

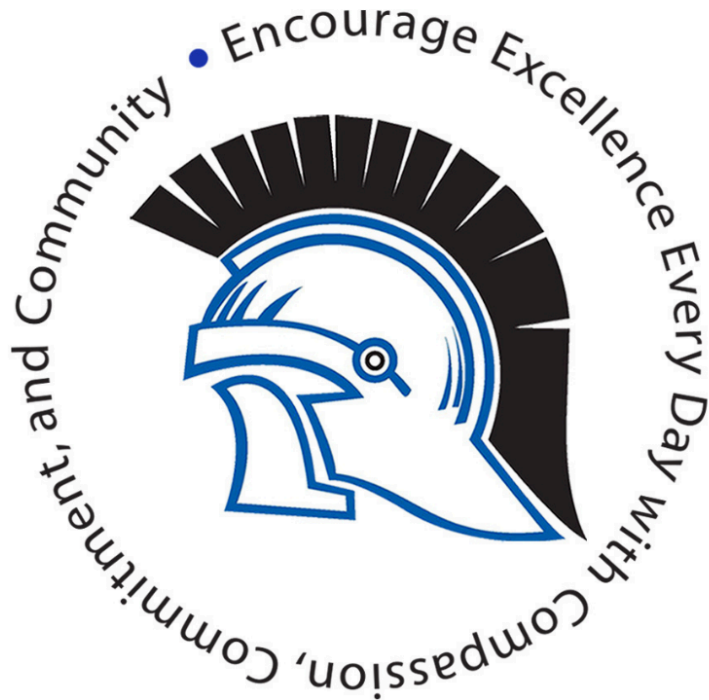
**CENTRAL
DISTRICT 51**

2023-2024

STUDENT/FAMILY HANDBOOK

Central Primary School

Central Intermediate School



www.central51.net

Central School District

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2023 - 2024

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Central District 51 School Office Contacts

CPS & CIS Office Staff

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Mrs. Angie Segler, CPS Administrative Assistant
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Mrs. Jennifer Brown, CPS Nurse
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Mrs. Ericka Bush, CIS Principal
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Ms. Kim Martin, CIS Assistant Principal
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Mrs. Michelle Roberts, CIS Administrative Assistant
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District Office Staff

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Handbook Changes & Updates (July 2023)

Central District 51 prioritizes the safety and well-being of students in accordance with the guidelines provided by the Illinois State Board of Education and the Illinois Principals Association. As we receive changes and updates regarding school policies and procedures, we will update the Student/Family Handbook. Our goal is to ensure that our handbook remains up-to-date and reflective of the latest guidelines and policies. As changes or updates are made, we will communicate with the school community.

General School Information

Student Handbook

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website, www.central51.net.

The handbook is a document that may be amended during the year without notice. It is a communication tool of all policies to persons expected to execute and comply with them.

Our Mission

Central #51 will strive to "Encourage Excellence Everyday with Compassion, Commitment and Community!"

The Central Trojan

The Trojan became the symbol of the student body and our school because of the endurance and persistence to attain the highest of goals – a balanced, functional education.

The ancient Trojans of Troy lived each day to further develop their minds and bodies. As a Trojan of Central School District 51, you are challenged to develop those same ideals of the ancient Trojan, including self-initiative and self-respect.

School Song

Fight, fight, fight for the blue and the white
Fight team fight you're on your way
Win team win you can do it again
You're the best team of the day

The Trojans will carry on the name
Of Central the school that's bound for fame, hoorah-rah!
Fight, fight, fight for the blue and white
Give Central the victory

T-T-TRO...J-J-ANS
T-R-O-J-A-N-S
Trojans are the best, yes!

The School Day

Central Primary School	Central Intermediate School
<p>Students may enter the building beginning at 8:00 a.m. and go directly to their classroom. Bus riders enter the school at 8:00 a.m.</p> <p>All students arriving after 8:20 must enter through the CPS Main Office before going to their classroom and will be marked tardy for their late arrival.</p> <p>Between 8:20 and 8:30, the following tasks are completed: student attendance, lunch count, and listening to school-wide morning announcements.</p> <p>Daily instruction and learning begins no later than 8:20 a.m. The end-of-day dismissal schedule and routine are as described below for full and early-dismissal days.</p> <p>CPS students will have recess before lunch between 10:50 and 12:40.</p>	<p>Students may enter the building beginning at 7:40 a.m. and walk directly to their homeroom. Bus riders will be released from buses at 7:40 a.m.</p> <p>All students should be in their homerooms by 7:55 a.m. when the first bell rings. All students arriving after 7:55 must enter through the CIS main office before going to their homeroom and will be marked tardy for their late arrival. Please see the Tardies section below.</p> <p>Between 7:40 and 7:55, the following tasks are completed: student attendance, lunch count, announcements, and the Pledge of Allegiance. Classrooms will recite the Pledge of Allegiance at 7:50 a.m. each morning.</p> <p>All students will have 43 minutes for lunch and recess.</p> <p>The Bell Schedule for Central Intermediate School is as follows:</p> <p>Monday, Tuesday, Thursday, Friday: Homeroom: 7:55 - 8:00 a.m. 1st Hour: 8:00 - 8:43 a.m. 2nd Hour: 8:46 - 9:29 a.m. 3rd Hour: 9:32 - 10:15 a.m. 4th Hour: 10:18 - 11:01 a.m. 5th Hour: 11:04 - 11:47 a.m. 6th Hour: 11:50 - 12:33 a.m. 7th Hour: 12:36 - 1:19 p.m. 8th Hour: 1:22 - 2:05 p.m. 9th Hour (Band/Choir, Study Hall): 2:08 - 2:51 p.m.</p> <p>Wednesdays: Schoolwide SEL: 7:55 - 8:27 1st Hour: 8:30-9:03 2nd Hour: 9:06-9:39 3rd Hour: 9:42-10:15 4th Hour: 10:18-10:51 5th Hour: 10:54-11:27 6th Hour: 11:30-12:03 7th Hour: 12:06-12:39 8th Hour: 12:42-1:15 9th Hour (Band/Choir, Study Hall): 1:18-1:51</p>

Communication

Communication is a priority for Central School District #51. There are a number of ways in which we communicate information to students and families: letters from teachers, newsletters, [Central #51 web page](#), [Twitter](#), [Facebook](#), [Skyward](#), School Messenger Phone System, Email, Midterms, and Report Cards.

As questions and concerns arise throughout the school year, please refer to the [Central District 51 Chain of Command](#) for a guide to who to reach out to regarding concerns.

CPS & CIS Drop-off and Pickup

Morning Drop-Off/Pickup	
Central Primary School	Central Intermediate School
<p>Primary school morning drop-off is between 8:00 a.m. and 8:20 a.m. Primary staff monitor student entry into the school beginning at 8:00 a.m. Outdoor traffic and crosswalk supervision also begin at 8:00 a.m.</p> <p>There are two car options for drop off in the morning: park or use the drop-off lane. We ask that parents/guardians who choose to park please park across the street in our school lot and then escort your child to the Primary entrance. If using the drop off lane, please remember the following:</p> <ul style="list-style-type: none">• When in the school zone, please refrain from using a cell phone.• It is unlawful to pass a bus with the stop arm out.• Proceed as far into the “drop zone” as possible. Stopping when there is room to move forward, parking, and getting out of your vehicle are actions that are unsafe and shut down our car-lane.• Please park only in the marked spaces for parking.• For safety reasons, students should exit the vehicle on the side closest to the school building.• Use extra caution during winter months as visibility may be limited.• Always follow the drop-off/pick-up rules for the safety of our students. Drivers who violate car lane rules will be reported to district administration by staff, bus drivers, or other concerned parents. Depending on the frequency and/or severity of rule violations, individuals will be ticketed by local law enforcement. <p>Please help us ensure that all of our students arrive safely to school each day.</p>	<p>Drop off at Central Intermediate School is between 7:40 and 7:55 a.m. each day. Students are not permitted to enter the building before 7:40 a.m. unless students/parents have pre-arranged early arrival with a staff member.</p> <p>Car Riders</p> <p>Drop off at Central Intermediate School is at the CIS Main Entrance (Holford Gym doors) beginning at 7:40. Parents/guardians dropping off students MUST use the following procedures:</p> <ul style="list-style-type: none">• Drivers MUST enter the drop-off line from the Eagle Avenue entrance. Drivers are not to enter the car line from CPS. This stops the flow of traffic around the parking lot.• Drivers who wish to stay in their cars during drop-off MUST use the CIS drop-off line to drop off students. For student safety, drivers are not to drop students off on the street.• Drivers should pull forward as far as possible in the drop-off zone in front of the CIS entrance to allow as many cars as possible to drop off.• Students should be ready to exit the vehicle as soon as the vehicle stops in front of the sidewalk by CIS. When there is a pause in moving traffic, students should exit the vehicle quickly and enter the building.• Drivers who wish to have their students utilize the crosswalk in front of the main entrance should park their cars and walk students to the crosswalk. For student safety, please do not allow your child to walk across the parking lot alone. <p>Walker/Bicycle Riders</p> <ul style="list-style-type: none">• Walkers and bicycle riders should enter the building through the CIS Main entrance (Holford Gym doors).

	<ul style="list-style-type: none"> • Walkers crossing the streets near Central Intermediate School should utilize the crosswalks and crossing guards each day. • Bicycle riders should walk their bikes once they arrive at the sidewalk in front of Central Intermediate School. • Bicycle riders should walk bicycles in crosswalks. • Bicycles riders should park their bikes on the cement pad next to the Central Intermediate School Main Entrance. <p>Bus Riders Central Intermediate School bus riders will be released from buses at 7:40. Bus riders will walk through the CIS Cafeteria and directly to their classrooms.</p>
Afternoon Pick-Up	
Central Primary School	Central Intermediate School
<p>Dismissal time for kindergarten through fourth grade students begins at 3:12 p.m. and ends at 3:15 p.m. Please remember the following during afternoon pick-up:</p> <ul style="list-style-type: none"> • K students with no siblings are led out the Kindergarten/ECE hallway at 3:12 p.m. • 1st grade students with no siblings are led out of the Kindergarten/ECE hallway at 3:12 p.m. • K & 1st grade students with older siblings meet up in the connecting corridor prior to dismissal. • 2nd, 3rd & 4th graders will be dismissed at 3:15 p.m. out the connecting corridor. <p>Please be prompt when picking up your child.</p> <p>Kindergarten through Fourth Grade Bus Rider Release Bus riders remain in their classrooms (with teachers) until bus dismissal begins at 3:15. Once dismissed, students board their assigned bus and depart for home.</p> <p>Early Dismissal Pick-up procedures will remain the same at early dismissal times.</p> <p>Half-day Dismissal</p> <ul style="list-style-type: none"> • Kindergarten walkers/car riders with no siblings are led out at 11:27 p.m. • 1st grade students with no siblings are led out at 11:27 p.m. • K & 1st grade students with older siblings meet up in the connecting corridor prior to dismissal. 	<p>Dismissal time for fifth through eighth grade students begins at 2:51 p.m. and ends at 2:56 p.m. Dismissal runs as follows:</p> <ul style="list-style-type: none"> • Bus riders, walkers, and bicycle riders will be dismissed from the Intermediate School at 2:51. • Car riders will be dismissed from CIS at 2:56 p.m. • Siblings who wait for CPS students will be dismissed from class at 2:56 p.m. and will be supervised in Holford Gym until CPS dismissal. <p>CPS Siblings CIS provides supervision for students picking up CPS siblings. Students should report to Holford Gym at 2:56 if they are picking up a sibling. CIS students are not allowed to wait outside for CPS siblings and must be supervised in the gym unless they are with a parent/guardian.</p> <p>Walkers/Bicycle Riders</p> <ul style="list-style-type: none"> • Once dismissed, students are to leave the school immediately. • Walkers crossing the streets near Central Intermediate School should utilize the crosswalks and crossing guards each day. • Bicycle riders are to walk bicycles in crosswalks and on the sidewalk in front of the school. <p>Car Riders Car riders are dismissed from CIS beginning at 2:56 p.m. Parents/guardians picking up students MUST use the following procedures:</p>

<ul style="list-style-type: none"> • 2nd, 3rd, & 4th graders will be dismissed at 11:30 p.m. out the connecting corridor. • Bus riders depart at 11:30 p.m. <p>One-Hour Early Dismissal</p> <ul style="list-style-type: none"> • Kindergarten walkers/car riders with no siblings are led out at 2:12 p.m. • 1st grade walkers/car riders with no siblings are led out at 2:12 p.m. • K & 1st grade students with older siblings meet up in the connecting corridor prior to dismissal. • 2nd, 3rd, & 4th graders will be dismissed at 2:15 p.m. out the connecting corridor. • Bus riders depart at 2:15 p.m. 	<ul style="list-style-type: none"> • Drivers MUST enter the drop-off line from the Eagle Avenue entrance. Drivers are not to enter the car line from CPS after 2:40 p.m. • Drivers who wish to stay in their vehicles during pickup MUST use the CIS drop-off line to pick up students. For student safety, drivers are not to pick up students along the street. • Drivers should pull forward as far as possible in the pickup zone in front of the CIS entrance to allow as many cars as possible in the line. • Students exiting the building will be asked to look for their rides immediately. Students whose rides are not yet in the dropoff zone will be asked to walk to their right when they exit the building so cars can continue to pull forward. • Students will not be permitted to walk to alternative pickup locations. <p>Drivers may choose to park in the CIS parking lot to avoid the pickup line. Drivers choosing this option MUST exit their vehicle and meet their child near the crosswalk. For their safety, students are not permitted to enter the parking lot until their ride is there to meet them.</p>
<p align="center">Dropoff/Pickup Safety Tips for All Central 51 Families</p>	
<ul style="list-style-type: none"> • When in the school zone, please do not use cell phones. • It is unlawful to pass a bus with the stop arm out. • For the safety of all students, please refrain from speeding and making U-turns while on school grounds. • Remind your child to utilize the crosswalks near the school and in the school parking lot. • Always follow the drop-off/pick-up rules for the safety of our students. • Use extra caution during winter months as visibility may be limited. • Please drop children off in the designated zones. • Please have students exit the vehicle on the side closest to the sidewalk so they do not have to walk in front of or behind cars to get to the sidewalk. 	

Visitors/Volunteers

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's preparation/planning period. We do not accommodate unannounced visits from parents/guardians.

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.

For security reasons, we ask that parents take pictures with only their child(ren) and not containing other students.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. 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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Off-Site Lunch-Time Visits

Due to space limitations and security concerns, adults are not permitted to join students for lunch in the cafeteria. However, parents/guardians/trusted adults are welcome to take their child out for lunch during their scheduled lunch period. Parents/Guardians must provide advanced, signed, written notice of lunch plans noting with whom the child will be leaving.

When adults arrive to pick students up, they are asked to present a photo-identification before signing the student out. Upon return to the school, parents are asked to come into the front office and sign the student back in to school.

School Volunteers

Volunteer opportunities are available at Central 51. All school volunteers must complete the [online Volunteer Application](#) and be approved by the building principal prior to assisting at the school. The volunteer application only needs to be completed every four years and covers volunteer opportunities at CPS and CIS. Volunteers will be notified via email 30 days prior to the form's expiration date.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. Volunteers may also be asked to present a valid Driver's License. **The name on the Volunteer Application must match the name exactly as it appears on the Driver's License.**

The PTO room and/or event coordinators, in concert with district staff/administration, are responsible for organizing adequate student coverage at school for various events throughout the year. Volunteers for events and activities are selected from the district's eligible volunteer roster. Due to limited space, we ask that volunteers be adults only, unless otherwise approved by building administration.

Pictures/recordings of our students may not be taken due to security and/or permission-related considerations. Please consult school administration and staff to arrange approved photography and/or video coverage of a school/district event.

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents.

Emergency Contacts

Emergency contacts are trusted adults who may be called in case of emergency when parents/guardians cannot be reached. Up to five emergency contacts may be entered into Skyward upon school registration. Emergency contacts are allowed to pick up the child from school without written permission. **Written permission must be given for students to leave school grounds with someone other than parents/guardians or emergency contacts.**

Accommodating Individuals with Disabilities

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

Video and Audio Monitoring Systems

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

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. In addition, school closings will be communicated via automated phone calls, the school website, and social media.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

Recess & Playground Safety

Weather permitting, kindergarten through eighth grade students have outdoor recess daily. Assuming other relevant conditions are conducive to outdoor recess, students will go outside when temperatures, with wind-chill, are 20 degrees or above. Please ensure your child is dressed appropriately and prepared for outdoor recess daily.

Teachers/administrators may allow abbreviated recess time when temperatures are in the 17-20 degree (with wind-chill) range. These instances usually occur during the winter when students have been forced to remain indoors for several days/weeks.

Depending on the students' lunch times, recess will be before or after lunch.

For the safety of our students, we outline the following playground rules:

- At all times, students are expected to follow the directions of all adults including recess/lunch supervisors, cafeteria staff, teachers, and administrators.
- Report any accident to a playground supervisor immediately.
- Body contact sports are prohibited.
- No rock or snowball throwing is allowed.
- Playground equipment will be used as it is intended. Jumping off swings may cause injury and is not permitted.
- No child should interfere with a game in progress or in any way be deliberately annoying to others.
- Keep-away type or bombardment games are prohibited during recess periods.
- Play in assigned areas only. All students will only use their building's playground area unless otherwise approved by building principals.
- During wet conditions, students will be asked to remain on the surfaced area.
- Do not throw balls against the building or kick them in undesignated areas.
- Food and gum are not allowed on the playground, except when permitted during school-sponsored events.
- Bicycle riding on the playground is not allowed.
- Do not re-enter the building during the recess period unless injured, ill or with the permission of the supervising teacher.
- Keep entranceways and doorways clear.
- No aggressive or intimidating behavior is allowed.
- Cell phones are not allowed during recess.

Indoor Recess

Central Primary School	Central Intermediate School
<p>Due to inclement weather, students may have indoor recess located in classrooms. The rules and guidelines for indoor recess are established by the classroom teacher. Each classroom has games and activities for indoor recess.</p> <p>With permission from a student's teacher, items from home for use during recess are allowed. Items from home and how/when they may be used are at the complete discretion of the classroom/supervising teacher. Items from home are not to be traded among students at school. Students must have permission from their teacher to bring items from home. Teachers are not responsible for lost or broken items.</p>	<p>Due to inclement weather, students may have indoor recess located in classrooms, the cafeteria, or the gym depending on the availability of these spaces. Students are to respect the furniture, equipment, games, and all other items in these spaces. At all times, students are expected to follow the directions of adults including recess/lunch supervisors, cafeteria staff, teachers, paraprofessionals, and administrators.</p> <p>Cell phones are not allowed during indoor recess.</p>

Physical Education

Participation in physical education plays an important role in students' development. All students are expected to participate in daily physical education classes.

PE Shoes

Students in kindergarten through eighth grade need athletic, soft/rubber-soled tennis shoes for P.E. These shoes should be brought the first day of school and should remain at school to be used exclusively for P.E. Due to safety reasons, students without approved footwear will not be allowed to participate in P.E.

Exemption from Physical Activity

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. Any student unable to participate in Physical Education Class due to an exemption shall not be allowed to participate in extracurricular activities/practices.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in this section.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the school district from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school district.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

School Deliveries

Deliveries to students at school will be limited to essential items and special occasions to minimize disruptions to the learning environment. Families are kindly requested to collaborate with classroom teachers and the front office to make arrangements for such deliveries. It is important for parents/guardians to take transportation logistics into account while coordinating school deliveries, ensuring a smooth process for all parties involved.

Central District 51 does not accommodate takeout food deliveries for students. Managing multiple deliveries during student lunch times is not feasible and can be disruptive to the offices' operations.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school due to allergies. Treats and snacks may not require refrigeration

and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Daily Snacks

Some classrooms and grade levels allow daily snacks. Snack policies and guidelines will be shared via classroom teachers.

The following information applies to snacks:

- Snacks should be brought to school and remain in students' backpacks until otherwise directed by the teacher.
- Snack time will be determined by the classroom teacher.
- Academics/instruction will continue while students eat snacks.
- Specific dietary needs will be taken into account by classroom teachers and/or administration as requested by families.
- Snacks are not required.

Birthday Treats (CPS)

Children may, with parent approval, bring a store bought birthday treat for their class on their birthday. Please make arrangements with the classroom teacher in advance so classroom specific allergies can be considered. Students whose birthdays are during summer break can celebrate on their "half birthday" (i.e., July 7 birthday recognized on January 7).

Invitations and Gifts

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

Parent Teacher Organization

We are fortunate to have parents who wish to be involved in our schools, who wish to participate in school activities, and who wish to meet other parents. Our Parent Teacher Organization (PTO.) provides many opportunities for parental involvement and participation.

The guiding arm of the PTO is its Executive Board composed of a President, Vice-President, Secretary, Treasurer, and standing committee chairs. The Executive Board, advised by school administration, determines the types of activities, projects, and expenditures sponsored by the Parent Teacher Organization.

Parent Organizations

Parent organizations are invaluable resources to the District's schools. While parent organizations have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.

3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Equal Educational Opportunities and Sex Equity

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

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

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

Animals on School Property

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

Admission to School

Admission Requirements

Any child whose fifth birthday occurs on or before September 1 may enter kindergarten at the opening of school.

When a child enrolls in any Illinois school for the first time, a certified birth certificate must be presented along with proof of residence, current school physical, up-to-date immunizations, [dental exam form](#), and a [vision exam form](#). **A vision exam completed by a licensed optometrist or ophthalmologist is required for all incoming Kindergarten students.** All 2nd Grade students are required to have a current dental examination. **All 6th Grade students require a physical completed, up-to-date immunizations and dental examination. Dental examinations are required by May 15 of the school year for 6th grade students.**

Transfer students must provide proof of good standing from the previous school, along with the same information stated above. In addition, students transferring from another state are required to produce a copy of a complete physical examination performed by a certified physician, utilizing the official Illinois physical form.

A student whose family moves out of the district during the school year is permitted to attend school for the remainder of the school year without payment of tuition. Transportation for the student to and from school shall be the responsibility of the parent or guardian.

Both students and parents must sign an internet usage agreement before the student will be allowed to utilize this technology (students will not be allowed to set up and use their own e-mail accounts at school).

Registration Fee

Parents/Guardians are responsible for paying a registration fee for each child enrolled at Central #51. The cost for registration is established by the Board of Education.

The registration fee shall be collected prior to the opening of school and can be paid via cash, check, or online through Skyward. Arrangement for late payment should be made with the superintendent during registration prior to the opening of school. Waiver of payment may be requested from the superintendent for personal financial reasons.

Homeschooling

Parents/guardians who choose to educate their children at home should notify Central of their intention to homeschool.

Upon request, the families will be provided information concerning home school and may receive appropriate textbook and materials from Central. According to Meyer v. Nebraska, parents have a right to, "Direct the upbringing and education of their children under their control."

Attendance

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance is important to each child's continuous intellectual growth, developing dependability, and individual responsibility. A formal education is sequential, developmental, and requires the interaction of the student. Absences hamper the acquisition of such learning. Even though students can make up the assignments that are missed during an absence, they miss valuable interaction and instruction that cannot be replicated.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused.

Excused Absences

Students are allowed ten (10) excused absences for the year before they may be required to bring a doctor's excuse. **Absences accompanied by a note from the doctor will not count toward the 10 days.**

- Illness of student (including mental or behavioral health of the student - up to 5 days before a medical note is required)
- Death in family
- Family emergency
- Situations beyond the control of the student as determined by the school board
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Attending a military honors funeral to sound TAPS
- Attending a civic event
- Pre-arranged excused absence concerning work, trips (Must be approved by the building principal)
- Surgery, Students must have doctors sign a release prior to return.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. 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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

Unexcused Absences

An unexcused absence is an absence from school without a valid reason. After 10 excused absences without a doctor's excuse, all absences will be recorded as unexcused.

After 3 unexcused absences, the district is advised to complete a referral with the truancy officer. Depending on the nature of the absences as well as communication, next steps will be decided by building administration as well as the truancy officer.

Communication, before and after 10 absences, is our priority. If your child gets sick following 10 absences, follow normal procedures for keeping him/her home. If the child visits the doctor, please send in a doctor's excuse.

The school may require documentation explaining the reason for the student's absence.

Reporting Absences

In the event of any absence, the student's parent/guardian is required to call the school at (309) 444-3580 (CPS) or (309) 444-3943 (CIS) before the school day begins to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Absences can also be reported via Skyward view Skyward Family Access.

The attendance line is available 24 hours per day to leave a message.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the

habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Automated Absence Notifications

The district's student management system automatically sends a letter home to parents/guardians after

- 5 absences (excused, unexcused)
- 10 absences (excused, unexcused)

Parents/guardians are also notified via automated email when a student is absent and contact is not made. These absences are coded as "Unexcused, Unverified" until contact has been made.

Pre-Arranged Absences

As a general policy the school must emphasize good attendance because it is directly related to success in school. The normal school year calendar provides many opportunities for the family to take vacations without missing school days. Learning in the classroom provides instruction, time to practice, reinforcement, and review. When students miss school, they often make up missed assignments but do not receive the variety of activities necessary to master skills. Therefore, scheduling family vacations during the school year is discouraged.

The purpose of pre-arranged absences is to allow the student sufficient time to obtain and complete make-up work. Any pre-arranged absences must be arranged through the office. Absences can be entered into Skyward Parent Access or scheduled through the appropriate school office.

When possible, assignments may be provided ahead of time for a pre-arranged absence. All assignments provided ahead of time for a pre-arranged absence will be due within two (2) days of return to school. The student should make every attempt to complete the work utilizing parental supervision if necessary. He or she should read the material covered, read directions, and attempt to complete and understand assignments and missed material. Once these efforts have been exhausted, the teacher may serve as an additional resource or be able to suggest other options for assistance.

Make-Up Work

If a student's absence is excused, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school are still expected to complete all missed work.

Tardies

In order to maximize your child's educational experience, it is necessary for the student to be at each and every class on time and ready to learn. Students late for class will earn a tardy. After **three UNEXCUSED tardies**, students will earn a detention. **Excessive tardies will be handled with families and administration on an individual basis.**

Leaving School Grounds

Once our students are loaded on the bus or dropped off, they are expected to remain on the school grounds throughout the school day except in the following situations:

Appointments

We ask that parents call the attendance line when students plan to leave early for appointments during school hours. We also ask that parents call the attendance line when students will arrive late for any reason during school hours. Any student who leaves during the school day for any unplanned reason must be checked out by the nurse before leaving for a temperature check.

- CIS School Attendance Line: (309) 444-3943
- CPS School Attendance Line: (309) 444-3580

Students being picked up for appointments during the day need to inform the office through Skyward, by email, or with a written note. When students leave, they need to go to the office where a parent, guardian, or emergency contact with a valid ID must check them out. When returning to school, students may be dropped off at the office and check themselves back in.

Lunch

Students may be picked up for lunch only by an adult specified by daily, written, parental permission. Students may go with the parent of another student, provided their written parental permission identifies the person with whom they are leaving, and it has been pre-arranged. Students need to give the parent-signed permission to the school secretary before the start of school. When students leave, they need to go to the office where a parent or guardian must sign them out. When returning to school, students may be dropped off at the office and check themselves back in. No student will be allowed to call home for permission to go out for lunch.

Release Time for Religious Instruction and Observance

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

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or licensed advance 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.

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.

For information on home or hospital instruction, contact the building principal.

Academics

Academic Calendar

	Quarter Begins	Midterm (Midterm grades in Skyward)	Quarter Ends (Report Cards available in Skyward)
Quarter 1	08/14/2023	09/15/2023	10/20/2023
Quarter 2	10/23/2023	11/17/2023	12/22/2023
Quarter 3	01/08/2024	02/02/2024	03/08/2024
Quarter 4	03/11/2024	04/16/2024	05/30/2024

Grading Scales

Central Primary School	Central Intermediate School
Standards Based Grading Scale	Traditional Grading Scale
3- Meets Expectations	A = 100-93

2- Developing 1- Needs support	B = 92-86 C = 85-77 D = 76-70 F = 69-0
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Report Cards

Central Primary School	Central Intermediate School
<p>Standards-Based report cards will be available on Skyward at the end of each quarter. Students are given a rating of 1, 2, or 3 based on performance related directly to each learning standard assessed. The criteria are as follows:</p> <p>3- Meets Expectations 2- Developing 1- Needs support</p> <p>Families who have questions about their students' progress are encouraged to reach out to their child's teacher at any time.</p>	<p>Quarterly report cards are issued once each nine weeks. Each term, report cards will be posted under the "portfolio" tab in Skyward Family Access. Families may print report cards from this tab. The office will print report cards upon request only.</p> <p>Midterms will also be posted under the portfolio tab in Skyward Family Access.</p> <p>Families assume the responsibility of checking the student's progress on the Skyward Family Access Portal. Central Intermediate believes report cards and midterms are only one way for families to be informed of their child's progress. By reviewing the child's daily work, assignments and test scores on the Skyward Family Access Portal, by talking periodically with the child's teacher, and by visiting our classrooms, families receive another perspective on their child's progress in the school setting.</p>

Homework

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

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Homework Interventions (CIS)

Students who do not complete their work will go through a series of restrictive measures until the work is completed to the teacher's standard. Initial measures may include staying in during lunch, P.E., band/choir, coming in after school, or staying for mandatory homework assistance after school. More restrictive measures may include detention, Saturday Supervised Study, or In-school-suspension.

Homework Assistance (CIS)

Central Intermediate School offers after-school Homework Assistance for all fifth through eighth grade students from 3:00 to 4:00 p.m. Monday, Tuesday, and Thursday each week starting after Labor Day. Homework Assistance is a great opportunity for students to ask questions about assignments, get caught up after an absence, or have a quiet place to complete school work.

Students must be picked up promptly at 4:00 p.m. Students repeatedly not picked up by 4:00 will not be able to attend the program. If you have any questions about the homework programs, contact your child's teacher, the principal, or assistant principal.

Advanced Class Placement (CIS)

Sixth, seventh, and eighth grade students are eligible for advanced placement. Advanced Math and English Language Arts are offered in sixth, seventh, and eighth grades. Advanced Science and Social Studies are offered in seventh and eighth grades. The selection process for advanced placement is rigorous and utilizes the following criteria:

1. State Standardized Test Scores
2. Local Common Assessment Scores
3. Teacher recommendations
4. Past performance in each subject
5. Maturity

Students are selected to participate based upon the criteria. Parental permission is required prior to entry. Participation is limited to those students who meet our stringent requirements.

Students not initially placed in advanced classes can be placed in advanced classes in 7th or 8th Grade based upon local/state testing and teacher recommendation.

Students in advanced classes must maintain a B average or above at each nine week grading period. Failure to do so may result in a change of placement.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Parent-Teacher Conferences

Parent-teacher conferences provide teachers, students, and parents/guardians a valuable opportunity to communicate student progress in academics and social/emotional areas. All Central #51 students and parents/guardians are encouraged to attend fall conferences. Spring conferences are by request. We encourage teachers, parents/guardians, and/or students to request a spring conference in case of any questions or concerns.

Parent-Teacher Conferences may be arranged at any time throughout the school year by contacting the teacher with a note, email, or directly by phone. Our teachers are encouraged to contact parents with questions or concerns. We encourage our parents to do likewise. If parents cannot keep a scheduled appointment, please call the office or email the teacher to cancel or reschedule.

Grading and Promotion

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

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for

changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Student Retention & Social Promotion

In accordance with state law, there will be no social promotion of students. Our Board of Education has adopted a policy complying with this state regulation. With this in mind, we must remember that retention considerations are serious matters. Communication between the school and parents is essential. All parents/guardians have access to the Family Access Portal, and parents also receive quarterly and mid-term reports to keep informed of student progress. In addition to regularly scheduled Parent-Teacher conference times, parents/guardians or teachers may request a conference if deemed necessary. At the end of the year, retention of students will be based on the following criteria:

- **Automatic** - Not only do students need to master reading and mathematics at these grades, but they also need to learn the basic concepts in science, social studies, and English Language Arts. Any student who fails a majority of these subjects will be retained.
- **Recommended** – Students with mostly Ds and Fs on the quarterly report cards may be considered for retention.
- **Remediation** - The teacher and administration will determine a plan of assistance for all students who need remediation. This assistance may include tutoring, additional instruction time, modifications of instructional materials/assignments and/or grading scale, or retention at the current grade level.

Special Education

Students who are receiving special education services will be promoted providing they have met the goals on their IEP.

Transfer Students

Students who transfer to Central schools before the beginning of the second semester will be assessed only using the grades from our district. Students transferring after the second semester begins will have their grades from the previous school averaged with our district's grades to determine promotion/retention.

Quarterly Honor Roll (CIS)

Students in fifth through eighth grades may be awarded honor status based upon their achievement during each grading period. There are three levels of Honor achievement: Straight A, High Honors, and Honor Roll recognition. The five core academic areas of instruction (Reading/Literature, English, Math, Science, Social Studies) are used for calculating GPA.

- Straight A Honor Roll: 4.0 GPA
- High Honor Roll (All As and Bs): 3.5 - 3.99 GPA
- Honor Roll (No Cs or below): 3.0 - 3.49 GPA

Grades in Band and Choir are excluded from determining honor roll recognition due to their extracurricular nature.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Failure to pay all fines/fees in full prior to field trip
- More than one out-of-school suspension
- Other reasons as determined by the school

Parents of students unable to attend field trips will be notified prior to the field trip.

Please contact the principal or assistant principal to discuss available options for students not attending field trips for any reason.

End-of-Year Academic Awards

Award Ceremonies for each grade level take place in May each school year, and parents are welcome to attend the ceremonies. Awards for the Awards Ceremonies are calculated using cumulative GPA for Terms 1 through 3. Listed below are the awards for each grade level as well as the Award Categories.

5th Grade

- Straight As, High Honors, and Honor Award
- Leadership Awards
- CENTRAL Code Recognition

6th Grade

- Straight As, High Honors, and Honor Award
- Leadership Awards
- CENTRAL Code Recognition

7th & 8th Grade

- Straight As, High Honors, and Honor Award
- English/Language Arts Awards
- City Math Recognition
- Math Awards
- Science Awards
- Social Studies Awards
- Specials (Art, Spanish, STEM) Awards)
- Vocal Awards
- Instrumental Awards
- CENTRAL Code Recognition
- American Legion Awards (8th Grade Only; Presented at graduation)
- Presidential Award (8th Grade Only; Presented at graduation)
- Trojan Award (8th Grade Only; Presented at graduation)

Award Descriptions

- **Straight As:** Fifth through eighth grade students who earned a 4.0 GPA all four grading periods.
 - 5th grade Straight As receive a certificate.
 - 6th Straight As receive a certificate and pin
 - 7th and 8th Straight As receive a certificate and medal.
- **High Honor Award:** Fifth through eighth grade students who earned a cumulative GPA of 3.5 - 3.99 receive a certificate.
- **Honor Award:** Fifth through eighth grade students who earned a 3.0-3.49 GPA and all As and Bs all four grading periods receive a certificate.
- **City Math Award:** Seventh and eighth grade students are selected as participants based upon their classroom performance and test scores.
- **Band and Choir Awards:** Students who participate in choir and band.
- **Subject Area Awards:** Students are selected by the teacher responsible for the subject area. The selection is based upon grades, performance, determination, and participation.
- **Leadership Awards:** Sixth grade students who display leadership qualities throughout the school year are selected by sixth grade teachers.

Special Education & Support Services

Education of Children with Disabilities

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

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

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

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

For further information, please contact:

Central Primary School	Central Intermediate School
Amanda Venegonia CPS Principal 1400 Newcastle Washington, IL 61571 AVenegonia@central51.net (309) 444-3580	Ericka Bush CIS Principal 1301 Eagle Avenue Washington, IL 61571 ebush@central51.net (309) 444-3943

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Exemption from PE Requirement

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

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

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

Access to Classroom for Special Education Observation or Evaluation

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

For further information, please contact the building principal.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related

service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Response to Intervention (Rtl)

Central School District utilizes an Rtl Pyramid of Interventions to help struggling students succeed and accelerated learners to increase their knowledge: Tier 1, Tier 2, and Tier 3.

All students are assessed using STAR for reading and math, Illinois Assessment of Readiness (IAR), and classroom assessments in each subject area to determine student growth each year. All students' progress will be monitored and reported to the student and the parents/guardians.

Struggling students will be provided with interventions and support to assist them in closing the achievement gap with their peers. If students qualify for Tier 3 Rtl support, which is the most intensive tier, parents will be notified. If you have questions regarding the intervention programs at Central #51, please contact the principal.

Guidance and Counseling

A school counselor is available for students. The school counselor's role is to work in a partnership with students, teachers, parents, and other school staff to provide academic, emotional/social support, as well as, working to minimize any barriers that will affect a child's development.

Services the school counselor provides at District 51 are:

- Individual and group counseling services for students
- Character Education in classrooms
- Consultation with parents, teachers, administrators, and other school staff
- Listening to aid in conflict resolution within the school
- Consulting with other school professionals regarding school curriculum
- Teaching students responsibility by becoming aware of the consequences of their behavior
- Referring students to outside agencies when appropriate

Some reasons students may meet with a school counselor include:

- Problems in school (academic and/or peer related)
- Issues with friendships
- Family difficulties
- Worry, fear, stress, and/or conflict
- Life changes/ loss and grief
- Self-image/self-efficacy issues

The school counselor may meet with students up to five times without signed, parent consent. After five visits, parent consent must be given. If a parent wishes for his or her student to receive counseling services, a referral form can be obtained by contacting:

Central Primary School	Central IntermediateSchool
Amanda Venegonia, CPS Principal (avenegonia@central51.net) Amanda Rogers, CPS Assistant Principal (arogers@central51.net)	Kristen Brosch, CIS Counselor (kbrosch@central51.net) Ericka Bush, CIS Principal (ebush@central51.net) Kim K. Martin, CIS Assistant Principal (kkmartin@central51.net)

Discipline and Conduct

Student Rights and Responsibilities

The rights and responsibilities of our students go hand-in-hand with each other. Each right carries with it a responsibility. Each responsibility reflects privilege.

As a student of Central School District 51, you have the right to the best education our system can offer. You may expect high quality teaching, many opportunities for participation and involvement, and active personal support to lead you to a satisfying, productive learning experience.

ROCK (Rewarding Outstanding Central Kids) (CIS)

ROCK is a PTO-sponsored incentive event for fifth through eighth grade students held at Central Intermediate School during the evening. Students in fifth through eighth grade may qualify for ROCK based on the following:

- No detentions related to behavior or tardies

General Building Conduct

During school hours, the following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways; nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Use of electronic devices is not allowed without permission from school staff.

School Dress Code

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the school.
- Clothing that is poorly fitting, showing skin and/or undergarments, may not be worn at school.
- No shirts which do not cover the mid-section (belly) when the student is sitting or standing.
- All tops must have straps.
- No pants with holes above mid-thigh.
- No leggings unless worn with a shirt/sweatshirt/sweater which completely covers the student's bottom.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, building administration will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in

another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

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

Weapons Prohibition

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

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

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

The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Suspension Notice

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct:

- Student
- Date of Incident
- Student handbook rules and/or Board policy violated
- Date and time of pre-suspension conference with student
- Date(s) of suspension
- Date student is eligible to return to school
- Description of incident
- Rationale for the specific duration of the suspension

Detention and Mandatory Homework Assistance (CIS)

Students at Central Intermediate School are expected to exhibit behavior that does not disrupt the learning process. Students in fifth through eighth grades who are disruptive or do not comply with the expected behaviors may be subject to an after-school or lunch/recess detention. Students who do not complete assignments in a timely manner may be subject to a 1 hour mandatory homework assistance after school.

The following behaviors are expected of all Central students and may result in detention, possibly without warning, if not followed:

- Students should be on time for school or class.
- Students should only eat candy or food in the lunchroom or in the classroom of a teacher who has given permission.
- Students should use appropriate language (no spoken, written, or profane gestures permitted) at all times.
- Students should not use aggressive/intimidating behaviors on school grounds.
- Students should bring proper supplies to class (pencil, paper, textbook, P.E. clothes, etc.).
- Students should complete assignments and turn them in on time.
- Students should obey instructions of school personnel.
- Students should not disrupt classroom learning activities.
- Students should be respectful and courteous to all staff members and other students.
- Students should use technology appropriately at all times.

Procedures for Detention/Mandatory Homework Assistance

1. Student will receive verbal warning from teacher(s).
2. Teacher will document a written warning via Skyward with the date, time, and explanation of the behavior. The teacher will reach out directly to parent/guardian via phone or email to discuss the behavior and warning.
3. If the student continues the behavior, a mandatory detention/homework assistance will be assigned to the student in Skyward. Documentation of the incident will contain the reason for the detention/Mandatory Homework Assistance and be visible to parents.
4. Teacher will communicate directly with parents via phone call or email to discuss the continuation of the behavior.
5. Student, parent, and teacher will work together to schedule the detention/Mandatory Homework Assistance.

Details for Detention/Mandatory Homework Assistance

- Detentions/Mandatory Homework Assistance will be served Monday, Tuesday, or Thursday from 2:52 to 4:00 p.m. with the issuing teacher.
- Students should bring books, appropriate reading materials, or assignments to complete during the detention/mandatory homework assistance. Students who do not bring the necessary work may be assigned other work.
- Parents/guardians are expected to provide transportation following detention/Mandatory Homework Assistance. Students must be picked up at the CIS Main Office promptly at 4:00 p.m. Repeated late pickups will result in not being able to attend homework assistance. If providing transportation causes a problem, students should alter their behavior so they do not receive detention/mandatory homework assistance.
- **A detention/Mandatory Homework Assistance that is missed due to student absence or other excused reasons will be reassigned to the next day. Missing a detention/mandatory homework assistance for reasons that are not excused will result in students serving the original homework assistance/detention plus an additional one.** If a student continues to miss, it will be considered insubordination (class II violation) and consequences could include denial of privileges, lunch/recess detention, Saturday Supervised Study, or in-school suspension.

Prevention of and Response to Bullying, Intimidation, and Harassment

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate.

Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in

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

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

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

Bullying, Intimidation, and Harassment Non-Discrimination & Complaint Managers	
Central Primary School	Central Intermediate School
<p>Amanda Venegonia, Principal 1400 Newcastle Rd. Washington, IL 61571 309-444-3580 avenegonia@central51.net</p> <p>Amanda Rogers, Assistant Principal 1400 Newcastle Rd. Washington, IL 61571 309-444-3580 arogers@central51.net</p>	<p>Ericka Bush, Principal 1301 Eagle Avenue Washington, IL 61571 309-444-3943 ebush@central51.net</p> <p>Kim Martin, Assistant Principal 1301 Eagle Avenue Washington, IL 61571 309-444-3943 kkmartin@central51.net</p>

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

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

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

Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital

or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinators and Complaint Managers	
Central Primary School	Central Intermediate School
<p>Amanda Venegonia, Principal 1400 Newcastle Rd. Washington, IL 61571 309-444-3580 avenegonia@central51.net</p> <p>Amanda Rogers, Assistant Principal 1400 Newcastle Rd. Washington, IL 61571 309-444-3580 arogers@central51.net</p>	<p>Ericka Bush, Principal 1301 Eagle Avenue Washington, IL 61571 309-444-3943 ebush@central51.net</p> <p>Kim Martin, Assistant Principal 1301 Eagle Avenue Washington, IL 61571 309-444-3943 kkmartin@central51.net</p>

Cafeteria Rules

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.

7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Access to Student Social Networking Websites

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

Student Use of Electronic Devices

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

During the duration of the school day, which includes class periods, passing periods, lunch, and recess, electronic devices must be kept powered-off and in their lockers unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Health and Safety

Ill Students

Ill students should remain home until symptoms improve.

In addition:

- **Fever(100.4 or above)** - Students must be fever free *without the use of fever reducing medication* before they may return to school.
- **Diarrhea/Vomiting** - Students should remain home until they have been free of diarrhea or vomiting for 24 hours.

Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Student Medication- Including OTC medication such as Tylenol or Ibuprofen

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. 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.

Undesignated Medications

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

Emergency Aid to Students

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

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 444-3943.

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

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

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Care of Students with Diabetes

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

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

For further information, please contact the building principal.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement 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 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.

Communicable Disease

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

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

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are encouraged to notify the school nurse if they suspect their child has head lice.
2. Students found with live lice will have parents notified and will be encouraged to go home for immediate treatment.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student found with head lice will be monitored upon return to school and again 2 weeks after treatment by the school nurse.

Accident Insurance

Central partners with our insurance to offer parents the option of purchasing student accident insurance. Insurance benefits are available for school days or for twenty-four hour coverage. Insurance information is available during the registration period in August.

Title IX and Sexual Harassment

District 51 has a policy of non-discrimination on the basis of sex. For a copy of that policy or the accompanying grievance procedure, contact the Title IX Coordinator at the school.

District 51 also has a policy regarding sexual harassment. For a copy of that policy, contact the building principal.

Asbestos Containing Building Materials Management Plan

This is to notify you that Central School District 51 has submitted its Management Plan, prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) for the school facilities. Copies of the Management Plan are available in the administrative office of the school district and in the administrative office of the school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday 8:00 a.m. to 4:00 p.m.) and during other times by special arrangements. We request that an appointment be made with us to review such plans. To make arrangements please contact the District Superintendent.

Erin's Law

In January 2013, Public Act 97-1147 was passed by Illinois legislators. This law, also referred to as Erin's Law, mandates school districts to provide sexual abuse awareness and prevention education for pre-K through 12th grade. Lesson content varies with the age of students. Lesson content may include: identifying body parts (arm, leg, etc.), feelings, personal body safety rules, safe touches, defining safe people, body boundaries, safe touches, good vs. bad secrets, identifying a safe person, advocating for self, proper use of social media, recognizing and reporting inappropriate touches, dangers of online predators, recognizing and reporting sexual harassment.

The school counselor will send a note home to parents in order to opt students out of the presentation.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student

- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notifications

Employee Conduct Standards

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

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Transportation & Parking

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.

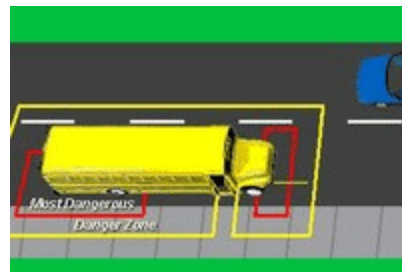
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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 in a 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.
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.

For questions regarding school transportation issues, contact Cody Young at cyoung@central51.net or 309-444-3943.

Bus Conduct

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

Parking

The school has two locations available for school visitor parking. Visitors may utilize street parking, visitor parking, or Holford Gym when picking up students during the school day. **All visitors MUST enter the building and check in at the Central Intermediate School entrance.**

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

Student Fees and Meal Costs

Fees, Fines & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver 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. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

The building principal will give additional consideration where one or more of the following factors are present:²

- 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.

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

School Lunch Program

A hot lunch program is provided at Central schools for students in grades K through 8. Menus are published monthly on the district website. Parents may check lunch balances on the Family Access Portal. The price for a school lunch including milk is \$3.25. Students eating hot lunch who wish to purchase one additional milk will be charged \$0.40. Students eating cold lunch may also purchase milk for \$0.40 per carton.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal or click [here](#).

Internet, Technology, and Publications

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

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

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

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

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);

5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

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

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

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

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

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Guidelines of Student Distribution of Non-School Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - Is reasonably viewed as promoting illegal drug use;
 - Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;¹ or
 - Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Use of Artificial Intelligence

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

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

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

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

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

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Hapara

To help keep your child safer and more scholarly online, we have adopted online services provided by Hapara for kindergarten through eighth grade students. Hapara is a Chromebook Management Software that supports our Internet usage policy in the following ways:

- **Safer Searching**
 - Administrators, teachers, and technology personnel can easily prevent students from searching for (or seeing) harmful and/or inappropriate material.
- **Activity Flagging**
 - Helps our school detect potentially dangerous activity, such as self-harm or bullying.
- **YouTube Filtering**
 - Allows teachers and administrators greater control over which videos students see.
- **Online monitoring**
 - Help students stay “scholarly” and more focused when learning online
 - Help assess students’ progress towards class assignments
 - Facilitate communication between teachers and students during class time
 - Schools have the option to protect and oversee student web activity both on and off campus.
 - Online monitoring doesn’t just stop with the Chromebook. **As long as students are logged in using their Central #51 Google account, Internet activity is tracked from any device.**

- **Theft Recovery**
 - Helps authorized school administrators find and recover stolen Chromebooks.

Search and Seizure

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 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.

Student Records & Privacy

Policies in this chapter include State and federal student record and privacy notifications. Also included is a policy for schools that collect student biometric information.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

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.

Prohibition on Selling or Marketing Students’ Personal Information

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

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

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

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

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

A complete copy of the District’s Student and Family Privacy Rights policy may be obtained from the Superintendent’s office or accessed on the District’s website.

Student Records

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.

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

2. **The right to request 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.

3. **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 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.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is 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, 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.

4. **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.

5. **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
- 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.
6. 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.
 7. 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: Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington DC 20202-4605

Student Biometric Information

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

Parental Right Notifications

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: STAR Reading and Math assessments and the Illinois Assessment of Readiness (IAR).

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Homeless Child's Right to Education

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

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

The word homeless does not mean only someone who lives on the streets, but also includes students who:

- lack a fixed, regular and adequate nighttime residence.
- live in a temporary residence/shelter.
- live in a motel, car, or any other public place.
- live with family members or friends due to financial hardship.

Homeless families in need will have available to them services for education including:

- Free/Reduced Lunches.
- Homework Club/Assistance Programs.
- Pre-Kindergarten Programs: Washington Townships Student Services 309-745-3196.
- School Supplies.

Parents will be made aware of and may request access to these services when enrolling their child.

If you have questions about enrolling homeless children or providing services, please call the District Office at 444-3943.

Family, Life, and Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; 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.

English Learners (EL)

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

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

At registration, each parent fills out the home language survey. If the answer to either question on the survey is yes, then the student will be screened for EL services. Screening takes place within 30 days after enrollment and parents/guardians will be notified of results by mail. Students, who have another language spoken in the home or

speaking another language themselves, will take a language proficiency screener assessment appropriate for their age/grade (WIDA Model or WIDA Screener) in order to determine their language proficiency in speaking, listening, reading, and writing. Their scores on this test will determine their English language proficiency, and whether they qualify for EL services. If a student in a transitional program of instruction enrolls mid-year, the school will notify parents/guardians by mail within 14 days.

EL Support for all students who qualify for EL services will be determined based on their English language proficiency. EL support will occur within the classroom initially, but may require small group pull-out instruction.

Every year, all EL students will take the ACCESS for EL assessment in January or February. The ACCESS for EL is a standardized test that the state of Illinois uses to determine their language proficiency since starting ELL services. ELL students will continue to receive EL services and take the ACCESS for EL assessment until they have reached a proficient score on the test. Once they are proficient, they will exit the EL program.

For questions related to this program or to express input in the school's English Learners program, contact Trent Halpin (thalpin@central51.net).

School Visitation Rights

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

Pesticide Application Notice

District 51 has an Integrated Pest Management Policy that incorporates building maintenance, sanitation, physical barriers, and as a last resort, the safest, most effective means of pesticide. (This includes the application of pesticides to school grounds.) Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

Prior notice is not required if there is imminent threat to health or property.

Mandated Reporter

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

Unsafe School - Transfer

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use :

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Central School District 51 policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Central School District 51 will directly notify parents of these policies at least annually, at the start of each school year, and after any substantive changes. Central School District 51 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. District 51 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901**

Sex Offender & Violent Offender Community Notification Laws

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

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

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

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

A violation of this law is a Class 4 felony.

State law also 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 Ill. Dept. of State Police (ISP) website.

The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Parent Notices Required by the Every Student Succeeds Act

I. 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.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see [Standardized Testing](#).

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.

III. 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 [central51.net](#).

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see [Unsafe School Choice Option](#).

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see [Student Privacy](#).

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see [English Learners](#).

VIII. Homeless Students

For information on supports and services available to homeless students, see [Homeless Child’s Right to Education](#).

For further information on any of the above matters, please contact the building principal.

Extracurricular/Co-Curricular Activities

Extracurricular activities provide opportunities for students to learn new skills, interact with peers, and gain new experiences. Many opportunities exist for students to participate in extracurricular activities at Central. These include music, athletic, and non-athletic opportunities. As information on sign-up and/or try-out dates becomes available, it will be passed along to students during daily announcements and posted on the school website.

Music	
Band	Choir
<ul style="list-style-type: none">Interested students may join band beginning in fifth grade.Fifth grade students join Beginning Band.Sixth grade students join the Sixth Grade BandSeventh and eighth grade students may join marching band and concert band.Sixth through eighth grade students are welcome to join jazz band on Tuesday and	<ul style="list-style-type: none">Students in fifth through eighth grade may join Choir at any time.Fifth and sixth grade students join 5th/6th ChoirSeventh and eighth grade students join 7th/8th ChoirFifth through Eighth grade boys may join Boys’ Ensemble. Rehearsals take place on Friday mornings.

Thursday mornings. Percussion, piano, and guitar students must audition.

- Students have several required performances throughout the year. Solo and Ensemble Contest is a performance opportunity for 6th-8th grade Band and Choir students.

*The district is a member of the Illinois Grade School Music Educators Association, which oversees the music contests. If you have any additional questions about the Central #51 Music Education Program, please contact our band director at AJHoule@central51.net or our choral director at LRandolph@central51.net.

- Sixth through Eighth grade girls may join Girls' Ensemble. Rehearsals take place on Monday mornings.
- Students have several required performances throughout the year.
- Additional performances may include ILMEA, Peoria Area Festival Chorus, and Solo and Ensemble. Solo and Ensemble Contest is a performance opportunity for sixth through eighth grade Band and Choir students.

Athletic Participation

Baseball (Boys)

- Baseball is available in the fall season on a try-out basis for sixth through eighth grade students.
- Two fifth grade boys may be managers and will be determined by coaches.

Softball (Girls)

- Softball is available during the fall season on a try-out basis for our sixth through eighth grade students.
- Two fifth grade girls may be managers and will be determined by coaches.

Cross Country (Boys/Girls)

- Cross Country is available during the fall season for sixth through eighth grade students.

Basketball (Boys)

- **Seventh and Eighth Grade Basketball Team**
 - Basketball is available during the winter season on a try-out basis for sixth through eighth grade boys.
 - Two fifth grade boys may be managers and will be determined by coaches.
- **Sixth Grade Basketball Team**
 - Current sixth grade boys may try out for the Sixth Grade Boys Basketball Team.

Basketball (Girls)

- **Seventh and Eighth Grade Basketball Team**
 - Basketball is available during the late fall/early winter season on a try-out

Volleyball (Girls)

- **Seventh and Eighth Grade Volleyball Team**
 - Volleyball is available during the late winter/early spring season on a try-out basis for sixth through eighth grade girls.
 - Two fifth grade girls may be managers and will be determined by coaches.
- **Sixth Grade Volleyball Team**
 - Sixth grade girls may try out for the Sixth Grade Volleyball Team.

Track (Boys/Girls)

- Track is available during the spring season for sixth through eighth grade students.

Cheerleading (Boys/Girls)

- Cheerleading is available on a try-out basis for sixth through eighth grade students.
- All cheerleaders compete in the IESA Cheerleading Competition.
- Cheerleaders may not try out for Basketball or Girls Volleyball due to competitive cheerleading.

Dance (Boys/Girls)

- Dance is available on a try-out basis for seventh and eighth grade students.

Golf (Boys/Girls)

- Golf is an individual activity open to 6th through 8th grade girls and boys.

<p>basis for sixth through eighth grade girls.</p> <ul style="list-style-type: none"> ○ Two fifth grade girls may be managers and will be determined by coaches. ● Sixth Grade Basketball Team <ul style="list-style-type: none"> ○ Current sixth graders may try out for the Sixth Grade Girls Basketball Team. 	<p>Wrestling (Boys/Girls)</p> <ul style="list-style-type: none"> ● Wrestling is a co-op sport with other schools in the Township. ● The season is a winter activity and is available for sixth through eighth grades.
<p align="center">Non-Athletic Participation</p>	
<p>Scholastic Bowl</p> <ul style="list-style-type: none"> ● Scholastic Bowl team is available on a try-out basis for sixth through eighth grade students. <p>Drama/Musical Team</p> <ul style="list-style-type: none"> ● Drama/Musical team is available on a try-out basis for fifth through eighth grade students. <p>Speech Team</p> <ul style="list-style-type: none"> ● The Speech team is available to all fifth through eighth grade students. <p>Chess Team</p> <ul style="list-style-type: none"> ● Chess team is available to all sixth through eighth grade students <p>Youth Coding League</p> <ul style="list-style-type: none"> ● Youth Coding League is available to fifth through eighth graders from September to November. 	<p>Math Team</p> <ul style="list-style-type: none"> ● The Math team is composed of seventh and eighth grade students. ● Students are selected by grade level math teachers based on data collected throughout the school year. ● Students compete in a City Math competition in late spring. <p>Student Council</p> <ul style="list-style-type: none"> ● Student Council is available to seventh and eighth grade students. ● Students will be chosen based on an essay and teacher recommendations. <p>Knitting Club</p> <ul style="list-style-type: none"> ● Knitting Club is available for sixth through eighth grade students. <p>e-Sports</p> <ul style="list-style-type: none"> ● More information is coming soon!
<p align="center">Student Recognition Program</p> <p>Our Student Recognition Program recognizes excellence in achievement in a number of areas at Central Schools. The criteria is outlined in the program and shared with students by their various sponsors, coaches, and teachers and in different publications such as this Student Handbook and fliers.</p> <p>The school letter is awarded only once during the student's time at Central Intermediate School.</p>	
<p align="center">Athletic Awards</p>	
<p>Baseball/Softball</p> <p>A school letter or insert is awarded to students who:</p> <ul style="list-style-type: none"> ● are members of the team for the entire season; ● appear in 50% of regular season games preceding the I.E.S.A. Regional series. (This would not include "practice" games or "B" 	<p>Volleyball</p> <p>A school letter or insert is awarded to student athletes who:</p> <ul style="list-style-type: none"> ● are members of the team for the entire season

<p>games established to allow playing time for those who do not normally get into games.</p> <p>Cross Country</p> <p>A school letter or insert is awarded to student athletes who:</p> <ul style="list-style-type: none"> • are members of the team for the entire season and, • place first, second, or third in a Cross Country Meet in the Varsity or Open Division, place in the county, conference or qualifies for the State meet • set a school record <p>Basketball (Boys/Girls)</p> <p>A school letter or insert is awarded to student athletes who:</p> <ul style="list-style-type: none"> • are members of the team for the entire season • appear in 75% of the games in all regular season play preceding the I.E.S.A. Regional series. <p>Cheerleading and Dance Teams</p> <p>A school letter or insert is awarded to student athletes who:</p> <ul style="list-style-type: none"> • complete the season in good standing • have not had any unexcused absences from practices or games 	<ul style="list-style-type: none"> • appear in 75% of the regular season games (not matches), not including County or the I.E.S.A. Regional series <p>Track</p> <p>A school letter or insert is awarded to the student athletes who:</p> <ul style="list-style-type: none"> • are members of the team for the entire season; and • place first in a track meet for seventh/eighth graders • place in the county, conference, or I.E.S.A. Regional meets (ribbon) • set a school track record <p>Sports Team Manager (limit of 2 per sport)</p> <p>A school letter or insert is awarded to student athletes who:</p> <ul style="list-style-type: none"> • are members of the team for the entire season • attend all practices and games unless excused • fulfill responsibilities promptly at the request or direction of the coach(es)
<p style="text-align: center;">Non-Athletic Awards</p>	
<p>Scholastic Bowl Team</p> <p>A school letter or insert is awarded to sixth, seventh, and eighth grade participants who:</p> <ul style="list-style-type: none"> • attend all practices unless excused • are members of the team for the entire season • appear in 50% of the regular season games not including County, Conference, or I.E.S.A. Regional series <p>Speech Team</p> <p>A school letter or insert is awarded to seventh and eighth grade students who participate on the team. A certificate is awarded to fifth and sixth grade participants.</p>	<p>Band and Choir Awards</p> <p>Vocal Music</p> <p>A school letter or insert is awarded to sixth, seventh, and eighth grade students who:</p> <ul style="list-style-type: none"> • Attend all concerts, parades, and performances unless excused • Attend all practices and individual lessons unless excused • And a combination of two of the following: <ul style="list-style-type: none"> • Participate in Solo & Ensemble contests • Serve as accompanists • Perform National Anthem during a home game or assembly • I.M.E.A. participation

<p>Drama/Musical Team</p> <p>A school letter or insert is awarded to sixth, seventh, and eighth grade students who participate in plays or musicals.</p> <p>Chess Team</p> <p>A school letter or insert is awarded to sixth, seventh, and eighth grade students who attend at least one tournament.</p> <p>Student Council</p> <p>A school letter or insert is awarded to seventh, and eighth grade students who participate on student council for the year</p> <p>Math Team</p> <p>Certificates are awarded to the students who earn the recognition of representing the school in the City Math contest.</p> <p>Other Non-Athletic Awards: (Determined by contest or teacher selection):</p> <ul style="list-style-type: none"> • All School spelling champion (Fifth through eighth grade) • D.A.R.E. Academic awards (Fifth) • D.A.R.E. Outstanding Theme (Fifth) • American Legion Awards (Eighth grade - which includes Straight A, Athletic, and General Performance). 	<ul style="list-style-type: none"> • Boys' Ensemble or Girls' Ensemble member <p>Instrumental Music</p> <p>A school letter or insert is awarded to sixth, seventh, and eighth grade students who:</p> <ul style="list-style-type: none"> • Attend all concerts, parades, and performances unless excused • Attend all practices and individual lessons unless excused • And a combination of two of the following: <ul style="list-style-type: none"> • Participate at Solo and Ensemble Contest • Drum major • Pep band member • I.M.E.A. participant • Jazz band member <p>Color Guard</p> <p>A school letter or insert is awarded to color guard members who:</p> <ul style="list-style-type: none"> • complete the season in good standing • have not had any unexcused absences from practices or parades
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Extracurricular Athletic Activities 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
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.
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.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades in all subjects in which they receive a grade (excluding Band/Choir). Eligibility is checked on Friday afternoons with the ineligibility period beginning on Monday and ending on Sunday. Ineligible students may practice with the team and attend contests, however, may not be in uniform at games. After three consecutive weeks of ineligibility (regardless of class), a student will be dismissed from that team. This pertains to all extracurricular non-graded events (athletics and activities). Coaches will have the discretion to limit contest attendance on an individual basis.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

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

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

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
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:
 - a. 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.
 - b. 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).

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.
- The student may be required to practice with the group (unless suspended or expelled from school).

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.

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

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Homeschool Students and Extracurricular Activities

A nonpublic school student is eligible to participate in: (1) interscholastic competition provided his or her participation adheres to the regulations established by any association in which the school district maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.