p>Walk</p>
Bus	<p>Use quiet voices.</p> <p>Use kind language</p> <p>Follow specific bus rules</p>	<p>Walk to and from the bus.</p> <p>Keep materials in book bag</p>	<p>Stay seated and faced forward</p> <p>Stay behind yellow bus line</p>
Office	<p>Say please and thank you</p>	<p>Return to class promptly</p>	<p>Stay in student areas</p>

	Wait patiently without bothering others.		
Assemblies/ Special Guest	<p>Face forward</p> <p>Quietly listen to speaker</p> <p>Raise hand and wait patiently for your turn</p> <p>Applaud quietly when appropriate</p>	Sit in assigned area	Sit on bottom
Classroom	<p>Cooperate and compromise with classmates</p> <p>Listen attentively</p> <p>Be polite</p> <p>Respect others' property</p>	<p>Have appropriate materials ready</p> <p>Complete homework and turn it in on time</p> <p>Stay in seat</p> <p>Raise hand for assistance</p> <p>Keep desk area clean</p> <p>Use materials appropriately</p>	<p>Walk in the classroom</p> <p>Keep chair legs on floor</p> <p>Stay with class</p>
All Settings	<p>Listen and follow all adult directions</p> <p>BULLY FREE</p>	Be on task	Keep hands, feet, and objects to yourself

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Recess

Unstructured play time is very valuable to the development of healthy social-emotional skills and self-regulation. In Illinois, every student in grades K-5th grade is mandated thirty (30) minutes of unstructured play time per day. These minutes are at the discretion of building administration and teaching staff. All students will participate in a recess time, but in the event of safety concerns, this time may be given in an alternative setting or at an alternative time from the majority of a student's grade level peers.

In the event of inclement weather or other safety concerns, students may participate in indoor recess. The same thirty (30) minute recess will be allowed, but in an indoor setting. In the event of wind chills/feels like temperatures below 20°F, recess will be held indoors. All students should come to school prepared to play outside.

Playground Rules

- Dress appropriately according to the weather as well as for games and equipment. For weather below 45 degrees, students will be required to wear a jacket. Washed jackets and coats are limitedly available to borrow from the office or grade level hallway. All borrowed jackets are washed before use by building custodial staff.
- Students must receive permission to come into the building from the playground

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- The playground boundary is the tree line and the sidewalk next to the parking lot, but boundaries may be adjusted by supervision staff to ensure a safe environment for play.
- “Pyramids” are not allowed
- Jump ropes are to be used for jumping only
- No climbing on the top of equipment that is not designed for that purpose.
- Swings – one person per swing, seated, not touching other students on other swings (except normal pushing), no “underdogs” (running under the swing to push), walk clear of moving swings to avoid injury, no twisting, and no climbing poles on the ends of the swing set. The swing seat and chain are not to be thrown over the top bar.
- Football – throw and catch only, make sure that you are not interfering with other activities
- Bell/whistle – the sound of the bell/whistle means to LINE UP IMMEDIATELY AND QUIETLY – gather and hold onto all playground equipment which is to be taken inside the building.
- Other – the following activities are not allowed at any time: bullying, inappropriate gestures or language, name-calling, teasing, rough play, play fighting, fighting, tackle football, Red Rover, dodge-ball, throwing snowballs, rocks, woodchips, etc.
- Food – candy, gum, food, or drink are not allowed on the playground.

Included below is a list of expectations for areas and situations students will experience throughout the school day.

Dress Code

In consideration of our mission to education, any clothing or appearance that is questioned as inappropriate will not be allowed. Students will contact their parents or a parent designee to bring them appropriate clothing. If appropriate clothing is not available, the school will provide a set of clothing that will need to be laundered and returned to the school.

Examples of clothing that are deemed inappropriate:

- Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. Underwear should not be visible. Clothing which displays a bare midriff is prohibited.
- Shorts and skirts are allowed as long as weather permits. They should not be shorter than fingertip length when arms are extended by the side. If pants fall below the waist, students may be asked to wear a belt.
- Shoes or other appropriate footwear must be worn in the school building at all times. Shoes that are backless or considered clogs, flip flops, high heels, etc. are inappropriate and unsafe for recess

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and other school activities. Students may be asked to change into “PE” shoes, or they will not be allowed to participate in kickball, jump rope, basketball, and/or other activities that require running and jumping. Skate shoes are not allowed at school.

- Words or pictures on articles of clothing that are obscene, indecent, sexually explicit, offensive to commonly acceptable standards of propriety, or suggestive, such as to constitute sexual harassment, will not be permitted.
- Articles of clothing advertising or displaying liquor or tobacco products, drugs or gang affiliations are prohibited.
- Outside coats, hats, book bags, or gloves are not to be worn in the classroom or in the building. Hats or any form of head covering must be removed as soon as a student enters the building. These items must be kept in lockers during the school day.

No Hoods in School

To help keep everyone safe and make sure our school is a friendly, respectful place, students are not allowed to wear hoods on their heads while inside the school building.

Teachers and staff need to see students’ faces to recognize them quickly and keep everyone safe.

Hoods can make it hard for others to know who you are.

We communicate better when we can see each other’s faces.

Not wearing hoods shows respect for our school rules and helps everyone feel included.

Keep hoods down while inside the building.

You can wear hats and hoods outside for warmth, but please take them off when you come inside.

Lost and Found

Students who have lost something may check in the office. Any student who finds something that does not belong to him/her should turn it in at the office or place it in the lost and found. Students are responsible for their own property. It is a good practice to mark your full name on belongings. The school cannot assume responsibility for lost items. All unclaimed items will be donated to a charity, donations are made at the end of each semester.

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Corporal Punishment Policy

Corporal punishment of students by school officials is prohibited. Corporal punishment shall include, but shall not be limited to, the intentional infliction of bodily harm, slapping, paddling, or the prolonged maintenance of a student in a painful position. School officials shall not be prohibited from the use of reasonable force for purposes of self-defense, to protect property, to protect the health or safety of the students in their charge, or to protect other persons.

A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to self. When so employed, physical restraint will not be considered a form of corporal punishment.

Lunch Detention and Alternative Recess

Students that violate school expectations may be assigned lunch detention by administration. Students will eat lunch away from their peers, but will still participate in their mandated thirty minutes of recess. In the case of major safety violations, students may also be assigned an alternative recess session. Students will remain in the office or other designated location during their grade level recess, and will participate in an alternative recess time(s), totalling the mandated thirty minutes of recess required by the Illinois State Board of Education.

In-School Suspension

A student may be assigned in-school suspension for up to 10 days for violations of the student handbook. Parental notification and due process is required. During in-school suspensions, students will complete course work in the office or other designated area under the direction of the principal or their designee. Students will participate in an alternative recess time, away from their peers, during an in-school suspension.

Out-of-School Suspension

A student may be suspended from school for up to 10 days for acts of misconduct and/or persistent disobedience. Additionally, administration may assign social probation for an extended period of time. Parental notification and due process is required. During out-of-school suspensions, the absences will be considered excused. Students placed on

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out-of-school suspension will have an opportunity to receive the assigned work. During an excused absence, all schoolwork must be completed to receive full credit; work assigned during an out-of-school suspension is due upon return from the suspension.

During in and out-of-school suspensions, a student may not attend any school related activities. During an out-of-school suspension, they may not be present on school district property. In certain specified cases, out-of-school suspensions may include conditions that would allow the suspension to be shortened or lifted pending a successful parental

conference with the principal and appropriate school personnel. The principal will determine if circumstances warrant revision of the terms of suspension.

Expulsion

The School Board may expel a student from school for reasons of gross disobedience or misconduct. Parent notification and due process is required. This disciplinary action will be considered when gross disobedience or misconduct occurs or when serious misconduct has resulted in multiple out-of-school suspensions.

Due Process

Students are entitled to **due process** before any suspension or expulsion is issued. Disciplinary measures are implemented in a fair and consistent manner and are intended to support positive behavior and student growth.

All actions align with Board Policies 7:200 (Suspension of Students) and 7:210 (Expulsion of Students) and comply with state law and district procedures.

CES Discipline Infractions: Classroom/Office Guidelines	
Minor Infraction (Addressed by Staff)	Major (Addressed by Administration)
<ul style="list-style-type: none"> • Inappropriate language or gestures • Physical contact/minor horseplay (no injury) • Defiance • Disruptive behavior • Disrespect (dishonesty or rudeness) • Cheating/plagiarism • Vandalism (cleanable/fixable by student independently) • Dress code- may be sent to office to change • Minor technology violations 	<ul style="list-style-type: none"> • Repeated inappropriate language or gestures • Fighting/Physical aggression • Overt/repeated defiance • Overt/repeated disrespect toward staff • Bullying (repeated and targeted hurtful behaviors to a targeted student or group) • Major or repeated disruptions to the learning environment • Use/Possession/Delivery of Weapons (real or look alike) • Major vandalism • Technology violations prompted by the office or of a serious nature

Bullying Prevention and Discipline

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, 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:

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

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

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

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

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may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

Targeted School Violence Prevention & Threat Assessment

In accordance with Board Policy 4:190, Clinton Elementary School has established a Threat Assessment Team and implements protocols designed to identify, assess, and respond to potential threats to school safety.

Key components include:

- A trained multidisciplinary team that evaluates reported concerns or behaviors that may indicate a threat.
- Procedures for assessing the level of risk and determining appropriate interventions.
- Collaboration with mental health professionals, law enforcement, and district administration as needed.

All reports of concerning behavior are taken seriously and handled confidentially, with a focus on prevention and support.

For questions or to report a concern, please contact the school principal or a member of the school safety team.

Attendance Policy

Regular and prompt attendance is essential to a student's academic success. Parents/guardians are expected to ensure consistent attendance and to clearly and promptly report all absences.

Illinois law requires that whoever has custody or control of any child

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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). 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.

The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Compulsory Attendance (105 ILCS 5/26-1 & 26-2)

Illinois law requires:

- All children ages 6–17 (as of September 1) must attend school unless exempted.
- This law also applies to any enrolled student, regardless of age.
- A student who misses 10 consecutive days without valid cause and cannot be located—or who cannot be compelled to return after all support efforts—may be dropped from enrollment.
- A student who misses 15 consecutive days under the same circumstances may be expelled.
- A parent or guardian who knowingly allows truancy is in violation of state law.

Reporting Absences

According to Section 26-1 of the Illinois School Code, parents are to inform the school of any absence and their causes each day that the student will not be in attendance.

- Call the school office at (217) 935-6772 by 9:30 AM on the day of the absence.
- If no call is received, school staff will contact the parent/guardian.
- Absences not verified within 48 hours will be marked unexcused.
- For extended absences, a written note may be requested.
- You may also email twilson@cusd15.org or call (217) 935-6218.

If no contact is made, students must bring a signed note upon returning to school, stating the reason and dates of the absence. Notes must be received within two days of returning to be excused.

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Note: Students may not attend school functions, such as athletic events, on the day of an absence unless the absence was due to a medical appointment.

Excused Absences

Valid causes for an excused absence include (per Illinois School Code 105 ILCS 5/26-2a):

- Illness or injury
- Mental health days. See Public Act 102-0321 and ISBE Guidance (up to five days).
- Attendance at verified medical or therapeutic appointments
- Appointment with a victim services provider
- Religious holidays or observances (Public Act 102-0406)
- Death in the immediate family or a family emergency
- Attendance at a civic event (Public Act 102-0981)
- Sounding TAPS at a military funeral
- Circumstances beyond the student's control, as determined by the district
- Situations causing reasonable concern for the student's mental, emotional, or physical health/safety
- Additional absences due to a student's status as an expectant parent, parent, or victim of domestic or sexual violence (effective July 1, 2025)
- Deployment-related leave (up to 5 days) for students whose parent/guardian is an active duty member of the uniformed services. Additional days may be approved by the Board of Education.

Assignments should be obtained in advance and completed prior to the student's return whenever possible.

Vacations and Planned Absences

- Must be pre-approved by the principal.
- Parents should request classwork in advance when feasible.

Tardiness

- Students are expected to be in their classrooms by 8:30 AM.
- Students arriving after this time are tardy and must report to the office before going to class.
- Tardiness will be marked unexcused unless deemed acceptable by the principal.
- Each unexcused tardy is recorded as one-half day of truancy.

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Truancy Definitions (per ILCS 105 ILCS 5/26-2a)

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

- Truant: A student absent without valid cause for more than 1% but less than 5% of the previous 180 school days.
- Chronic or Habitual Truant: Absent without valid cause for 5% or more of the past 180 days.
- Truant Minor: A chronic truant who continues to be absent after being offered resources and support.
- Dropout: A student (grades 9-12) removed from enrollment who does not meet exceptions under the law.

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

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

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

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

Multiple Absences, Interventions and Consequences

- 5 unexcused absences: Parent contact initiated
- 9 unexcused absences: Referral to the DeWitt County Truancy Officer
- In serious cases, the DeWitt County State's Attorney may be notified

Chronic truancy will result in school-based interventions and, if needed:

- Referral to a truancy officer
- Juvenile Court Act reporting
- Referral to the State's Attorney
- Appropriate school discipline

Extended Absence Parent/Guardian Request Form

Regular attendance is essential for your child to benefit fully from the

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educational program at CUSD #15. While we recognize that extenuating circumstances may require an absence, frequent or extended absences can significantly impact a student's learning and overall academic success.

Instructions for Parents/Guardians:

This form (one per student) must be completed and submitted to the school office at least **one week** prior to the planned absence. The form can be provided by request to the office or school administration.

Absences may be excused for valid causes per the Illinois School Code (105 ILCS 5/26-2a) and District policy. "Valid cause" includes the following:

- Illness, including the mental or behavioral health of the student; attendance at a verified medical or therapeutic appointment; appointment with a victim services provider;
- Observance of a religious holiday;
- Death in the immediate family or family emergency;
- Attendance at a civic event;
- Other situations beyond the control of the student, as determined by the Board of Education in each district;
- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student; and
- Additional situations related to a student's status as an expectant parent, parent, or victim of domestic or sexual violence.
- Section 26-1 of the School Code outlines some additional exemptions to compulsory attendance, including, but not limited to confirmation classes, sounding taps at a military honors funeral held in Illinois for a deceased veteran, and absences connected with the parent or legal guardian being an active duty member of the uniformed services.
- Mental/behavioral health (five excused mental health days).
- Effective July 1, 2025, verified medical/therapeutic appointments and absences related to being a parent/expectant parent or a victim of domestic or sexual violence.

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The Principal or designee has the final authority in determining whether or not the absence will be approved. Absences that are requested during the state mandated achievement testing will not be approved as an excused absence.

Withdrawal from the Clinton Unit School District #15

Students who move from the district during the school year are asked to notify the office as far in advance as possible. Parents/guardians must notify the office of the student's last day of attendance. After checking out of class and clearing all financial obligations, you may be eligible for a refund of the unused portion of your book rental charges. Parents must come into the school office and pick up a state required document indicating the student is leaving "In Good Standing". This document must be presented to the new school before a student may register. Records will be sent to your child's new school as soon as we receive a request form.

Support Systems

Social-Emotional Learning (SEL)

At Clinton Elementary School, we are committed to developing the whole child—academically, socially, and emotionally. To support this mission, we implement the SEL Integrations curriculum, a research-based program aligned with the Collaborative for Academic, Social, and Emotional Learning (CASEL) framework. This curriculum helps students build the skills they need to succeed in school and beyond.

Our SEL instruction is embedded into the classroom environment and guided by monthly themes that support CASEL's five core competencies:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making

Each month, students engage in lessons, discussions, and activities connected to a specific theme that supports their social-emotional development:

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Month	Focus	Theme	CASEL Competency
September	Friendship	Building Community (Friendship)	Social Awareness & Relationship Skills
October	Self-Control	Self-Awareness (Caring)	Self-Awareness & Social Awareness
November	Gratitude	Gratitude	Self-Awareness
December	Respect	Self-Management (Respect)	Self-Management
January	Teamwork	Goal Setting (Determination)	Self-Management
February	Kindness	Relationship Skills (Kindness)	Relationship Skills
March	Responsibility	Responsible Decision Making	Responsible Decision-Making
April	Caring	Conflict Resolution (Teamwork)	Relationship Skills
May	Kindness	Mindfulness (Patience)	Self-Awareness & Self-Management

These themes are reinforced through morning meetings, classroom discussions, read-alouds, and school-wide initiatives. By aligning our practices with the SEL Integrations curriculum and CASEL competencies, we aim to create a supportive, inclusive, and emotionally safe learning environment for every child.

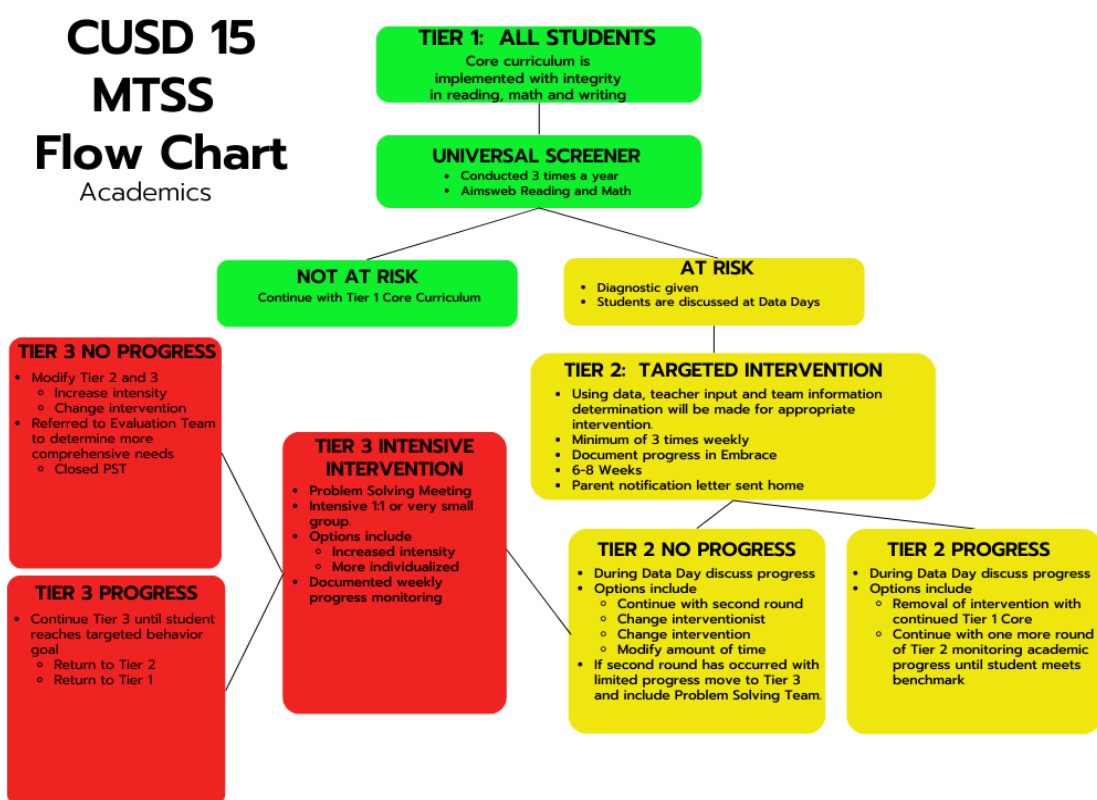
Families are encouraged to engage with our SEL themes at home to support continued growth and reflection beyond the school day.

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Multi-Tiered System of Support (MTSS)-Academic and/or Behavioral

Multi-Tiered System of Support (MTSS), which used to be known as Response to Intervention (RTI), is the practice of matching student needs to high-quality instruction, intervention, and enrichment using data to make sound decisions. Using a continuous improvement model, the MTSS process and structure helps school teams design, implement, and evaluate curriculum and differentiated instruction that focuses on individual student growth. MTSS will be used to support students that demonstrate academic, behavioral, and social emotional discrepancy from their peers.

- The district curriculum will be aligned to common core standards and will be consistent across the district.
- The district will utilize a research-based core curriculum that enables at least 80% of the student body to meet common core standards.
- The school atmosphere will encourage trust, collaboration, and shared responsibility for all students' learning.
- MTSS will focus on early intervention, enrichment, improvement of all students' learning, and data-based decision making.
- MTSS will provide ongoing support and monitoring for all students.
- Interventions will be research-based and monitored for effectiveness.



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Special Education

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

The School provides a free 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" and "Behavior Interventions for Students with Disabilities" may be obtained from the school district office.

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.

Prioritization of Urgency of Need for Services (PUNS)

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

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

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

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For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact Kari Veldman, Special Education Director: 217-935-8321.

Cartwheel

Through our partnership with TCSEA, Clinton School District has access to Cartwheel, a program that provides virtual mental health counseling for students and families. Services are offered in individual or small group formats and are available in multiple languages, delivered by certified therapists. Referrals can be made by the school or by parents, based on demonstrated student need.

If you have concerns about your child's mental health, please contact your child's teacher. We can help initiate the referral process from our end as well. For more information, visit www.cartwheel.org.

School Counselor and Social Work Services

CES employs a full-time school counselor to provide direct student support, including emotional regulation, peer relationships, problem-solving, and coping strategies. In addition, CES shares a licensed social worker with the junior high school. The TCSEA social worker may assist with Tier II/III behavioral needs, trauma-informed care, and connections to external resources.

The school counselor and social worker plays a key role in supporting students' academic, emotional, and behavioral growth. Through collaboration with staff, families, and community partners, services may include:

- Individual and small group support
- Classroom-based social-emotional learning
- Crisis response and student support as needed
- Collaboration with teachers, families, and outside agencies
- Participation in school-based problem-solving and support teams

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Counseling and Social Work services are flexible and responsive to the needs of students and the school community.

How Students Are Identified for Services

CES uses a collaborative, data-informed process to identify students who may benefit from additional SEL or behavioral supports:

- Review360 is our universal screening and progress monitoring tool for identifying social-emotional needs and tracking growth.
- Students may also be referred based on teacher observations, office discipline referrals, parent input, or participation in problem-solving team meetings.
- Students may be identified for social work services through the special education process when assessments and team input indicate that social, emotional, or behavioral challenges are adversely affecting their educational performance.

Accessing Support Services

Students may access counseling or social work services through the following process:

1. **Identification of Need**
Students are identified through Review360 data, staff referrals, observed behaviors, or team-based discussions.
 - a. Social Work-Social work services may be provided through the special education process when a student's social, emotional, or behavioral needs impact their ability to access the general education curriculum, as determined through a referral and evaluation process.
2. **Counselor Consultation**
The counselor consults with referring staff and determines the appropriate level of support (individual, group, or classroom-based).
3. **Support Initiation**
Services begin based on identified needs and parent communication (if ongoing support is planned).

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4. Parent Notification

Parents will be contacted when students receive recurring individual or group services, or when referrals to outside agencies are recommended.

5. Progress Monitoring

The counselor and/or social worker monitors student outcomes and collaborates with staff and families to adjust services as needed.

Heritage Behavioral Health Center – School-Based Services

www.heritagenet.org/schoolbased

Heritage Behavioral Health Center provides trauma-informed, evidence-based mental health services on-site at more than 25 schools across Macon, DeWitt, and Piatt counties. By offering care directly in schools, Heritage helps eliminate barriers to access and ensures students can receive timely support.

Available Services:

Certified Youth and Family clinicians deliver counseling and support tailored to the developmental and behavioral health needs of children and adolescents. Services are available by appointment, Monday through Friday, throughout the school year.

For More Information:

To learn more about school-based services or other available programs, call Heritage at 217-362-6262 or visit heritagenet.org/schoolbased.

Suicide Prevention

Clinton Elementary is committed to supporting the emotional well-being of all students. We provide access to qualified mental health professionals and follow state-mandated suicide awareness and prevention protocols in accordance with Illinois law.

Staff are trained to recognize warning signs and respond appropriately. Students in need of help are supported with care, confidentiality, and access to resources. If you have concerns about your child or another student, please contact the school counselor or principal immediately.

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Your child's safety and mental health are a top priority.

Animals on School Property

Only service animals or animals approved by the principal for educational purposes are allowed on school grounds. This ensures safety for students with allergies and maintains a focused learning environment.

Community Resources

- ROE 17
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/900/Clinton_CUSD_15/4866266/ROE_17_Community_Resources.pdf
- Piatt County Mental Health Center
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/900/Clinton_CUSD_15/5010276/SKM_450i24110813290.pdf
- McKinney-Vento Homeless Resources & Beyond
<https://www.cusd15.org/page/homeless-resources>

Technology and Internet Safety

1:1 iPads/Electronic Devices/Cell Phones and Phones

Technology is available for instructional use. CES has 1:1 iPads for all students. The use of technology is a privilege, not a right, and inappropriate use will result in the loss of those privileges. Student use of technology will be limited to those who have agreed to the Acceptable Use Policy. Disciplinary action will be taken with any student who uses technology in an inappropriate manner.

Student cell phones/electronic devices must be kept in their lockers during the school day. Students may not use their cell phones and electronic devices in the building before school or after school. Cell phone and electronic device use outside these parameters is prohibited. Teacher and administrative discretion may be used to allow students to use these devices outside these parameters, particularly for medical needs or in extenuating circumstances.

Infractions include:

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- Using a cellular telephone, smart phone, smart watch, video recording device, tablet/iPad, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in bathrooms or in other areas where privacy is expected.
- To cheat, or otherwise violate student conduct rules will result in disciplinary procedures.
- Creating and sending, sharing, viewing, receiving, or possessing a visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone or any other behavior meant to harass or bully others.

All cellular phones, smart phones, wireless earbuds, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: the supervising teacher grants permission; use of the device is provided in a student's individualized education program (IEP or 504); or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Failure to follow these rules may result in loss of cell phone and electronic device privileges at the discretion of school administration.

- 1st offense- warning and device returned to student locker
- 2nd offense- device held in office until end of day for student to pick up
- 3rd offense- device held in office for parent pick up (or other designated adult)

iPad & Technology Use Guidelines

What You Need to Know:

- Your iPad belongs to Clinton CUSD #15. You're borrowing it for school use only.
- Treat it with care! Keep it clean, safe, and in the school case at all times.
- Charge your device every day after school and only use it for schoolwork.
- Only you can use your iPad. Don't share it or try to use someone else's.

What Not to Do:

- Don't try to change the iPad settings or add personal accounts.
- Don't take photos or videos without permission from a teacher.
- Don't use the iPad for games, music, or websites unless your teacher says give permission.

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- Using AI (like ChatGPT, Claude or Gemini) or copying someone else's work to cheat will lead to academic and/or behavioral consequences.

Care, Fees, and Repairs

- If you break or lose the iPad, charger, or case, your family may have to pay for a repair or replacement; charges range from \$10-\$350. .
- If the damage was on purpose, full charges apply.

Safety & Rules

- Everything you do on your school iPad is monitored (even at home for eLearning).
- There's no privacy on your school iPad, it can be checked anytime.
- You must follow the district rules and Board of Education (BOE) policies at all times (see AUP link below).
- Misuse may lead to losing iPad privileges or disciplinary action.

District AUP Link:

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/404550/Internet_Safety_Acceptable_Use_Policy-2.pdf

Student Social Media Access

In compliance with Illinois law, the school cannot require students to provide passwords or access to their personal social media accounts. However, during the course of a disciplinary investigation, school officials may request access to relevant content if there is a reasonable cause to believe it pertains to a violation of school rules or policies.

Social Media Awareness

We encourage all families to stay informed and involved in their child's use of social media platforms such as TikTok, Instagram, Snapchat, and others. Social media trends can influence student behavior—sometimes in unsafe or inappropriate ways—and may impact the school environment. Unmonitored social media usage puts students at risk of bullying and grooming by predators.

Monitor your child's online activity regularly.

Discuss the importance of respectful, safe, and responsible digital behavior.

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Talk with your child about the potential risks of participating in viral social media “challenges.”

Encourage them to report concerning content or behaviors to a trusted adult.

Working together, we can help our students make safe and positive choices both online and at school.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parents/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student’s account contains evidence that he or she violated a school disciplinary rule or Board policy. Illinois School Code 105 ILCS 5/10-20.14, 5/10-22.6 and 5/10-22.10a.

Biometric Data

Clinton Elementary School does not collect or use biometric information, such as fingerprints, retina scans, or voiceprints. If the use of biometric data is ever considered in the future, written parental consent will be required in accordance with state and federal law.

Phone Usage (Landlines)

The telephones are for school business and may be used by the students for emergencies only. Calls during the regular school hours will not be permitted without permission from the teacher. Parents are asked to plan ahead with their children for unusual weather conditions or other situations that might alter the method by which children return home. If parents have a message for a child, they may leave a message with the office to be delivered to a student. Students are not to use the phone to make arrangements to go home with other students.

Staying Connected, School Pictures and Yearbooks

At Clinton Elementary, strong communication and family engagement are essential to student success. We encourage families to stay informed and involved through the following tools:

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- Skyward Family Access – Check grades, attendance, report cards, and important updates.
- Weekly Newsletters – Stay informed about classroom and school-wide events.
- School App & Website – Access calendars, announcements, and resources anytime.
- Seesaw – View your child's learning activities and communicate with teachers.
- Facebook – Follow our school page for photos, highlights, and timely updates.
- Skylert (Robo Calls, Texts, & Emails) – Receive urgent alerts and reminders.

Parent Involvement

We welcome and value parent involvement at Clinton Elementary School! When families are engaged, students thrive. There are many ways to get involved, including:

- Joining the PTO (Parent-Teacher Organization)
- Volunteering at school events or classroom activities (regular ongoing participation requires background checks)
- Helping with fundraisers, book fairs, or family nights
- Attending school board or parent information meetings

Whether you have a little time or a lot, your involvement makes a difference. For more information, contact the school office or your child's teacher.

School Pictures & Yearbooks

Parents will be notified when student pictures will be taken. Pictures will be taken of every child for his/her cumulative folder and use in the Skyward System. Spring pictures are also available-only students that pre-purchase packages will take Spring pictures. Yearbooks will be sold in the spring. Pictures will be announced by flyer and on the school Facebook page.

Assemblies, Field Trips and Events

Assemblies

Assembly programs are held in the gym or the multi-purpose room and are considered an extension of the classroom. They provide opportunities in school to learn formal audience behavior. Students are expected to show respect for the program through proper and courteous conduct. Students whose behavior is disruptive may be removed from the remainder of the

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program and referred to the principal for restorative practices or disciplinary action.

Field Trips

Field trips are an extension of the instructional program and may be scheduled throughout the school year to support academic learning or student engagement. Teachers will communicate details in advance, including the destination, date and time, cost (if applicable), transportation arrangements, and any special requirements.

Eligibility and Participation

Field trip participation is based on eligibility criteria, which may include academic progress, behavior, or grade-level team expectations. Students are expected to attend educational trips unless a documented safety or behavioral concern exists. Participation may be denied under the following conditions:

- The student is assigned to In-School Suspension (ISS) or Out-of-School Suspension (OSS) on the day of the trip.
- The student does not meet academic or behavioral expectations set by the grade-level team.
- The student has demonstrated unsafe or disruptive behavior that poses a risk to self or others.
- A parent and school team have developed an alternate plan due to behavioral or safety concerns.

Families will be notified if a student becomes ineligible, and any fees collected will be refunded. Scholarships or donations may be available to offset costs for eligible students with financial need.

Types of Field Trips

- Educational Field Trips: These are considered part of the academic program, and all students are expected to attend unless a significant safety or behavioral concern exists. Students with IEPs or 504 Plans will not be excluded based solely on their disability or generalized behavior concerns. Any decision to restrict participation must be determined by the appropriate IEP or 504 team, with documentation and consideration of reasonable accommodations.
- Incentive-Based Field Trips: These are earned by meeting academic, behavioral, or attendance goals. Students with disabilities will not be excluded solely due to their disability. Eligibility concerns must be reviewed by the IEP or 504 team to ensure equitable access and support.

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Transportation Requirements

All students must ride school-provided transportation to and from field trips unless an exception is approved in advance by the principal due to extenuating circumstances.

Parent Notification & Permission Guidelines

- Out-of-Town Trips: Parent permission slips required
- In-Town Trips (requiring bus/van): Parent notification required; permission slips optional
- In-Town Trips (walking only): Parent notification required

Clinton Elementary is committed to ensuring equitable access to all school-sponsored activities, including field trips, and will provide reasonable accommodations to support participation whenever possible.

Field Trip Transportation and Student Pick-Up Procedure

All students are required to ride school transportation to and from a field trip unless extenuating circumstances occur and principal approval is given.

If a parent/guardian needs to pick up their child from the off-campus field trip location, they must first report to the school office to sign the student out. The office will contact the teacher at the field trip site to verify the release before the student is dismissed.

If the individual picking up the student is not listed in the school's system as a guardian or emergency contact, a valid government-issued photo ID will be required at the time of release.

To ensure a safe and orderly dismissal process—including communication with staff and coordination of pick-up locations—families are expected to make arrangements well in advance of bus departure. Last-minute requests may not be accommodated.

Early Sign Out From School-based Event

If you plan to take your child home after a school event that ends before the regular dismissal time, please follow these procedures to ensure a smooth and safe process. Board of Education Policy 7:90 states, "For safety and security reasons, prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian."

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Early Pick Up Procedures

- **Notify the Teacher in Advance** – Inform your child's teacher at least two days before the event if you intend to take them home early. This can be done in writing, through verbal communication, or as part of a permission slip or RSVP if applicable. This advance notice allows time for accommodations and ensures clear communication before dismissal. Please include any siblings and their classroom teacher's name as well in the notification.
- **Check-Out Process** – On the day of the event, students must be picked up and verified by their teacher. We ask that you make face-to-face contact with the teacher and sign your child out on their teacher's individual sign-out sheet.
- **Last Minute Requests**–Students must be signed out by the parent/guardian with the main office.

Deliveries to Parties and Events

Classroom teachers will make all arrangements for holiday parties. There should be no surprise parties at school without the approval of the teacher involved and the principal. In order to eliminate embarrassment for some students, invitations for social activities (limousine rides, birthday parties, etc.) should not be distributed at school. Student addresses cannot be provided. If you wish to send treats to school for your child's birthday, please bring the treats to the school office and leave them with the school secretary. The office will notify the teacher and the teacher will arrange for the treats to be in the classroom at the appropriate time. The observance must be kept to a minimum and the teacher should be notified ahead of time.

- *Please send only store-bought, prepackaged, nut-free, individually portioned treats.*
- Balloons, flowers, and other deliveries for students will not be accepted and may not be delivered to school offices. Please make arrangements to have these items delivered at home.
- The policy prohibiting balloon, flower, and other deliveries for students at school serves several important purposes:
- **Minimizing Disruptions** – Deliveries can interrupt instructional time, drawing attention away from learning and creating distractions in the classroom.
- **Promoting Equity** – Not all students receive gifts or special deliveries, which could lead to feelings of exclusion, embarrassment, or jealousy among peers. The policy ensures a fair and inclusive environment for all students.

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- Safety and Security – Unfamiliar or unexpected deliveries pose potential safety concerns. Additionally, some students may have allergies or other sensitivities to certain flowers, latex balloons, or food items.
- Administrative Efficiency – School offices have limited space and staff resources to manage personal deliveries. Accepting and coordinating these items would place an unnecessary burden on school personnel.
- Encouraging Home Celebrations – The policy reinforces that personal celebrations, such as birthdays or special occasions, are best handled outside of school hours, allowing students to focus on their education during the school day.

By enforcing this rule, the school maintains a structured, safe, and inclusive learning environment while respecting the needs of all students.

Prioritizing School-Sponsored Events

Students and families are encouraged to prioritize school-sponsored events when scheduling conflicts arise with outside activities. Participation in school events—such as performances, competitions, and programs—enhances the educational experience and supports a strong sense of community and teamwork.

While we recognize that many students are involved in outside organizations or activities, we ask that school commitments be honored whenever possible. Our staff will do their best to schedule events well in advance to help families plan and minimize conflicts. Open communication with sponsors, directors, and coaches is essential to navigating any unavoidable overlaps in a respectful and constructive manner.

Family Events – Supervision and Attendance Expectations

Clinton Elementary School regularly hosts family events such as Family Reading Night, Fine Arts Nights, Carnivals, and school celebrations. These events are designed to be interactive opportunities for students and families to engage together in learning and community-building.

Please note:

- These are not drop-off events. Students must be accompanied and supervised by a parent, guardian, or responsible adult at all times.
- School staff are present to facilitate activities, not to provide supervision or childcare.
- Unaccompanied students may be asked to leave or wait in the office until a parent/guardian arrives.

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We appreciate your cooperation in ensuring that our family events remain safe, positive, and enjoyable for all participants.

Volunteers

Volunteers who help in the classrooms, office, library, and even do work at home increase the effectiveness of our educational program. Students' attitudes toward learning are more positive when their parents become actively involved in their school. Contact the school office or your child's classroom teacher for more information on how to volunteer in some way. We welcome your interest. Please note that for security and safety reasons, volunteers may be asked to complete a background check.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.

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4. Damage or threaten to damage property.

5. Violate any Illinois law or municipal, local or county ordinance.
6. Smoke or otherwise use tobacco products.
7. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
8. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
9. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

Chaperone Expectations

Chaperones play a vital role in ensuring a safe and enriching experience for students on field trips. To support the success of each trip:

- Chaperones may be asked to complete a district background check and be approved by school administration prior to attending.
- Chaperones are expected to actively supervise and stay with their assigned group at all times.
- Siblings or additional children are not permitted on field trips.
- Chaperones may not use cell phones for personal use during the trip, except in case of emergency or trip coordination.
- Photos of students should not be posted on personal social media.
- Smoking, vaping, and use of alcohol or controlled substances are strictly prohibited.

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- Chaperones are expected to support school expectations and redirect behavior respectfully and appropriately.
- Final authority in any situation rests with school staff.

By volunteering, chaperones agree to uphold these expectations and serve as positive role models for all students.

Extracurricular Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form.
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.³
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;⁴ and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.⁸

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This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or

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13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

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1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:
First violation
 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
3. Second violation
 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.

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- The student may be required to practice with the group (unless suspended or expelled from school).
4. Third violation
- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

Code of Conduct

All students remain subject to all the School District's policies and the school's student/parent handbook.

Legal Notices

Clinton Elementary complies with all state and federal education laws and guidelines.

Agency and Police Interviews

The Superintendent shall manage requests by agency officials or police officers to interview students at school through procedures that

- (1) recognize individual student rights and privacy,
- (2) minimize potential disruption,
- (3) foster a cooperative relationship with public agencies and law enforcement,
- (4) Comply with State law.

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Homeless Students

According to the McKinney-Vento Act of 2002, when a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

Please direct questions to the district liaison, Drew Goebel, Superintendent at the CUSD15 Unit Office at 217-935-8321.

Assistance and support for homeless families includes:
Educational organizations and schools: The Write Stuff

Local service organizations, food bank and meal programs:

- Neighborhood Care Center: 217-935-6844
- Community Action Partnership: (217) 935-2455
- Dove Inc. (Domestic Violence Services): (217) 935-6619

Child Abuse

Section 4 of the Abused and Neglected Child Reporting Act states "Any... school personnel... having reasonable cause to believe a child known to them in their professional capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS)".

Faith's Law

In accordance with **Faith's Law** (Illinois Public Act 102-0676 and 102-0702), all Illinois schools are required to implement policies and procedures aimed at protecting students from sexual misconduct by school employees.

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What This Means for Our School:

Clinton Elementary School and CUSD #15 are committed to maintaining a safe learning environment for all students. Faith's Law requires:

- Employee background checks and professional conduct expectations
- Employee Code of Professional Conduct, outlining appropriate boundaries between staff and students
- Mandatory reporting procedures for suspected misconduct
- Parent notification and cooperation with law enforcement when allegations arise

In accordance with this law, all staff receive training on professional boundaries, mandated reporting obligations, and maintaining a safe and respectful school culture.

Reporting Concerns:

Any suspected boundary violations or misconduct should be reported immediately to the school principal or district administration. Concerns can also be reported directly to the Illinois Department of Children and Family Services (DCFS) at 1-800-25-ABUSE.

For more information about Faith's Law, visit the [Illinois State Board of Education website](#).

Sex Education

Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Annually, in partnership with Growing Strong Sexual Assault Center, all students at CES will participate in body safety training. Parents will be

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informed of dates of this training via classroom communication and may opt-out by returning the form sent home the week prior to this training.

Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and thereafter, to the State Superintendent of Education (pursuant to 105 ILSC 5/2-3.8 The School Code).

Sex Offender Notification Requirements

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

- Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
- Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

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

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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.

Sexual Harassment

Sexual harassment is prohibited. As defined, sexual harassment includes, but is not limited to sexual flirtations; advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual's appearance; sex-orientated verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Grievance Complaint Manager or the building Principal. An allegation that a student was sexually harassed by another student shall be referred to the Principal for appropriate action.

Erin's Law – Child Sexual Abuse Prevention Education

In accordance with Erin's Law (Illinois Public Act 096-1524), all public schools in Illinois are required to provide age-appropriate sexual abuse prevention education to students annually in grades PreK-12.

What This Means for Our School:

At Clinton Elementary School, we are committed to ensuring a safe and supportive environment for all students. As part of this commitment, we provide developmentally appropriate lessons that help students:

- Recognize safe vs. unsafe touches
- Identify trusted adults at home and school
- Understand personal body safety
- Learn how to speak up and seek help if they feel unsafe

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These lessons are integrated into our social-emotional learning curriculum and delivered by trained staff, including our school counselor and classroom teachers. Instruction is sensitive to the age and maturity of each grade level.

Parent Communication and Opt-Out Option:

Families will be notified in advance when Erin's Law lessons are scheduled. Parents/guardians have the right to review the instructional materials and may request that their child be excused from participation by submitting a written opt-out request to the principal.

For more information about Erin's Law, visit www.erinslaw.org, or contact the school office.

Asbestos: Public Notification

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan is on file for review at the Clinton School District #15 Central Office.

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in the Clinton Community Unit School District #15. It has been determined by the Illinois Department of Public health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos material.

Materials containing asbestos have been found in the following school buildings: Douglas and the High School. Any evidence of disturbance change in condition will be documented in the Management Plan as required by law.

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

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Any concerns relative to asbestos containing materials should be directed to:

Mr. Ryan Black, Director of Maintenance
Clinton Community Unit District #15
Route 54 West
Clinton, Illinois 61727
(217) 935-8321

Lawn Care and Pesticide Application Notification

It is necessary from time to time to apply pesticides, herbicides and fertilizers, etc. to school grounds. It is our obligation to properly notify parents when such an application is to occur. We must adhere to the Lawn Care Products Application and Notice Act. (415 ILCS 65/1 et seq). Parents are given the opportunity to indicate if they want to be notified of any applications prior to the occurrence at registration. If you want to be notified and have not filled out the notification form, contact the school office.

Equal Education Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance procedure.

Student Records: Notification of Rights of Parents and Students

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

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Video Surveillance and Privacy

Clinton Elementary School utilizes video surveillance (CCTV) in public areas of the school building and on school grounds to promote safety and security. Cameras may be used to monitor hallways, entrances, and exterior areas; however, they are not placed in private areas such as restrooms or locker rooms.

Access and Use:

- Video footage is used solely for safety, security, and disciplinary purposes and may be reviewed by school or district administrators.
- Footage may be shared with law enforcement if necessary, in accordance with applicable laws and school policies.
- Students and families do not have unrestricted access to surveillance recordings. Requests are evaluated on a case-by-case basis and must comply with student privacy laws.

Illinois All-Party Consent Law:

Under Illinois law (720 ILCS 5/14-2), audio recording of individuals without the consent of all parties is prohibited. As such, school surveillance systems do not include audio recording unless required by law and with appropriate notice and consent.

The Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access.

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The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹ Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate

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educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

5. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
6. 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,² any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
7. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
8. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
9. *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*
 10. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.³ Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
 11. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
 12. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

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functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Drugs, Tobacco and Alcohol

State law forbids the use of tobacco, in any form, in all public-school buildings and grounds. There are no exceptions as to time of day, day of the year or parties using the building or grounds. Any use or possession of tobacco, alcohol, or drugs is prohibited on school grounds. Student violators are subject to suspension or expulsion.

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 Searches

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

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intrusive in light of the student's age and sex, and the nature of the infraction.

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Uniform Grievance Procedure

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State and Federal Constitution, State or federal statute, or Board policy including:

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1. Title II of the Americans with Disabilities Act;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972.

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed thereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request a Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian (s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decisions and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall

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render a written decision, which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager.

The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision, which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Complaint Managers
Mr. Drew Goebel and Mrs. Karrah Jensen
1210 Route 54 West
Clinton, IL 61727
(217) 935-8321

Every Student Succeeds Act (Title I)

Clinton Elementary is a Title I school, which means we receive federal funding to support academic achievement for all students.

Teacher Qualifications

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

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

We believe families are key partners in student success. For more information, contact the school office or visit our district website.

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Testing Transparency

The State and District requires students to take certain standardized tests. Illinois requires all public schools to administer the Illinois Assessment of Readiness each spring semester. All students in grade third through eighth grade participate in both math and reading assessments. Students in fifth and eighth grade also participate in the Illinois Science Assessment during spring semester in addition to the Illinois Assessment of Readiness. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at CUSD15.org

Equal Access to School Facilities

In accordance with Board Policy 8:20, Clinton Elementary School facilities may be made available for use by community organizations, youth groups, and other non-school entities, as long as such use does not interfere with school operations.

All requests for facility use must comply with district guidelines and be approved in advance by school administration or the district office. Equal access is granted to all eligible groups without discrimination.

For more information or to request facility use, please contact the school office or visit the district website.

Distribution of Non-School Materials by Students

In accordance with Board Policy 7:310, students have the right to distribute non-school-sponsored materials—such as flyers, brochures, or posters—provided the distribution does not disrupt the educational environment or violate school policies.

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Guidelines include:

- Materials must be appropriate in content and not promote illegal activity, discrimination, or disruption.
- Distribution must occur at designated times and locations, as approved by school administration.
- Prior review and approval by the principal or designee may be required.

Students and families should contact the school office for more information or to submit materials for review.

Closing Remarks

At Clinton Elementary School, we are committed to building a supportive, engaging, and inclusive learning environment where every student is empowered to succeed. This handbook is designed to serve as a resource and guide for our families, outlining the expectations, programs, and procedures that help our school community thrive.

We believe that strong partnerships between home and school are essential to student success. We encourage you to stay connected through our communication platforms, participate in school events, and reach out with any questions or concerns throughout the year.

Thank you for your continued support in helping make Clinton Elementary a safe, respectful, and inspiring place for all learners. Together, we can ensure that every child grows academically, socially, and emotionally.

Let's make it a great year!



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