

BOND PRIMARY

GREGORY INTERMEDIATE

Student Handbook 2017-2018

SAY “NO” TO DRUGS

4 WAYS TO SAY “NO”

1. SAY “NO THANKS”
2. GIVE A REASON OR EXCUSE
3. WALK AWAY
4. “BROKEN RECORD” OR SAY “NO” AS MANY TIMES AS NECESSARY

CENTRAL A&M POLICY PROHIBITS THE USE OR POSSESSION OF ANY DRUG (INCLUDING TOBACCO AND ALCOHOL) WHILE AT SCHOOL OR WHILE AT ANY SCHOOL SPONSORED ACTIVITY.

PRINCIPAL'S MESSAGE

It is my pleasure to welcome you. We're happy to have you as part of the Central A&M family. We hope this will be a successful and satisfying year for you.

Good luck this year!

David Fitzgerald

This handbook is designed to help you become familiar with the rules and procedures of Bond Primary and Gregory Intermediate Schools. These rules and procedures have been established to create the best possible learning environment for all students. We suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office.

We feel that open and clear communication between school and home is important to the success of our educational program. We welcome your participation and support during the school year and solicit your membership in CAMP. Working together, we will be able to reach our goals. We look forward to celebrating with you the achievements of our students.

SCHOOL ADMINISTRATION

Superintendent: **Dr. DeAnn Heck**

226-4042

High School Principal: **Charlie Brown**

768-3866/1-800-358-3672

Middle School Principal: **Courtney Hiler**

226-4241/1-800-358-3634

Elementary Principal: **David Fitzgerald**

226-4022/768-3860

Kemmerer Principal: **Joanne Coady**

226-4012/226-4441

OUR MISSION STATEMENT

Together with families, we join in a partnership and share the responsibility for providing a meaningful learning environment by putting the needs of children first.

Our mission statement embodies the beliefs that we as educators hold about children. We will work to ensure these beliefs are followed each day at Bond Primary and Gregory Intermediate. We hope you will visit us often and be an active member of our school community.

GENERAL SCHOOL INFORMATION

ACCOMODATING 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.

ANIMALS ON SCHOOL PROPERTY

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

BIRTHDAY PARTIES

Occasionally students wish to observe their birthdays at school. Each teacher has his or her own policy concerning this activity. However, there are some guidelines we all follow:

- Food treats are permissible, but interruption of the school program should be kept to a minimum.
- Please do not pass out invitations to private birthday parties at school. We do not want to have anyone feel left out, so it is probably more appropriate to do this privately.
- **Latex balloons are not allowed in the school building.**
- Mylar birthday balloons are to be brought to the office to avoid classroom disruptions.

BOARD OF EDUCATION

The seven members of the Board of Education of Central A&M Community Unit District 21 are elected at large from the residents of the school district. Members serve four-year terms of office and are elected in the Nonpartisan Election in odd-numbered years. The Board meets at least once each month on the 3rd Monday, unless there are five Mondays in the month, at which point, the board often meets on the 4th Monday. Meetings are scheduled in the Central A&M Middle School Library, Assumption, in odd-numbered months and in the Central A&M High School Library, Moweaqua, during even-numbered months. Times are 7:00 p.m. All meetings of the Board and all committee meetings are public meetings.

BOOK RENTAL

Book rental fees should be paid on registration day just prior to the time school begins each fall. Arrangements for installment payments can be made with the building principal. Lost or defaced book expenses will be charged to the parents. If you are unable to pay for the book rental fee, you have the option of filling out a **Waiver of Fees** form that you can get from your building secretary.

BUILDING HOURS

Students may not enter the building before 7:15 a.m., due to lack of supervision before that hour. Doors will remain closed until that time, unless temperatures are dangerously low. Parental cooperation in this matter is greatly appreciated. Students are expected to leave the school grounds immediately after school unless they have homework hangout, detention or an appointment with a teacher. Any student who must leave the building during the school day must sign out in the office.

CARE OF SCHOOL PROPERTY

Books: A student is responsible for the textbooks which he/she rents or uses. Books are rented at the beginning of the school year, at registration. If a book is damaged, lost or stolen, the student to whom the book was issued is financially responsible for the placement or repair of the book. A fee will be assessed on any book damaged beyond expected normal wear.

Property: Students caught in deliberate acts of vandalism will be subjected to prosecution under the law. School authorities will sign warrants against anyone arrested for vandalism outside of school hours.

ELECTRONIC DEVICES

The use or display of pagers, radios, video games, MP3 players, IPODS, CD players and any other electronic devices is prohibited during the school day. The possession or use of a laser device is strictly prohibited. Cell phones may not be used and should be turned off and out of sight. Any student caught with such devices will have them placed in the office.

ELIGIBILITY FOR ENROLLMENT

Children who are five (5) years old by September 1 or under twenty-one (21) years old are eligible to enroll and attend Central A&M Schools. Pupils moving from the district during the school year may continue school in this district for the remainder of the current school year, tuition free. In such instance, it is the parents' responsibility to provide necessary transportation.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

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

FIELD TRIPS

Field trips may occasionally occur in your child's class. Parents will be responsible for signing and submitting approval forms for these trips. District procedure does not allow for students to participate in a field trip without written parental permission. 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. 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;
- Other reasons as determined by the school.

HOMELESS CHILDS RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by 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.

LIBRARY

Central A&M Elementary Schools Libraries will charge fines for overdue materials borrowed from the library or any member library of the Illinois Heartland Library System. A replacement fine will be assessed if a student loses his/her library books.

MESSAGES

We are happy to give **urgent** messages to students from parents. Because we have a busy office, we ask that you try to make transportation arrangements with your student before school. When parents call several times per week to have us tell their children where to go after school, or who is picking them up, it is a disruption of our work, and a disruption of their child's class and the education of his/her fellow students.

NEWSLETTER

On a monthly basis, a school newsletter is on the school website. A monthly calendar, lunch menus, items of school interest, and other information will be included in this letter. Parents/guardians are urged to carefully read each issue. In addition, please check for other important classroom notices in your child's school issue take home folder.

NUTRITION POLICY

In keeping with the state wellness policy we want to implement more nutritious snacks for our students. We would like to keep candy, cake, cookies and cupcakes to a minimum. All teachers will have a list of approved snacks for the classrooms. If your child would like to bring a special snack for his/her birthday we would appreciate you contacting the teacher before that day to get your treat approved.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled for the week of October 30th through November 3rd 2017. There will also be Parent-Teacher conferences second semester scheduled from February 26th through March 2nd 2018. The elementary teachers value the opportunity to meet and communicate with parents/guardians during these dates. In addition, it is imperative that questions or comments regarding your student's academic success should be addressed whenever they arise. Therefore, parents/guardians are encouraged to make contact with their student's teacher whenever there may be major concerns.

PHONE CALLS

If you need to talk to your student's teacher, please call prior to 8:00 a.m. or after 2:45 p.m. Teachers cannot leave students unattended to take phone calls. Phone messages taken during class time will be given to the teacher with that teacher attempting to return your call as soon as possible.

PREVAILING WAGES

The Board of Education of the Central A&M school district annually passes a resolution establishing prevailing wage rates for district construction projects as being the same as those in Shelby, Christian, and Macon counties as determined by the *Illinois Department of Labor*. Anyone wishing to inspect the resolution may do so in the superintendent's office between 7:30 a.m. and 4:00 p.m., Monday through Friday.

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 any examination, study, or work requirement.

RESIDENCY

Any eligible student (1) who lives within the district with his/her parents, (2) placed with legally-appointed guardians or foster parents living in the district, or (3) a legally emancipated self-supporting student who lives in the district may attend school at Central A&M. Students who are in the long term custody of other than family members may attend district schools provided that the placement is for other purposes than school attendance. Non-resident students may attend school with board of education approval by paying the per capita tuition charge.

SAFETY DRILL PROCEDURES

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) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SCHOOL CLOSINGS

On occasion it is necessary for school to close due to inclement weather, power outage or etc. If conditions are such that a decision to close school can be made the night before, watch the 10:00 p.m. news on Channel 3 (WCIA) or Channel 17 (WAND). Also, school closings will be posted on our website www.cam.k12.il.us

Sometimes we may have to send students home early because of bad weather that develops during the day or other emergencies. We will not send buses home with students if conditions are definitely unsafe.

Please make arrangements for your student's care if no one is home during the day. On days that school must remain closed because of the weather, an announcement will be made early in the morning on WTIM (Taylorville), WDZ (Decatur), WSOY (Decatur), WEJT (Decatur), WDZQ (Decatur), WXFM (Decatur), WSHY (Shelbyville), WRAN (Shelbyville), and WXKO (Pana) radio stations. An announcement to close school will also be made on WCIA (Channel 3), WICS (Channel 20), and WAND (Channel 17). **Tune in to radio or television when the weather looks bad, rather than calling the school. Please make arrangements for your student's care if no one is home during the day.**

SCHOOL VISITATION RIGHTS

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

SCHOOL VOLUNTEERS

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

SEARCH AND SEIZURE

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

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

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

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.

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.

SEX OFFENDER NOTIFICATION LAW

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

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

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

Anytime that a convicted 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 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.**

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 school district's policy, is posted on the school district website. Information can also be obtained from the school office.

VIDEO AND AUDIO MONITORING SYSTEMS

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

VISITORS AT SCHOOL

Occasionally we receive requests from students or parents to have cousins, friends, etc. accompany students to school for a visit. These situations are an interruption to the educational program, and we ask that other arrangements be made for these children during the school day. Parents are always welcome at our school. We do ask that you call your child's teacher at least the day before you want to visit. This ensures we do not have more than one visitor in the room at one time.

Everyone who visits for any reason will need to sign in at the office and sign out when you leave the building. You will be asked to wear a visitor badge while you are in the building. This will help us to keep a better watch as to who is in the building which will enable us to keep our students safe. This is for the student's protection as well as the district's obligation according to the Illinois State School Code.

ACADEMICS

ACTIVITY RESTRICTIONS

An activity restriction may be implemented for students who fall behind in assignments or who demonstrate poor behavior by the teachers, counselor, and/or principal. These may include loss of recess or attendance to field trips or assemblies. All or part of the restrictions mentioned may be removed after a review of each student's status, at any time. Contact your student's teachers when you have questions, comments, or concerns about your student's progress.

GRADING SCALE AND PROCEDURES

The grading system and its numerical equivalent are as follows:

A	94-100
A-	90-93
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D+	68-69
D	62-67
D-	60-61
F	Below 60

I=Incomplete..... The student has work yet to complete before a letter grade can be assigned.

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.

HOME AND HOSPITAL INSTRUCTION

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

PROMOTION AND RETENTION

One of the most difficult decisions that must be made by teachers is determination whether or not a student is to be retained in a particular grade. However, promotion from grade to grade is not always best for all students. Promotion is based upon factors associated with a student's mastery of the past year's class work. Some children do better if they remain for two years in one grade level. If a student has had great difficulty through the year, he or she will repeat that grade after consultation between parents/guardian and the teacher.

RETENTION POLICY

The passing or promotion of a student to a higher grade level for any reason unrelated to the academic performance of the student is strictly prohibited. Students may not be promoted on the basis of age, physical development, or any other social reasons not related to academic performance. (Part of Dist. Pol. 6.285; Legal Ref: ILCS 5-10-20.9a)

1. Parents will be informed their child is failing by report card. Student options for grade improvement include (Parent/Teacher conferences, Homework Hangout, etc.) Students may be restricted from special activities, and be required to study at lunch time. These decisions are left to the discretion of the teachers. The restrictions can be lifted after the student has improved and maintained his/her grades.
2. Grades will be calculated using **percentages**. Percentages for each quarter will be added together and divided by four to determine whether or not a class has been failed for the entire year. This is to encourage students to make an effort during the entire year. **Students failing two or more core classes (Science, Math, Reading and Social Studies) for the entire school year will be retained.**
3. Students failing **any classes** for the entire school year will be required to attend and pass summer school. Parents may be required to **pay a fee** for summer school funding. Transportation will **not** be provided for summer school.

REPORT CARDS/PROGRESS REPORTS

Report cards will be issued to students on a quarterly (nine week) basis. Progress reports will be issued by our student's teachers approximately midway through each of the four grading periods in the event of extreme fluctuation in student performance. Please note that you should feel free to contact your student's teachers when you have questions, comments, or concerns about your student's progress.

TEACHER QUALIFICATIONS

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

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

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

TESTING PROGRAM

Central A&M Elementary Schools participate in the PARCC testing program. The PARCC tests subject areas of Math and Reading. All Third through Fifth grade students will take the test. Fifth grade students will also take a state Science test.

The testing program serves primarily two purposes:

1. It provides valuable data for use in advising students.
2. It provides improvement of instruction through furnishing both students and teachers objective data as to the desired goals and outcomes that are being met.

MAKE UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

ATTENDANCE

ATTENDANCE POLICY AND PROCEDURES

Attendance plays an important part of student performance in school. Students are expected to be present each school day. Students are allowed to be absent for **5 total days per semester** for illness without a doctor's note. Students who are absent more than 5 total days due to illness will be required to have a doctor's excuse in order to receive an excused absence. If a student continues to be absent without a doctor's excuse, truancy action may be taken.

COMPULSORY ATTENDANCE

All school age children between the ages of six (6) and seventeen (17) years of age are required to attend school unless 1. He/she attends a private or parochial school, 2. He/she is mentally unable to attend (documentation from doctors verifying the incapacity are required), 3. He/she is attending confirmation classes or otherwise excused by school authorities in accordance with established board of education policies.

ABSENCE WITH ADVANCE NOTICE

There are times when a student must miss school for reasons other than those previously stated. When one of these occasions arises, a student's parent/guardian must notify the school stating the reason for the absence. It then becomes the student's obligation to notify each teacher concerning the upcoming absence. Advanced arrangements should be made with teachers concerning how the work is to be made up. Requests that the school will consider legitimate for an advanced absence include: family trips (**five school days cumulative**), doctor, dental, and legal appointments. When possible, doctor and dental appointments that will take longer than one-half of the school day must be cleared by the principal. Advanced absences will not be granted for such reasons as hair appointments and shopping trips. The school will grant advanced absences only if these procedures have been followed. If the procedure is not followed, the absence in question can be considered unexcused.

EXCUSED ABSENCES

If a student is ill, or if there is a serious illness or death in the family, the student is eligible for an excused absence. **Parents should call school in the morning of the student's absence** (226-4022 Bond or 768-3860 Gregory). If that is not possible, students must bring a signed note explaining the reason for the absence when they return to school.

FREQUENT ABSENCES

Absenteeism impacts your student's ability to learn and be successful in the Central A&M Elementary Schools. In certain extreme situations, the school will notify the parent/guardian that continual absences will not be excused until a statement is presented from a qualified physician testifying to the fact that the student cannot attend classes.

TRUANCY

Chronic or habitual unexcused absence is considered truancy. Parents who are found to be guilty of condoning or contributing to truancy may be convicted of a Class C Misdemeanor (\$1500.00 fine and/or 30 days in jail) if regular attendance is not maintained. Chronic truancy will be reported to the Truancy Intervention Program officials, maintained by the Regional Superintendent of Schools.

Absences for the following reasons shall be considered avoidable and shall be classified as unexcused:

1. Truancy-A student who skips or leaves a class or the school premises without permission from the office after reporting to school is truant. Any student who is absent from school without the knowledge and permission of his/her parents or school authority is truant. Absences (even with the approval of the parents) which are excessive and/or which interfere with the student's educational program may be interpreted as truancy and follow up legal procedures may be instituted
2. Suspension for the infraction of school rules which carries with an out-of-school suspension penalty.
3. Vacation without the prior approval of the principal
4. Phone call or note from parent/doctor not received to verify absence.
5. Other reasons which may be unacceptable to the building principal.

If a student fails to secure an excused or advance absence, an unexcused absence will be given. Teachers will be required to record this unexcused absence in their grade book, which will result in the loss of credit for that day's work. Receiving an unexcused absence, therefore, can result in a negative effect on a student's grades.

UNEXCUSED ABSENCES

Unexcused absences are generally avoidable. The principal has the authority to determine whether or not the absences are excused. Teachers will record unexcused absences in their **grade books, and work may not be** made up. Examples include but are not limited to truancy, suspension, family trips without prior approval, lack of note or phone call from parent or other reasons for absence judged unacceptable by the principal (i.e. shopping, baby-sitting, hair appointments, oversleeping).

BASIC RIGHTS

- **Each student has the right to learn.**
- **Each teacher has the right to teach.**
- **Students, staff and parents have the responsibility to support each other.**

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 school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

Complaint Managers:

_____	_____
Name Dr.Heck, Superintendent	Name Mr. Fitzgerald, Principal
_____	_____
Address 105 N. College Assumption, 62510	Address 221 E. Pine Moweaqua, 62550
_____	_____
Phone Number 226-4042	Phone Number 226-4022 768-3860
_____	_____
Email Address	Email Address
dheck@camraiders.com	dfitzgerald@camraiders.com

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.

Harassment

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment, below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

SEXUAL HARASSMENT PROHIBITED

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of: substantially interfering with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" includes conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities. Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with a school counselor, teacher and/or building principal. Students may choose to report to a person of the students same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the building principal and then to the Superintendent.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowing false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

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

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

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

to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. 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.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. 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.

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school 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.

DRESS CODE POLICY

Students in the Central A&M School District are expected to wear clothing that is neat, clean and well-fitting during school time and at all events. Dress and grooming shall neither interfere with the educational environment or process, nor present a risk to the health, safety, or general welfare of the students in the school. The following items are **not permitted**.

1. Halter tops, spaghetti straps, strapless tops.
2. Clothes and accessories that advertise alcohol, drugs, tobacco or violence.
3. Clothes and accessories with vulgar, obscene, violent or offensive language (as determined by staff)
4. Gang related clothing/styles
5. Clothing with holes
6. Clothing that shows the back, chest, abdomen, genital area, buttocks or undergarments.
7. Oversized, extremely baggy or improperly fitting clothing (sagging)
8. Shirts that are too short to tuck in or to stay tucked in. **Skin should not show.**
9. Shorts and skirts shorter than mid-thigh (A guide is to put arms at sides; clothing must be no shorter than where the fingertips reach)
10. Chains worn on wallet or pants
11. Hats, bandannas, and sunglasses
12. Pierced jewelry, other than earrings worn in the ear.
13. Shoes should be appropriate for activity.
14. Heely or any other types of skating shoes may not be worn at school.

Students who violate the dress code will be required to change into acceptable clothing. We will have some clean, used clothing in the office that students may borrow for the day. Repeated offenses will result in additional disciplinary action. Interpretation and enforcement of the dress code will be the responsibility of the Building Administrator.

MEDICAL

ASBESTOS

All school buildings within the Central A&M district have been inspected and re-inspected by accredited inspectors for asbestos containing materials. There is an Asbestos Management Plan in place and available for public inspection during normal business hours. Please contact the district superintendent.

ASTHMA

The state of Illinois is now requiring all schools to request an Asthma Action Plan for all students with a diagnosis of asthma. Your doctor may use a sample plan or he/she may choose to fill out their own plan. The plan needs to be turned into the school office.

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 developed by the school principal, school nurse, and parents/guardians. Parents/guardians are responsible 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 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.

COMMUNICABLE DISEASES

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the districts policies. The determination of whether the student with a communicable and chronic disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the principal, school nurse, student's personal physician and local health authorities. If the parent(s)/guardian(s) disagree with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the School Board within 10 days of their notification of the decision of the Team.

CONCUSSION

Students who are given a diagnosis of a concussion by their primary physician shall be allowed to return only after statutory prerequisites are completed, including without limitation the school districts return-to-play and return-to-learn protocols.

DRUGS /ALCOHOL

- The use, possession, solicitation, transfer, sale, or distribution of any illegal substance during the school day, on school property, or at any school related activity is strictly prohibited.
- Students are not allowed to be on school property, or in attendance at school or a school related activity while under the influence of tobacco, alcohol, or any other prohibited or illegal substance including E-cigarettes.
- Illegal substances shall include but are not limited to: alcohol, marijuana, LSD, cocaine, barbiturates, and look-alike drugs.
- Prohibited substances shall include over-the-counter or prescription medications that have not been prescribed for the student and/or are in a student's possession or locker. All prescribed and over-the-counter medications are to be

brought to the school office at the beginning of the school day accompanied by a note from the parent/guardian stating when the medication is to be administered.

- School properties, including lockers, may be inspected by school authorities in the interest of maintenance, health, and safety.
- When evidence is found indicating a violation of this policy, school authorities will:
 - a. Cause the removal of the student
 - b. Notify parents/guardian
 - c. Notify appropriate law enforcement personnel
 - d. Treat the incident as a "serious act of misconduct"

HEAD LICE

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.

LEAD SCREENING

All kindergarten students entering school must now be screened for lead poisoning. Enforcement of and questions concerning this issue should be addressed to the County Health Department.

MANDATED REPORTERS

Illinois law requires the Mandated Reporters, which includes school personnel, must report suspected child abuse or neglect to the Department of Child and Family services.

A report must be made when a mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom he or she knows or reasonably suspects has been the victim of child abuse or neglect. A mandated reporter is not required to notify a parent, guardian or suspected perpetrator of allegations or investigation of suspected child abuse/neglect. Notification will be handled by DCFS or law enforcement.

PEST MANAGEMENT AND CONTROL

All school buildings within the Central A&M district are regularly inspected for the presence of insect pests and rodents. In order to properly manage and control such pests, it may be necessary to spray buildings and grounds with approved pesticides, including insecticides, rodent repellent, and herbicides. By law, the school district must maintain a registry of staff, parents and students who wish to be notified when and if such spraying is scheduled. Persons listed on the registry will be notified at least 48 hours in advance of any air-borne applications of such pesticides. To register, call or notify the school district office, 226-4042.

PHYSICAL EXAMINATIONS, IMMUNIZATIONS, AND BOOSTER SHOTS

In order to comply with the State of Illinois and District 21 Policy, each student must show proof of a physical examination before entering kindergarten, 6th, and 9th grade. The physical exam must be given by a licensed medical professional within one year preceding entrance to school. State of Illinois and District 21 Policy also require evidence of dental exams when students enter kindergarten, 2nd, and 6th grades. Standardized physical and dental forms are required and are available in each of the district offices.

An out-of-state student enrolling in an Illinois school for the first time must also file evidence of a current physical exam, immunizations and appropriate booster shots. Immunizations are required for diphtheria, prussic, tetanus, polio, measles, mumps, rubella, Hepatitis B and chickenpox. Section 27-8.1 of the *Illinois School Code* requires districts to exclude students

who have not complied with the physical/dental exam or immunizations requirements. October 15 or 30 days following enrollment are the deadlines for meeting this statute. Parents objecting to examinations and/or immunizations because of religious beliefs must file a signed Certificate of Religious Exemption form, which also must be signed by an authorized examining health care provider. Students who have not been immunized, and are thus unprotected should an outbreak of a communicable disease occur, will be subject to exclusion from school in accordance with state rules and regulations.

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.

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

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

MEAL PROGRAM AND POLICIES

FREE BREAKFAST/LUNCH PROGRAM

The Federal Government requires that free or reduced price breakfasts and lunches be provided for those who qualify. A listing of required qualifications based upon need and family income are provided each fall at registration. Those who feel that they are entitled to free or reduced price breakfasts and lunches for their children are encouraged to get application forms from their building secretaries. Free lunch tickets are issued automatically as soon as the forms are filled out, returned to school, and the school has processed the forms.

MEALS (BREAKFAST AND LUNCH)

Breakfast is \$1.05 for Grades K-5

Adult Breakfast is \$1.65

Lunch is \$2.10 for K-5

Adult Lunch is \$2.65

Attractive, nutritious meals are available daily at school. Menus are published monthly in the school newsletter and in the Golden Prairie News. Students also have the option of bringing a lunch from home. Milk is available for a "drink break" during the day for Kindergarten through 2nd grade at Bond. The cost is **\$.45** per day and is payable by the week, month semester, or year. Break drinks cannot be purchased on a daily basis.

Please send lunch and/or milk money (cash or check) in an envelope marked with: **child's name, number of lunches/milks being purchased, the amount enclosed, and the teacher's name.**

SAMPLE ENVELOPE:

Susie Smith	2 nd grade	Mrs. Jones
20 days milk	\$7.00	
20 days lunch	\$41.00	
Total enclosed	\$48.00	

Your child will bring the envelope to his/her teacher. The teacher will mark the envelope and then send it to the office where your child's lunch/milk money will be recorded.

PLEASE NOTE: Use envelopes labeled in the same manner as above – do not mark envelope "Reduced Price" after being approved by the office. Free lunches will be issued from the office after approval of application. Parents or students need take no further action.

CAFETERIA RULES

1. Walk to cafeteria
2. Wait in line appropriately
3. Follow directions of those in charge
4. Treat cooks and servers with respect
5. Keep voices at an appropriate level and use good table manners
6. Stay seated until dismissed. Follow supervisor's instructions

Remember: Soda pop should not be brought into the cafeteria for lunch time.

RECESS/PLAYGROUND

1. Be in assigned areas
2. Follow directions of those in charge
3. Play in a safe, orderly manner
4. Use equipment responsibly
5. Line up at appropriate time

Consequence for violation of lunch time rules will be the same as during the rest of the day.

STUDENT RECORDS

STUDENT RECORDS: NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent information and other basic information. The permanent record is to be kept for 60 years following graduation or permanent withdrawal.

Parents have the right to:

1. Inspect and copy any and all information contained in the student record. There may be a charge for copies, not to exceed 35 cents per page. This fee may be waived for those unable to afford such a cost.

2. Challenge the contents of the record by notifying the principal or records custodian of an objection to the information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled and will be conducted by an impartial hearing officer.
3. Upon transfer or permanent withdrawal from school, receive copies of records proposed to be destroyed.
4. Inspect and challenge information proposed to be sent to another school in another school district in the event of a move to that school.

Local, state and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order, subpoena, or in connection with an emergency where the records are needed by law enforcement or medial officials to meet the threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student. The following is designated as public information and may be released to the general public, unless the parents specifically request that any or all such information not be released: student's name, address, grade level, birth date and place, parents' names and addresses, information on participation in school-sponsored activities and athletics, and period of attendance at school.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any rights, privilege or benefit including employment credit and insurance.

Full and complete copies of the laws, rules, and regulations or student records are on file with the school records official and the superintendent of the school district. Parents or eligible students are encouraged to contact local school authorities if further information is desired about the preceding regulations or local board policies.

TRANSFERRING TO ANOTHER SCHOOL

If your child must leave Central A&M Elementary Schools, please notify the office or your child's teacher in advance. This will allow time to complete the checkout procedure. Please take care to see that all school property has been returned. We request that you come to the office before or after school and sign a release so that school records are forwarded to the new school.

SPECIAL PROGRAMS AND CLASSES

CURRICULUM

The district shall provide a curriculum of studies in accordance with state laws and rules and regulations. When parents find portions of the curriculum objectionable, the student may not be required to take that portion of the class or subject, provided that the parents submits written objection to the appropriate school administrator of the school the child attends.

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact the building principal.

PHYSICAL EDUCATION

Tennis shoes must be worn during Physical Education activities. These need not be new, but they should be clean. **If your child's P.E. activities need to be restricted, please send a note. If the restriction is longer than two days, parents will be required to submit a physician's note indicating such.**

TITLE I

Title I is a federally funded program whose primary objective is to offer remedial services to students needing extra help in the area of reading and/or language arts. To be eligible for Title I services, factors such as classroom performance, teacher recommendation and scores on achievement tests are taken into consideration.

Title I services are offered in one of two ways. One method is a pull-out program where students work in the computer lab on various software programs. The other program "pushes into" the regular classroom. In an in-class project the Title I teacher goes to the regular classroom and works with Title I eligible students.

Parents of students in the Title I program are encouraged to participate actively in our parent involvement activities and workshops throughout the school year. For more specific information, contact your school's Title I teacher or the school office.

RTI

As mandated by the State of Illinois, our school has successfully implemented a three-tiered Response to Intervention (RTI) model.

According to this model, we benchmark all students three times a year in the areas of reading, math and writing. All students receive research-based strategies related to these areas during their regular classroom instruction time. This is known as Tier 1.

Students needing additional instruction, as determined by the benchmark results, receive additional, targeted interventions in small groups. This is Tier 2. Tier 2 reading and math interventions are provided during a school-wide "RTI Time". During this time, all students go to a focused group (either an intervention group or an enrichment group). Teachers provide Tier 2 writing interventions to students in their classrooms throughout the week.

This intervention time does not replace the core curriculum, Title I, or any other services students might receive. Students will not be missing any direct instruction of new skills while they are in a Tier 2 intervention group. We will monitor the progress of students participating in a Tier 2 intervention group monthly. As a student's skills improve, he or she may be taken out of the intervention group or moved into a group with a different focus.

If students' skills do not show improvement over an extended period of time in a Tier 2 intervention group, we may consider providing them with even more intensive academic support. This level of intervention is Tier 3. If we find Tier 3 intervention to be in the best interest of your child, you will be notified.

SPECIAL EDUCATION

Special Education is an integral part of the total school program, and many programs for exceptional children are available. Because of the uniqueness of the exceptional child's need, it is necessary for the district to be a part of the Macon-Piatt Special Education District. Some programs are available within the Central A&M School District; others require transportation outside of the district. Through the special education cooperative, psychological services, social worker services, speech therapy, home/hospital instruction, and educational testing services are provided. Special classes are available for the learning disabled, educable mental impairment, trainable mental impairment, visual impairment, deaf and hearing impairment pre-kindergarten, and the severely physically and mentally disabled.

The school district provides an intensive screening program each spring for all children, ages birth through five (5) years as a method of identifying children who may have difficulty in school. Screening is done for possible hearing, vision, speech, motor and learning problems. This is a program for all school district children. Parents are urged to take advantage of this pre-school screening event.

Before a child can be eligible for a special education program, he/she must be in RTI Tier III for Math and or Reading before a special education referral can be made. After a referral is made a case study evaluation must be completed. Parents, persons having primary care and custody of the child, teachers, administrators, the Illinois State Board of Education, and community service agencies may refer any child for such an evaluation. The parent must be notified in writing of the procedures which will be followed and be asked for signed consent prior to the case study evaluation, except for speech therapy and home/hospital instruction. All referrals are handled through the school principal's office.

All information obtained for a case study evaluation is highly confidential. The district maintains a policy detailing the nature of the information, the use of the information, and the maintenance of the information. Any parent of a special education student may disagree with the school regarding the child's program or anything connected with the program. An impartial due process or mediation procedure is available for resolution of such problems.

A parent or guardian should first call the office of the superintendent to express concerns and attempt to work out a solution to the problem. Most concerns can be solved at this meeting. But if not resolved at this level, mediation or an impartial due process hearing may be begun. Additional information regarding the rights of handicapped children may be found in The Educational Rights of Handicapped Children-A Parent's Guide, which may be requested from the school.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

EXEMPTION FROM P.E. REQUIREMENT

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

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

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

TRANSPORTATION SAFETY

BICYCLE SAFETY RULES

WALK your bike across the street ONLY at the crosswalks. Ride single, never double. Observe all traffic laws. Park your bike in the bike rack. If you want to protect your bike, use a chain and padlock.

RULES FOR SCHOOL BUS RIDERS

School bus riders, while in transit, are under the jurisdiction of the bus driver, unless the Board of Education designates some other adult to supervise the riders. It is imperative that all riders and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Students must ride only assigned buses. The bus will stop only at designated stops, and students are expected to be on time.
2. Stay off the road at all times while waiting for the bus, and do not move toward the bus until it comes to a complete stop and the driver signals to approach it.
3. On regular routes, the driver will assign seats. Riders must remain properly seated at all times while the bus is in motion, and may not change seats. In the event of a road emergency, riders must remain on the bus until instructions are given by the driver.
4. Students must be quiet when the bus approaches a railroad crossing. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. **Don't throw things—it is dangerous!**
5. Students may not eat or drink while on the bus. Assist in keeping the bus clean and sanitary at all times.
6. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children. Behavior harmful to the safety and well-being of others will not be tolerated.
7. Books, packages, coats, and other objects must be kept out of the aisle.
8. Articles, such as glass jars that can injure others or are judged by the driver or school personnel to be objectionable, will not be allowed on the bus.
9. Students must observe safety precautions when leaving the bus. Where it is necessary to cross a street or highway, the student should proceed to a point at least 10 feet in front of the bus on the right shoulder of the road where traffic can be observed from both directions. Wait for a signal from the driver before crossing.
10. All riders will follow the same rules on other trips as they do between home and school. Students must obey the driver and/or chaperone appointed by the school.

Transportation on buses should be viewed as an extension of the school classroom and the school day. All student handbook rules apply. Sever misconduct on the bus may result in an immediate suspension, or loss of bus privilege. Otherwise, consequences for inappropriate bus conduct may be dealt with in the following manner:

- | | |
|---------------------------|--|
| First misconduct: | Verbal warning by bus driver |
| Second misconduct: | Written warning given to the principal by the bus driver requiring a student-principal conference. |
| Third misconduct: | Disciplinary action by the principal |
| Fourth misconduct: | Loss of bus privilege (bus suspension) of 1 to 3 days. |
| Fifth misconduct: | Suspension from the bus or 5 or more days. |
| Sixth misconduct: | Potential suspension from the bus for the balance of the semester or school year. |

Safety and wellbeing of the students is the top priority of District 21 bus drivers. **Parents and guardians are asked to review the bus rules with their students several times during the year.** If a parent/guardian wishes a child to ride to a destination other than home, the parent must send a permission note, have it approved in the school office and have the student give it to the driver. Please do this only when necessary, because it disrupts normal bus procedures.

CENTRAL A&M COMMUNITY DIST. 21

ACCEPTABLE USE POLICY

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised Internet access. Please read this document carefully before signing.

MISSION:

Central A&M School District is committed to a continuous partnership of school, home, and communities working together to acquire state-of-the-art technology, the appropriate training of staff and students, and integration of that technology into the total school curriculum, thus empowering students to access and utilize every possible avenue to meet the challenges of life in the 21st century.

The mission of the Central A&M Schools' use of the Internet is to promote educational excellence in schools by assisting in resource sharing, innovation, and communication consistent with the educational objectives of the District.

RIGHTS AND RESPONSIBILITIES

Each Central A&M School student and employee may make use of all school technology resources in order to aid personal and academic growth. Users are expected to act in a responsible, ethical and legal manner, following the District's Code of Conduct and the laws of the United States of America.

TERMS AND CONDITIONS

1. *Acceptable Use* – Access to the school's Internet must be for the purpose of education or research and be consistent with the educational objectives of the school.
2. *Privileges* – The use of the school's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Central A&M personnel responsible for providing networking services and school certified employees have the right to make all decisions regarding whether or not a student has violated applicable rules and may deny, revoke, or suspend student access at any time. Such decisions are final.
3. *Unacceptable Use* – A student is personally responsible for his or her actions and activities involving school computers, networks, or the Internet. Some examples of unacceptable uses of school computers, network or Internet are: (see next page)
 - Any illegal or unethical activity, including violation of copyright laws.
 - Downloading of a file without authorization, regardless of whether the file is software or data or whether it is copyrighted or devirused.
 - Wastefully using resources, such as file space, processor, time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks, or the Internet.
 - Gaining or attempting to gain unauthorized access to resources, including but not limited to computers, networks, databases, and files, or information contained therein.
 - Invading the privacy of others.
 - Using or attempting to use another's account or password or other identification.
 - Posting material authored or created by another without his or her consent.
 - Viewing, storing or printing profanities, obscenities or sexually explicit material.
 - Use or attempted use while access privileges are suspended or revoked.
 - Failure to follow network security rules.
 - Attempted or actual use, possession, or creation of any computer virus or other software or physical or electronic device intended to or capable of causing damage to any computer, network, or file. Computer and network vandalism is prohibited.

- Destroying the data of another person.
- Hate mail, harassment, threats, discriminatory remarks and other antisocial behaviors.
- Use of the network for profit.
- The use of electronic mail by students during the school day unless it is part of a class project.
- Violating the Network Etiquette Rules as outlined.

NETWORK ETIQUETTE RULES:

Students will be allowed to produce and use electronic publication materials on the Internet. Staff will monitor these materials for appropriate content standards. These standards include, but are not limited to, the following:

- Be polite. Do not be abusive in you messages to others.
- Use appropriate language. Do not swear, use vulgarities or obscenities.
- Do not give out personal information about other students, staff members or yourself. This includes full name, home telephone numbers and addresses and information regarding location of any person at any specific time. Do not reveal any financial information.
- Electronic mail (e-mail) is not guaranteed to be private. Staff members who operate the system have access to all mail. Messages relating to or in support of violations of school rules may result in disciplinary action, and those relating to illegal activities may also be reported to law enforcement authorities.
- Do not disrupt the use of the network, or interrupt the educational process.
- All materials used in students work should be properly cited. All existing school/District plagiarism rules apply to Internet research.

CONSEQUENCES FOR INAPPROPRIATE USE:

Central A&M Schools reserve the right to maintain a record of students' passwords, to review student files, and to delete a user account from the network to prevent further unauthorized activity. Other disciplinary procedures may take place. These may include, but are not limited to:

- Requirements to relearn proper procedures before computers may be used.
- Loss of all computer privileges for a day, a week, a quarter, a semester or all year
- Reimbursement for costs incurred due to damage of equipment or contamination of software.
- In school suspension; and/or out of school suspension, expulsion, and/or referral to legal authorities.

No warranties:

The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the CAM network, the Internet or the accuracy, correctness, completeness, or reliability of any information, files, or software.

SIGNATURES:

Students and parent(s) guardian(s) need only sign the **Authorization for Internet Access** once while enrolled in Central A&M CUSD 21. The signature(s) are **not** required to attend CAM schools **or** for limited, **supervised** Internet access. Such signatures **are** required for unsupervised use and constitute:

- Authorization by parent(s) or guardian(s) allowing their student(s) access to the district network and the Internet, and
- Agreement that the student is bound by the rules set forth in this authorization and any other rules adopted by the district from time to time in respect to computer, district network, or Internet use, and
- Agreement by the parent(s) or guardian(s) to be bound by the terms of this authorization and agreement.

As a parent or guardian of this student signing below, I give permission for my son or daughter to access networked computer services including the Internet. I understand that this access is designed for educational purposes. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance in Internet use. I will set and convey standards for my son or daughter to follow when selecting, sharing or exploring information and media. I understand that the school district is not responsible for events that could occur through student misuse of technology.

Parent Signature: _____

Date: _____

Student Name: _____

Please return this form to your child's school.

IPAD USAGE:

Student use of the iPad in school falls under the guidelines of the school's Acceptable Use Policy for technology. Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the iPad. All applications, activity and documents stored on the iPad are the property of Central A&M School District and are subject to regular review and monitoring. In addition students are not allowed to modify the iPad in any way other than instructed by school personnel. Students will be held responsible for any permanent marks decorations or modifications to the iPad.

Failure to comply with these guidelines will be treated as failure to comply with the school's Acceptable Use Policy. As a user of the Central A&M School District computer network, I understand and will abide by all rules contained in this Authorization for Internet Access and any other rules of district network. I understand that any violation of these guidelines is unethical and may constitute a school offense. If I commit any violation, my access privileges may be suspended; revoked and/or other disciplinary action may be taken.

User Signature: _____

Date: _____

GUIDELINES FOR PUBLISHING STUDENT WORK OR PICTURES:

Central A&M CUSD 21's web site provides an outreach of information to our students, parents, and community. It is an extension of our program and should reflect that. Student work may be considered for publication on District 21's web site only as it relates to a class project, course, or other school related activity. These documents might include a personal homepage or project, a story or poem, a graphic, a science or research project, or individual and/or group photograph from an activity or club. Web-published documents may not include a child's full name, phone number, phone number, street address, email address, box number or names of other family members. All materials published should be grammatically correct and free of spelling errors, punctuation errors, other errors in mechanics and be approved by a referring teacher. Documents must conform to school board policies and established school guidelines. School Pictures when posted on District 21's web page may not always be identified. In such instances, parent permission is not required. If identified, only first name may be included and parental permission is required by signing the appropriate form below. Following these guidelines will insure the student's privacy and safety as well as reflect a positive school image.

District 21 Permission Form for Identified Published Student Work/Pictures

Name of Student: _____

School: _____

In the event that my son/daughter's work is considered for publication on District 21's web site and in the event that he/she's first name may be included, I hereby give permission for District 21 to publish such works or pictures. I understand that no other information will be included (i.e., phone number, street address, e-mail address, box number or names of family members.)

I understand that I need only sign this form once while my child is enrolled in Central A&M CUSD 21. I also understand that I may revoke this, by requesting to do so in writing, at any time.

_____ (Signature of Parent or Guardian/Date)

ADMINISTRATION OF MEDICINE:

In an effort to accommodate the needs of students who are not at the point of being homebound due to illness, but who have been prescribed medication by a physician, the following procedures shall be implemented:

- Parents may request that students receiving medication prescribed in writing by a doctor be administered by the building administrator or his/her designee
- Medication and written directions of administration as prescribed by a doctor shall be delivered to office personnel by the parent on a weekly basis.
- Medication should be in the original prescription container prescription container with name of medication and dosage indicated on the front of the container
- Medication will be housed by office personnel in a location not accessible to students
- With parent input, doctors should schedule medication administration so that a minimal number of administration should be made at school
- The student is responsible for reporting to the office for medication at the prescribed time

The above procedures are implemented to accommodate mild, noncontiguous illnesses in which prescription medication needs to be administered no more than once or twice per day. In the event that the illness calls for a more intensive schedule of administration, the school reserves the right to deny medication.

Please note: Only medication prescribed by a doctor will be administered to students during the day. This includes inhalers, which may be carried by the student. No non-aspirin pain relievers or over the counter drugs will be administered by school personnel.

The following form must be completed and returned to school when your student needs to have medication administered.

ADMINISTRATION OF MEDICINE FORM

I/we the undersigned parent(s)/guardian(s) of the minor child _____, a student at _____ school, herby request the school to allow said child to attend school in spite of his/her special health problem and to be given **medication** prescribed by Dr. _____ from (date) _____ to (date) _____ under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child’s name, doctor and drug store, name of drug and specific time it is to be given at school. I/we assume all responsibility for any mistake in furnishing an incorrect dosage.

Parent/Guardian Signature: _____

Date: _____

APPROVAL OF HANDBOOK

We have read and understood the Central A & M Elementary Schools handbook. We agree that our child will follow the rules and procedures included in the handbook. We further agree to review the rules and procedures periodically with our child.

Student signature: _____

Parent/Guardian signature: _____

Date: _____

After signing, please detach and return to your child's classroom teacher.