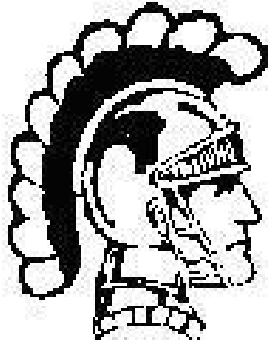


# Student/Parent Handbook



## CENTRAL CITY SCHOOL Home of the “Citians”

129 North Douglas Street  
Centralia, Illinois 62801  
(618) 532-9521  
Fax (618) 533-2219

### BOARD OF EDUCATION

President - Mr. Rick Starr  
Vice President - Mr. Steve Rupe  
Secretary - Mr. Blake Dukes  
Mr. Tom Altenbaumer  
Mrs. Liz Jack  
Mrs. Amanda Ponyi  
Mrs. Karlie Patten

### ADMINISTRATION

Tim Branon, Superintendent  
Lisa Telford, Administrative Assistant  
Jaime Dukes, Attendance Officer/Receptionist

Please visit the School's website:  
[www.ccs133.com](http://www.ccs133.com)

**CERTIFIED STAFF**

Lacey Neff...AM Pre-K  
Lora Densmore...AM/PM Early Childhood  
Melanie Bee...K-4 Cross. Cat  
Julie Beasley...Kindergarten  
Debra Lankford...Kindergarten  
Angie Allen - First Grade  
Cami Williams...First Grade  
Dana Schaubert...First Grade  
Kelly Capps...Second Grade  
Cassie Stover...Second Grade  
Kristi Smith...Third Grade  
Lindsey Hoerchler...Third Grade  
Charlene Stewart...Fourth Grade  
Robert Smith...Fourth Grade  
Kendra Hopkins...Fifth Grade  
Jenny Mann...Fifth Grade  
D'Aaron Owens...RtI  
Julie Martin...Language Arts/LD Resource Grades K-8/Special Ed. Coordinator  
Brian Martin...Jr. High Math/Social Studies/Language Arts  
Jay Branon...Jr. High Language Arts/5th-8th RtI  
Ashlee Kueper...Jr. High Math/Language Arts  
Mike Sloat...Jr. High Social Studies  
Ashley Allgood...Jr. High Social Science  
Matt Thompson...Physical Education/Health  
Susan Bozett...Title I Grant Writer  
Dana Ward - Title I Instructor  
Lora Densmore & Julie Martin...Special Education - Jr. High Cross Categorical

**EDUCATIONAL SUPPORT STAFF**

Jim Maloy...School Resource Officer  
Chelsey Sutton...School Health Aide  
Robin Reid...Speech Teacher  
Michelle Rieke...School Counselor  
Emily Applegate...Paraprofessional  
Kari Bauer...Pre-K Paraprofessional  
Janelle Miller...Paraprofessional  
Megan Kelso...Paraprofessional  
Mary Ann Hinkel...Paraprofessional  
Kelly Dempsey...Paraprofessional  
Marti Davis...Paraprofessional  
Melissa Thompson...Paraprofessional  
Kristy Hargis...Paraprofessional  
Alisha Lewis...Paraprofessional  
Crystal Kuhls...Paraprofessional  
Kristi Garnier & Erin Amason...Cooks

Todd Reeves & Dustin Keeley...Custodians  
Darryl Capps & Todd Reeves...Bus Drivers  
Sally Ray & Andrea Ray...Crossing Guards

**PTO OFFICERS**

President - Nikki Maltman  
Vice- President - Cara Weyenberg  
Secretary - Hollie Cottone  
Treasurer - Sierra Stoffel

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**NOTICE: This handbook is a summary of Central City School’s Board Policies and may be changed during the school year with reasonable notice.**

**MISSION STATEMENT**

Central City School District # 133, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop strong self-esteem and to become responsible learners and decision-makers. Central City is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

**SCHOOL BOARD MEETINGS**

All regular meetings of the Board of Education are held in the school building. Meeting dates will be on the third Tuesday of each month. All regular meetings shall begin at 6:00 p.m. A 48-hour written notice, which specifies time and place of all school board meetings, is required. Notice of all meetings is given to local media who file reports for this information.

**SCHOOL HOURS**

School hours officially begin at 8:00 a.m. and end at 3:15 p.m. **Students are allowed to be dropped off at the gym at 7:45 A.M. If you need to bring your child to school prior to 7:45 AM, please contact the Main Office for additional instructions.** Also, please check the monthly calendar for other dates and schedule changes that might be necessary.

**Please be aware that Central City School will have a 2:00 PM dismissal every Wednesday. There may be some exceptions to these dismissals dates and times. Attempts will be made to notify both students and parents when exceptions or alterations to this schedule need to be made.**

**WEB PAGE**

Central City School has a web page (www.ccs133.com). You can access general school information on this page as well as information regarding your child’s individual classroom. If you have questions or comments regarding the School’s Webpage, please contact the Main Office at 532-9521 or E-mail Mr. Branon at **branon@ccs133.com**.

**SCHOOL REPORT CARD - THE ILLINOIS STATE BOARD OF EDUCATION**

Each year, the Illinois State Board of Education publishes a School Report Card for every public school district in the State of Illinois. These School Report Cards contain information that is specific to each school district such as: teacher information, State Test Scores, budget information and student demographic information. The School Report Card can be viewed on the Central City School Website ([www.ccs133.com/Page/15](http://www.ccs133.com/Page/15)) or it can be located on the Illinois State Board of Education's website ([www.isbe.state.il.us](http://www.isbe.state.il.us)).

### **DCFS MANDATED REPORTER LAW**

All employees of Central City School are considered Mandated Reporters under the guidelines of the Department of Child and Family Services. Any time there is a reasonable suspicion of possible child abuse or neglect, Central City employees are REQUIRED to report these issues if they believe that the information has any credibility at all. Central City employees are committed to protecting our children first and foremost and we will make every effort to ensure their safety.

### **COMMUNICATION BETWEEN PARENTS/GUARDAINS & SCHOOL**

It is the intention of Central City School to always operate your school in the most respectful manner. It is expected that District constituents act in accordance with this standard. Under no circumstances will verbal abuse, cursing, or threatening behavior toward school personnel either on the telephone or in person be tolerated. The police will be called and disorderly conduct charges will be filed as per Article 26 of Illinois state law. The school board retains the right and authority to ban offenders from school property.

### **ADDRESSING QUESTIONS & CONCERNS**

Please follow the proper chain of command when addressing questions or concerns about your child's classroom teacher.

- 1.) Teacher
- 2.) Superintendent
- 3.) Board of Education

### **E-MAIL AND E-MAIL COMMUNICATION**

Central City School recognizes and promotes the use of E-mail as a standard and reliable form of communication between the school and our parents/guardians. We ask that all parents/guardians please try to provide the school with a working E-mail address for purposes of Home and School Communication. Please know that E-mail addresses will not be shared with non-school related individuals or other entities unless prior permission from the E-mail holder has been given. **Parents/Guardians who wish to use the school's TeacherEase Program to track their child's school information MUST have a working E-mail address on file with the school's Main Office. Parents/Guardians will need a working E-mail account in order to access the TeacherEase Student Management system.**

E-mail communication between school personnel and parents/guardians is encouraged as a form of effective communication. We request that both parents and school personnel be mindful of the contents of the E-mail communications and we ask that that all parties refrain from using language or images that are offensive, threatening, demeaning or derogatory in nature. Inappropriate use of E-mail or E-mail correspondence may result in the E-mail account(s) being blocked for communication purposes.

You can find a list of Teacher's E-mail address on the School's Website at [www.ccs133.com](http://www.ccs133.com)

### **CLOSED CAMPUS**

Students are to remain in the school building and on school grounds continuously from the time of reporting to school until the time of departure from school. Parents wishing to remove their child(ren)

from the school building must report to the office when picking up the child and also when returning the child to the school. **We will do our best to make sure that no student is allowed to leave with an unauthorized person. In cases of emergency, accident or illness, parents will be notified to come to the school to transport the child home. Please make sure your Emergency Contacts are updated.**

### **FIELD TRIPS**

The Superintendent or School Board will approve all field trips, athletic events, and other school sponsored trips. **When needed, parents may be invited to attend specific field trips. Parents who are invited to attend a specific field trip may drive to the field trip location.** Students must ride the bus to the field trip, but may ride home with their parent after properly being signed out. Parents/Chaperones will be expected to act in an appropriate manner and refrain from inappropriate language, smoking, tobacco use, and alcohol during the duration of the field trip. Any violation of this policy could result in a parent/chaperone request being denied for future trips.

### **SCHOOL BUS**

Central City School provides morning and afternoon busing for those students are eligible for bus services. Central City School has one bus route that covers a large area East of Central City. Not all students are eligible to ride the bus to and from school. However, all students are eligible to ride the bus for field trips and other school related activities. Students who refuse follow bus rules may lose their bus privileges.

### **SAFETY GUIDELINES FOR BUS & NON-BUS STUDENTS**

- When waiting for the bus in the morning, students must stay back from the road and keep their belongings off of the road.
- Students should never try to retrieve anything from under the bus.
- Bus students should remain seated and facing forward while the bus is in motion.
- All students should use a crossing guard where available.
- All students should use sidewalks whenever possible.
- All students should avoid walking or riding bikes on roads or highways.
- All students should walk on the left, facing oncoming traffic, when there are no sidewalks available.
- All bicycle riders must observe all highway safety regulations.

### **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 or canines used for safety checks. 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 or controlled, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Students should not approach or try to pet any stray or unaccompanied animals that appear on school property or within the school building. Any time stray or unaccompanied animals are seen, they should be reported to the nearest school personnel.

### **SCHOOL CLOSINGS**

If it is necessary to close or dismiss school due to inclement weather or an unforeseen emergency, the closing will be announced on radio stations WJBD (100.1 FM), WRXX (95.3 FM) and WILY (1210 AM). School closings will also be reported to the St. Louis television stations (NBC, CBS & FOX). In the event of an early school closing due to weather or an emergency, please have plans made in advance and discuss them with your child. If your child is to ride the bus somewhere other than home, please notify the school well in advance and please remind or notify the person who will be receiving your child(ren).

Also, Central City School uses the **One Call Now Parent Notification System**. Parents can provide the school with phone numbers (home, work, cell) and the school's automated calling program can call our parents to notify them of school closings, emergency situations, early dismissal times, or other school issues. Due to the fact that road and weather conditions must be evaluated early, in order to make a decision about closing school and to get communications out prior to the time buses are prepared to depart, one of two plans (A or B) may be utilized.

### **PLAN A - All Day School Cancellation**

This will be employed when weather conditions are very severe, and an early decision can be readily made to close school.

### **PLAN B - Delayed Start of School**

All bus routes and pick-ups will be one hour later than the regular, scheduled starting times. This plan will enable us to avoid hazardous conditions that may exist due to fog or icy roads in the early morning hours and enable us to operate the buses and the schools when conditions improve.

## **RESIDENCY REQUIREMENTS**

Students whose Parent/Guardians have established a legal residence within the District may attend the District school, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the school year and they must provide for their own transportation services.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

## **HOMELESS STUDENTS**

Students who are classified under the McKinney-Vento Homeless act may be qualified for admission exemptions and other benefits defined by law.

## **ENTRANCE AGE**

To enroll in Kindergarten or 1<sup>st</sup> grade a child must be 5 or 6 years of age on or before September 1<sup>st</sup> of the school term in which he/she is entering. Kindergarten and first grade children enrolled for the first time must present a certified birth certificate. During the same school year, a child transferring from another school district may enroll in kindergarten or the first grade without meeting the entrance age requirement. The Board may deviate from the entrance age requirement when, in the opinion of the Board, exceptional circumstances prevail.

## **HAND SANITIZERS**

Hand Sanitizers are used at the school. Students are encouraged to use hand sanitizers to help prevent the spread of germs and for general hygiene purposes. Hand sanitizers may contain some alcohol.

## **ENROLLMENT PROCEDURES**



Students who enter after the first day of school shall be registered in the office. An official birth certificate (or a copy of the official birth certificate) shall be required for registration and must be presented before the registration is considered final. During registration parents will be asked to fill out a student information form. It will ask for your child's social security number, student's legal guardian, father's and mother's employment and phone number, special health needs, the name and phone number of an adult who will assume responsibility if parent/guardian cannot be reached, and other information deemed pertinent. **If the official birth certificate, or a copy of the official Birth Certificate, is not presented within a reasonable time, the child shall be excluded from school until one has been received.** All students registering must provide the office personnel with proof of residency. **Central City School does not accept tuition payments for students living out of the district.**

Regular Education students who move out of the Central City School District after the school year has started may still be eligible to finish the remainder of the current school year at Central City School. Students with IEP's may or may not be eligible for this provision. Please contact the Superintendent for more information.

### **PARENT/GUARDIAN CONTACT INFORMATION CHANGES**

Please notify the school immediately if there are any changes in:

- Employment phone number
- Home phone number/Cell phone number; and/or E-mail address
- Emergency contacts or changes pertaining to emergency contacts should be up-to-date on your child's registration/enrollment form. Please keep us informed.
- Any changes in address will require proof of residency per district policy and must be reported to the District Office.

### **IMMUNIZATION REQUIREMENTS**

**[http://www.isbe.net/pdf/school\\_health/immunization-requirements.pdf](http://www.isbe.net/pdf/school_health/immunization-requirements.pdf)**

Central City School has established the first day of school as the date by which health records must be submitted. Your child will not be permitted to start school until up-to-date health examination records, which include proof of immunizations, are submitted. The required health examination data includes proof of immunization against Polio, Diphtheria, Hepatitis B (Series of 3), Tetanus, Pertussis (through age 5), MMR (Measles, Mumps & Rubella - 2 shots) & Chicken Pox (2 Shots). Verification of having had mumps or rubella constitutes proof of immunity to those diseases. Every child must provide evidence to school administrators of receiving a health examination and required immunizations within one year prior to entering a) school for the first time (this includes nursery or pre-school, special education, Head Start programs, and students transferring into Illinois from out of state or out of country); b) Kindergarten; c) the 6th grade; and d) 9th grade. For children attending schools without grade levels, health examinations and required immunizations must be completed prior to the date of entering school and within one year prior to the school year in which the child reaches the ages of 5, 11, and 15. Exceptions are permitted for either religious or medical reasons. Parents or legal guardians who object to a medical examination for their child must submit to the appropriate local school authority a signed statement of objection, detailing the religious grounds for such objections. A medical exception is permitted when the child's physician reports on the health examination form that administration of certain immunizing agents is medically inappropriate.

### **DENTAL EXAMINATIONS**

Students in grades K, 2, and 6 will be required to provide proof of a dental examination upon registration. Students who have not provided proof of such examination by the end of the school year will be subject to having their report card held and will not be allowed to return until the school is provided with documentation that said exam has been completed. Approved Illinois Department of Health Dental

Forms can be found on the school's website at [www.ccs133.com](http://www.ccs133.com). Please look under **What's Going On** link for Registration information.

### **REGISTRATION FEES**

Registration fees for the district have been set at \$31.00. This cost is reduced to \$30.00 with a signed Illinois Textbook Form. Illinois textbook forms can be obtained from the school office.

### **WAIVER OF FEES**

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by the student's parent(s) /guardian(s) who have been assessed a fee on an application form available from the Superintendent. A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts. The parent(s) /guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The Superintendent will notify the parent(s) /guardian(s) as to whether the fee waiver request has been granted or denied. A denial may be appealed to the Superintendent within 14 days of the denial. The Superintendent shall respond within 14 days of the receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

### **TEXTBOOKS AND EQUIPMENT**

Every student is responsible for the proper use and care of school equipment and books. If books or equipment are lost, damaged, or defaced, a charge will be assessed to the student.

### **LOCKERS**

**Lockers are school property and may be searched by school officials with or without student or parent permission.** Any other person wishing to search a student locker must have a legal search warrant and obtain permission from the Superintendent. Locker inspections may be held periodically. Any lock used by students at Central City School must be purchased from the school office. Locks that are not school issued will be removed immediately. **Once a student purchases a school lock from the Main Office, they may use that lock each year that they attend Central City School.**

### **INSURANCE FOR STUDENTS**

All students will be provided with insurance during regular school sessions. This protection is provided at no cost to you the parent/guardian. Additional coverage may be purchased. Information will be sent home with students at the time of registration. **Student Insurance through the school is used as a supplemental insurance coverage. The parent(s)/guardians(s) insurance will serve as the primary insurance coverage for all students.**

### **VISITORS**

***(Any person who is not a current employee of Central City School or who is not currently enrolled as a student of Central City School is considered a visitor)***

Visitors (including parents) are welcome during school hours. **All visitors must report immediately to the administrative office using the main doors only.** Visitation by preschoolers is discouraged due to the disruption of instructional time. Students from other schools wishing to visit must secure approval from the Superintendent **at least 2-days prior** to their visit. Non-students who are on campus without prior approval of the Superintendent are subject to arrest. Only the doors located by the main office will be

open during school hours. Visitor parking is available on Hardin Street which is located on the north side of the school.

### **SEX OFFENDER COMMUNITY NOTIFICATION LAWS**

As required by state law, parents/guardians may request information about sex offenders and violent offenders against youth. This information is available to the public and can be found at: The Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/> or The Illinois Statewide Child Murder and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

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):

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

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

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

A violation of this law is a Class 4 felony.

### **MONEY**

Students are asked not to bring large sums of money to school. All payments should be made by check whenever possible. **Students are not allowed to buy, sell or trade non-school approved items while at school.**

### **LUNCH AND BREAKFAST PROGRAM**

The school cafeteria serves both **LUNCH** and **BREAKFAST** as a service to our students. **Breakfast it served from 7:45-8:15 AM every morning.** If your child would like to have a school breakfast, please have them at school no later than 8:00 AM. Students who continuously arrive at school **AFTER 8:15 AM** may miss their breakfast time.

Students are **strongly discouraged** from bringing any type of "Fast-Food" to school for lunch or breakfast. Students who do have "Fast-Food" (that is not provided by the school) will be asked to sit at a separate table in order to avoid any disturbances or distractions. PLEASE do not send students to school with glass bottles or glass containers.

**All students are required to take a lunch tray and milk if they are staying at school to eat.** If students bring their own lunch to school OR if the student leaves the school with an approved parent or guardian to eat an alternate lunch, then they are not required to take a school lunch.

**Paying for Lunches and Breakfasts - NO PAYMENTS ARE REQUIRED**

**(Students will still be required to purchase extra Milks for €.25 each)**

Starting with the 2015-16 school year, Central City School now participates in the Community Eligibility Provision (CEP) program. This means that our students do not have to pay for lunches or breakfast meals. The CEP program provides an alternative approach for offering school meals to local

educational agencies (LEAs) and schools in low income areas, instead of collecting individual applications for free and reduced price meals.

The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs.

### **PHYSICAL EDUCATION**

Physical Education is required for all pupils in grades 1<sup>st</sup> - 8<sup>th</sup>. CCS considers Physical Education/Health as core curriculum subjects and they will be used in determining eligibility. Students are **EXPECTED** to participate in all P.E. activities unless they have a valid excuse. **Students may be excused from P.E. for 2 days by a parent request in writing.** A written statement from their doctor is required for longer periods of time. This statement from the doctor should clearly state the release date that a student may return to P.E. with no restrictions. **Students who are not allowed to participate in P.E. are also not allowed to participate in similar activities during recesses and or field trips.** Students **MUST** have a separate pair of soft-soled, non-marking gym shoes for P.E. **(Flip-Flops or open-toe shoes are not to be worn during P.E.)**

### **RECESS**

If the outside temperature and/or wind chill is 30 degrees or less (according to weather.com), children may be kept indoor for recess. Other conditions affecting recess will be determined at the discretion of the Superintendent or designee. Students **MUST** be properly dressed for the weather conditions, especially colder weather. Proper attire may include, shoes, coats, gloves, caps and scarves.

If a child must stay indoors for recess for medical reasons, we request a separate note for each day. However, we will accept a doctor's note requesting a child stay indoors for an extended period of time. We reserve the right to request a note from a doctor if a child brings a note every day to stay indoors during recess periods.

### **PLAYGROUND RULES**

- Follow the school rules.
- Students must stay within the fenced in areas unless they have permission from school personnel to do otherwise.
- No "rough stuff" on the playground; this includes all forms of contact games, and above all no fighting. "We were only kidding" or "We were just playing around" will not be an acceptable excuse.
- Pupils are not to bring bats or balls from home.
- Don't interfere with any organized games.
- "Jumping out" of the swings or tandem swinging or twisting in the swings **NOT** is allowed.
- Do not run or crawl up the slides.
- No throwing of stones, rocks, dirt, sticks, woodchips, or anything other than a ball.
- Stay out of mud and water. Walk around it, not through it.
- No snowball throwing, stay off the ice.
- When the bell rings/whistle blows, children should line-up and enter the building in an orderly manner when instructed by the supervisor...do not push or shove.
- Boots must be worn outdoors in inclement weather and in the snow. We recommend separate shoes for the classroom.
- Inappropriate language is not acceptable.
- Share the playground equipment so all may have a chance to use it.
- Stay in designated playground areas away from all parking areas.
- Parents often tell their children to defend themselves at all times. While this philosophy may be necessary away from school, we ask students to go to the adult playground supervisor for assistance if a student begins to hassle them.
- No form of vandalism or graffiti will be tolerated.

Any infraction of these rules may result in the loss of playground privileges and/or detention, suspension, or expulsion from school.

### **DRESS CODE (Student Appearance)**

Students are expected to dress in a manner that will not disrupt the learning process, constitute a health or safety hazard, or violate civil law. **The Central City School Dress Code applies to all school sponsored activities including Field Trips and School Dances. Exceptions will be made at the discretion of the Administration or the School Board.**

1. ALL String Bags and Backpacks must be kept in the lockers between 8:00 AM-3:15 PM.
2. Absolutely no skin may show between the shirt and pants at any time.
3. Do not wear tops that show skin from under the arm to the waist.
4. Shirts may not be pulled up and tied in the back, front, or side.
5. Do not wear shirts that are revealing.... No low necklines or low cut tops.
6. Shirts must be at least two inches wide or more at the shoulders. Halter-tops are not allowed.
7. Do not wear short tops, revealing tops, or swimsuit tops under unbuttoned jackets or shirts.
8. Do not wear drawstring pajama pants or tops, unless the Superintendent gives prior approval.
9. **Tights, Leggings or Jeggings may be worn as long as a shirt, skirt, shorts or jacket are worn and fully cover the student's front & behind to a length that covers personal body areas. The Superintendent or the Superintendents Designee will make the determination of what constitute "Fully Covered".**
10. **Do not wear pants with holes or mesh shorts with holes that reveal underwear and skin. Pants or shorts that have holes, rips or tears above the knees must have shorts, Leggings & Jeggings worn underneath them. Underwear or Boxers must not be seen.**
11. **Shorts worn should be of "Moderate Length". "Moderate Length" has been determined to be 6" above the top of the knee. This applies for students of all heights. 6" can easily be measured by using a standard US dollar bill. A dollar bill should be able to touch the bottom of the shorts when placed at the top of the child's knee. Please make sure to measure your child's shorts prior to purchasing the shorts IF they plan on wearing them to school. Parents may be contacted if a change of clothes is required.**
12. Do not wear sagging pants or pants with waistbands rolled down.... use a belt if needed.
13. Boxers, briefs, bras, underwear or other undergarments should not be visible.
14. NO Soffe Shorts or similar type shorts. (All shorts must follow the 6-inch rule)
15. Do not wear any clothing that has inappropriate or offensive language or pictures printed on it. (Alcoholic drinks, tobacco products, references to illegal drugs, sexual connotations or references, etc...) This includes pictures or words that make fun of others or are degrading to others.
16. No chains may be worn on the clothing. (Superintendent or the Superintendent's Designee will make the final determination on what constitutes a "chain").
17. Do not wear hats or bandannas – even around the neck, or any other attire that can be reasonably considered "gang related".
18. No Flip-Flops or open-toed shoes should be worn during P.E. Class.
19. No fake or "costume" eyeglasses. All eyeglasses worn in school must be prescription.
20. Student use of make-up should be age appropriate and should be appropriate for the occasion as it pertains to the school environment. No painted faces.

Please remember that we are a K-8 school district and all clothing and make-up that is worn should be appropriate and non-offensive to all students and staff. Use reasonable judgment when dressing for school. If you have questions as to whether your attire is appropriate, please check with the school Superintendent prior to wearing it. The Superintendent or the Superintendent's Designee, shall have final say on all matters relating to a student's attire while at school or at a school sponsored activity.

**\*EXCEPTIONS ARE MADE FOR SCHOOL APPROVED EXTRA-CURRICULAR UNIFORMS**

## EXTRA-CURRICULAR ELIGIBILITY

Participation in extra-curricular activities is a privilege, not a right. The following guidelines have been set regarding participation in extra-curricular areas.

- A. The Athletic Director or Superintendent will check eligibility each Friday \*(day may vary due to shortened school week). Eligibility determinations will be made on that day (usually a Friday). The Athletic Director or the Superintendent is then responsible for informing the student, the parents, and the appropriate coach/sponsor. **The ineligibility period will start on the following Monday.**
- B. All curricular subjects (including Physical Education/Health) will be considered for eligibility purposes. Teachers must have at least six (6) grades recorded in their “grade book” in order to determine eligibility at the 3-week mark.
- C. A student will be ineligible if they have a zero “0” recorded due to missing or incomplete work at the 3-week mark.
- D. Four (4) additional grades must be entered prior to determining a student’s eligibility status during subsequent evaluation periods.
- E. An “F” in any curricular subject will cause the student to be ineligible.
- F. Three or more D’s will cause the student to be ineligible unless the average of all grades is a C- or higher.
- G. If a student is deemed ineligible, he/she will be reevaluated on Friday of the following week. A student cannot become eligible between evaluation periods, unless extraordinary circumstances are involved. If the required improvement is made, he/she will then be allowed to participate starting on Monday of the next week. If after the 1-week period the student is still ineligible, then he/she will not be allowed to participate until the next evaluation. If a student is ineligible for two evaluation periods in succession, he/she will be removed from that activity for the remainder of the school year.
- H. During the ineligible period, the student athlete will not be allowed to participate in any game activity or any pre or post game activity. However, the student athlete may be required to attend practices or games. Head coaches will make these determinations on a student by student basis. A student who is ineligible may not attend any extracurricular activities without being accompanied by their parent/guardian.
- I. In addition to academic eligibility, a student must maintain proper conduct both in the classroom and outside. Each participant, as a representative of Central City School and a member of a special team or group, will be expected to act in a manner that reflects a positive attitude.
- J. If the teacher deems that a student has behaved inappropriately and deserves to receive an unsatisfactory in conduct, then the student may be ineligible under the same conditions as applied to academics. The Superintendent, or the Superintendent’s Designee, will determine punishment for a gross misconduct. Such consequences could be suspension or expulsion from the activity. In addition, any participant who behaves in an unacceptable manner during practice, during a game, or while traveling to and from such game, will be subject to suspension or expulsion from this activity, depending upon the severity of the offense. The coach/sponsor and/or the Superintendent will make such determination.
- K. Absences when the coach or sponsor has not been given notification **prior to the absence** may be deemed unexcused. The participant will be suspended for a portion of their event for the first unexcused absence. A second unexcused absence will result in a suspension for an entire meet or game. A third unexcused absence will result in a student being dropped from the program. The Superintendent will evaluate extenuating circumstances on a case-by-case basis after conferring with any parties involved.

- L. A student must attend the afternoon session of school on the day of an activity in order to be eligible to participate in that day's extracurricular activity. However, if the afternoon absence is excused by the coach/sponsor, then the student may still participate.
- M. Participants are expected to ride the bus, when provided, to the event unless the coach or sponsor has given the student permission to be transported otherwise.
- N. Participants may ride home with their parent or legal guardian if the sponsor/coach is given a signed statement of such transportation. Non-parents/legal guardians, including siblings, must have written consent to transport any child home.

### REPORTING TO PARENTS

Parents can check their child's grades at anytime using the TeacherEase On-Line grade book. Parents will need to provide the school with a working E-mail address in order receive a password that will allow you to access your child's grades. [www.teacherease.com](http://www.teacherease.com)

Parents will be notified periodically of their child's progress. (4 Report Cards & 4 Midterm Reports)

- 1<sup>st</sup> Nine Weeks-Parent/Teacher Conference (Report Cards Given Out)
- 2<sup>nd</sup> Nine Weeks-Report Cards Sent Home with Students
- 3<sup>rd</sup> Nine Weeks-Parent/Teacher Conferences as Needed (Report Cards Given Out)
- 4<sup>th</sup> Nine Weeks---Report Cards Sent Home with Students

At the mid-term of each nine-week grading period, teachers will determine the academic standing of each student. Progress reports are then sent home with all students. Parents are welcome to visit or call the school during the school year to confer with teachers. A phone call in advance will help secure a time convenient for the parent and the teacher.

### MEDICATION POLICY AND PROCEDURES

In order to comply with the guidelines recommended by the Illinois Department of Public Health and the Illinois State Board of Education for administering medication in school, specific information is required from your child's physician. **A written order for prescription and over-the-counter medications must be obtained from the child's physician, and a Medication Consent Form must be on file with the school nurse.** Over-the-counter medications may include, but are not limited to: cough drops, aspirin, acetaminophen, asthma medicine, eye drops, nose drops and cough syrup. A Medication Consent Form can be obtained in the Main Office. Orders for long-term medications should be renewed annually, and any changes should be reported in writing. **Also, a written request from the parent/guardian requesting that non-prescription, over-the-counter medication be given during school hours is required. A parent request to give medication will only be good for 2-consecutive school days.** Any type of medication that needs to be given beyond 2 days will require a doctor's note along with having the proper medical consent form filled out and on file with the school nurse. The purpose of administering medications in schools is to help each student maintain an optimal state of health that may enhance his/her education plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program. The school nurse has also requested annual health history updates to be completed at registration. This will assist the nurse with significant information on the student's health, medications taken, and allergies.

Approved Prescription or Over-the-Counter Medications will be given at School by the School Nurse or by the Superintendent or by the Superintendent's designee.

**Asthma - Inhalers should be kept at school for any student who is at risk for a breathing problem to develop.** Even if you feel that your child's symptoms are mild and only occasional, there is still potential

for serious symptoms to develop quickly. **Students may carry an inhaler if the prescription label for the inhaler and a signed parental permission form is on file in the health office. The prescription label must contain the name of the medication, the prescribed dosage, the time at which or circumstances under which the medication is to be administered.**

**Allergies** - If your child has allergies, please notify your child's school nurse, the Main Office and your child's classroom teacher.

### **STUDENT ILLNESS OR INJURY WHILE AT SCHOOL**

There are times when students may become sick or injured during school hours. Once the illness or injury is brought to the attention of one of our staff members, we will do our best to assess the student's issues so that we can make the best determination on how to best assist the child.

In cases of "fever" or an "abnormal temperature", we will rely on our school nurse and our office staff to help make the proper determination on what to do for the child. We understand body temperatures may vary slightly from child to child and may be affected by other factors such as activity levels. **A child who is sent home due to an illness, by either the parent or the school, may not participate in any school sponsored events for the rest of that calendar day unless allowed by the Superintendent.**

Bodily injuries will be dealt with on a case by case basis with particular attention being paid to injuries involving the head (mouth, teeth, eyes, nose & ears). We will do our best to notify parents of any injuries that require special attention. Scrapes and scratches may not warrant a phone call to parents.

Accident forms will be filled-out for any student who is sent to the nurse due to an injury, but not necessarily due to an illness. These forms will be kept on file in the school nurse's office.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

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

### **HEAD LICE POLICY**

**Central City School enforces a strict No Lice, No Nit Policy.** Students who have been identified as having Head Lice or Nits will be sent home as soon as possible. The parents/guardians of the student will be contacted, and the school nurse will be available to help the parents/guardians with questions regarding treatment and prevention. **In order to be readmitted to school, the school nurse must first recheck the child for lice or nits. Parent(s)/guardian(s) must accompany the child during the re-checking process.** Head Lice and Nit issues should be treated within 1 calendar day. Any school days that are missed, beyond the first day of absence due to head lice or nits, will be counted as unexcused. Habitual Head Lice issues may be referred to the Marion County Health Department, The Department of Child and Family Services, or to the Truancy Officer.

Parents/Guardians of those students who may be in direct contact with the infected student will be notified by the school. Due to student privacy laws, the name of the infected student will not be given.

### **AED (Automated External Defibrillator)**

Central City School is equipped with 2 **Automated **External **Defibrillator.** The defibrillators are located in the hallway outside of the school gymnasium and in the Main Office. Only personnel who have been****



trained in the use of an AED will be allowed to use these devices. An AED Plan approved by the Board of Education can be obtained in the school office. Also, Central City School encourages all parents, guardians and students to view a video that demonstrates hands-only CPR and the use of AEDs that is posted on the Illinois High School Association's website.  
<http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>

### **HEARING AND VISION SCREENING**

As mandated by the Illinois Department of Public Health students in grades K, 1, 2 and 3, and all Special Education students, will receive a hearing screening annually. Also students referred for testing for special education will be tested as well as students who are new to the district.

Students in grades K, 2, and 8, along with all special education students, will receive a vision screening annually. Students new to the district will also be screened for vision. The district school nurse will perform such screenings for both vision and hearing. Approved Illinois Department of Health Eye Exam Forms can be found on the school's website at [www.ccs133.com](http://www.ccs133.com). Please look under **What's Going On** link for Registration information.

### **CUMPULSORY SCHOOL ATTENDANCE**

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

### **Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.

3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

### **REPORTING ABSENCES - Is your child ill today?**

In order to ensure the safety of your child, we ask that you adhere to the following:

- **Call your child's school each day he/she is to be absent. The call should be made before 8:15 a.m.**
- Please provide the student's name, grade, homeroom teacher, the reason for the absence, the name of the person calling and the relationship to the student.
- Calls will be accepted only from the parent or a responsible adult.
- If a parent or responsible adult has not contacted the school to report an absence within 45 minutes of the start of the school day, school officials will attempt to call the child's parent or legal guardian, as well as any listed emergency contacts. If we are unable to contact a responsible adult, then the Central City Police Department or Marion County Sheriff's Department may be asked to perform a non-emergency wellness check on the student(s). Your

- child's safety and well-being is one of our primary concerns.
- For longer absences, such as vacations or extended illnesses, it is not necessary to call every day. Instead, notify the school of the days your child will be absent.
- Parents will receive notifications in writing if a student has excessive absences.

**If a child is absent for (3) or more days, a doctor's note will be required to excuse any further days. Also, after (7) excused absences in a school year, additional absences for illness may only be excused through a written medical statement from a physician and/or at the discretion of the administration.**

### Excusing Students from School

During the day, no student is permitted to leave school unless a parent, or a designated adult, signs the student out in the school's Main Office. **We will do our best to make sure that students are not allowed to leave with UNAUTHORIZED persons. Students will only be released to those individuals that are listed on each student's emergency form.** These forms are filled out during the registration process and parent(s)/guardians(s) may update these forms as often as they feel necessary. In cases of emergency, accident or illness, parents will be notified to come to school to transport the child home.

### Students Going Home with other Students

If you want your child to go home with another student, **please send them with a signed note from BOTH sets of parents** and have the child(ren) bring these notes to the office so we can let teachers and bus drivers know what arrangements have been made. Make sure to talk to your child(ren) about making these kinds of plans BEFORE they get to school. This includes riding the bus, going home with another parent or walking home with another student. Please contact the school at least 1 hour prior to making any transportation changes.

### Tardiness

Parents must accompany tardy students to the school office and sign them in. **Students who are frequently tardy are considered to have truancy issues. Parents who allow their child(ren) to be frequently tardy to school will be contacted by the Superintendent. A failure to resolve the identified truancy issues will result in the student and parents/guardians being turned over to the Central City Police Department or to the Truancy Officer.**

### **Procedure for Students Returning to School**

- Report to the office.
- If the absence(s) were not previously called in to the school, then a note signed by the student's parent/guardian indicating the reason for absence and the dates missed should be turned in to the Main Office.

### **Illinois School Code Definition of a Legally Excused Absence**

#### **Excused Absences:**

- Sickness
- Death in family
- Doctor's appointment (The school requires a signed slip from the physician)
- Unavoidable accidents
- Required appearances (Court, Adoption, DCFS, etc.)

#### **Examples of Legally Unexcused Absences:**

- Shopping Trips
- Babysitting/Caring for Siblings
- Oversleeping
- Hunting Trips
- Hair Appointments
- Etc.

- Vacation
- Truancy

### Absence Due to Vacation

Since vacations during the school year will disrupt a child’s educational program, such absences should be avoided whenever possible. **The State of Illinois does not consider vacations as excused absences.** Due to the nature of the school program, a variety of educational experiences are impossible to make up such as labs, lectures, class discussion, films, and physical education among others. If an absence due to family vacation is unavoidable, parents should contact the Superintendent and Teacher ONE-week prior to the scheduled vacation period. Upon notification, each teacher will attempt to assemble whatever work can be organized in advance. **All assigned readings/work MUST BE COMPLETED within 2 school days of the student’s return.** Neglecting to fulfill their responsibilities by failing to complete **ALL** of the required work within the designated time period will result in a zero (no credit) for each assignment missed during the absence. **Examples:** If a student has 3 worksheets and 2 worksheets are complete.... they will be accepted and graded. The other incomplete worksheet may be counted as a zero or as an incomplete assignment. Any partially completed worksheet, handwritten assignment, or reading assignment may be counted as a zero or as an incomplete.

### ABSENTEEISM

The Illinois Revised Statutes require “...that parents (guardians) shall cause their child to be present at school daily for as long as the child is enrolled”. Regular attendance is essential to a student’s understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine barrier to learning and is a serious problem that leads to the establishment of poor attendance habits that carry on into adult life. Parents are encouraged to fulfill their legal obligation by ensuring that their child is in school daily. Students that have frequent or unexcused absences will be referred for intervention through the Regional Superintendent of Schools. Failure to comply with attendance laws may result in fines or imprisonment.

### TRUANCY

The district follows the State School Code regulating truancy. Truancy is defined as an unexcused absence from school with or without the knowledge and consent of the parents, leaving school before the end of the day without permission, or staying out of class without permission. After 3 consecutive days of absence with no excuse or 8 accumulated days, the school may ask for documentation from the attending physician regarding absences. Whoever has custody of any child between the ages of 7 and 17 years shall ensure such child to attend a public, parochial, or private school in the district, wherein the child resides, the entire time it is in session during the regular school year.

### Truancy Definitions

- **Truant** - A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.
- **Chronic or habitual truant** - A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days (can go back to previous school year).
- **Truant minor** - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.
  - Letter sent to Parents/Guardian

- Telephone Contact with parents/guardian
- Referral to another agency (Truancy Court)
- Counseling
- Home Visit

If these measures prove ineffective, and the behavior persists, the school designee shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the juvenile officer of the local police department or the Truant Office of the Regional Office of Education. The School Board, Superintendent, and teachers shall assist and furnish such information, as they have, to aid truant officers in the performance of their duties. In accordance with The School Code of Illinois, no court action shall be taken against a chronic truant unless available supportive services and other school resources have been provided to the student.

### Homework Policy

The Central City School teachers and administration believe that good study habits are essential to every child's success. Listening to your child read, practicing vocabulary, and studying spelling words are a few of the ways a parent can help their child. Homework is assigned to reinforce concepts students learn in the classroom, as well as to complete work that was not finished during the school day. Homework assignments are expected to be completed and returned to school at the time the teacher has requested. Failure to complete homework assignments may result in a reduced grade, or the child may receive a disciplinary action or a loss of extra-curricular privileges.

In grades 6-8, homework or class work that is 1-day late and unexcused will result in the student having their grade on that assignment reduced by 50%. The student can still turn in the late assignment for a reduced grade but it becomes the child's responsibility to do so. Students are strongly encouraged to learn to manage their time and to meet deadlines. **Completing homework is the responsibility of the student.** This includes: knowing what the assignment is, taking home the necessary materials in order to complete the assignment, completing the assignment as accurately as possible and turning it in to the proper teacher at the designated time.

### Absentee Homework Assignments

If a student has an excused absence, parents/students must make arrangements to pick up the assignments and textbooks. The student's teacher prepares an absentee homework assignment sheet, outlining that day's homework assignments and this sheet can be picked up in the school office near the end of the school day. 2 calendar days will be allowed for each day's excused absence to make up incomplete work. **However, if a student is absent from class on the day of a PRE-ANNOUNCED test, quiz, assignment, or project, then he/she shall make up that test or turn in the assignment that was due on the same day that he/she returns to school.** Students and parents may also use the Homework Hotline to obtain homework information. Unexcused absences are not given any days to make up missing work due to the unexcused absence(s).

### DISCIPLINE

Disciplinary action, including contacting local law enforcement, may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

- ALL over-the-counter medications should be stored with the school nurse, unless otherwise designated by law or Board Policy. Please refer to P.11 for more information.
- Using, possessing, sharing, distributing, purchasing, or selling tobacco or "look-alike" materials. This includes "Vapes" and "Vaping" materials.

- Using, possessing, sharing, distributing, purchasing, or selling alcoholic beverages, or “look-alike” materials. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, sharing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs, or drug paraphernalia, “Bath Salts”, K-2 or any other synthetic substances. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, applicable, in their possession.
- Using, possessing, sharing, distributing, purchasing, controlling, or transferring a weapon, or any object that can reasonably be considered, or looks like, a weapon.
- Using, possessing, sharing, distributing, purchasing, electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Superintendent.
- Using, possessing, sharing, distributing, purchasing, a laser pointer unless under a staff member’s supervision and in the context of instruction.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- Involvement in gangs, secret societies, or gang-related activities, including the display of gang symbols or paraphernalia.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism; State Law and Board Policy on truancy control will be used with chronic and habitual truants.
- **Cheating on Tests or Homework. Students who are caught cheating may have their grade reduced AND, in addition to a reduced grade, they may also receive an after-school detention or an in-school suspension.**
- Being involved with any public school fraternity or sorority by:
  1. Being a member
  2. Promising to join
  3. Pledging to become a member, or
  4. Soliciting any other person to join, promise to join, or be pledged to become a member.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance regardless of whether or not the item is (a) on the student’s person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, automobile, (c) in a school’s student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

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

- On school grounds before, during, or after school hours or at any time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function or event; or
- Anywhere, if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **DISCIPLINARY MEASURES**

Please refer to the Central City School Discipline Plan Handbook regarding inappropriate behaviors and consequences resulting from such behaviors. Not all disciplinary infractions or consequences will be listed in the CCS Discipline Handbook. The Handbook is used as a general guide for students, staff and parents.

### **DISCIPLINARY RECORDS**

Records for disciplinary action are kept for a minimum of one year.

### **BULLYING, INTIMIDATION & HARRASSMENT PROHIBITED**

#### **7:180 Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

#### **Definitions from 105 ILCS 5/27-23.7**

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

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

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

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to



exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

4.

**Nondiscrimination Coordinator:**

**Tim Branon**  
**129 N. Douglas Street**  
[branon@ccs133.com](mailto:branon@ccs133.com)  
**618-532-9521**

**Complaint Managers:**

**Tim Branon**  
**129 N. Douglas Street**  
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**618-532-9521**

**Rick Starr**  
**129 N. Douglas Street**  
[1broadway@sbcglobal.net](mailto:1broadway@sbcglobal.net)  
**618-532-9521**

**Anonymous Reporting call: 618-532-9521**

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

- Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
  7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
  8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
  9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
  10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
  11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
    - a. The frequency of victimization;
    - b. Student, staff, and family observations of safety at a school;
    - c. Identification of areas of a school where bullying occurs;
    - d. The types of bullying utilized; and
    - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District’s bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District’s goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District’s expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

ADOPTED: July 15, 2022

### **SOCIAL NETWORKING & CYBER-BULLYING**

Central City School District 133 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that directly affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences.

Inappropriate use of technology includes harassment, use of school name, remarks directed to or about teachers, administration, or students, offensive communications, and safety threats. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.

***“Cyber Bullying” includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person, sending or posting inappropriate and hurtful digital messages, digital pictures, or web postings.***

Central City School District 133 does not actively monitor student use of technology off campus, and it is therefore the responsibility of the parent to ensure ethical use of technology off campus and during non-school hours.

Individuals who believe they have been the victims of such misuses of technology should not erase the offending material, but should print a copy of the material and report the incident to the school principal. Students of Central City School District 133 are strongly discouraged from using social networking websites such as Snap Chat, Facebook, Twitter, Instagram, etc...

In addition, parents are reminded of Facebook’s Terms of Use Policy that includes these three provisions listed in their Statement of Rights and Responsibilities:

- Users will not “bully, intimidate, or harass any user,”
- Post content that is hateful,
- Use Facebook if you are under 13.

In addition, as noted under “bullying”, parents and students are encouraged to affirm their commitment to keeping Central City School District 133 bully free by signing a Parent/Student/Staff/Board of Education School Bullying Compact, which is inclusive of social media networking.

### **TEEN DATING VIOLENCE**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy,

the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to, teachers, support staff, and/or district administration. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

### **SEARCH & SEIZURE**

To maintain order 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, but is not limited to: Superintendent, the School Resource Officer, other Staff Members. 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 the student without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspection 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.

School authorities may search a student and /or the student's personal effects in the student's possession (such as purses, wallets, 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 the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex and the nature of the infraction. When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. If a search produces evidence that the student has violated or is violating either the law of the District's policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be initiated.

### **STUDENT QUESTIONING BY AUTHORITIES**

When necessary, law enforcement authorities are allowed to question and or interview students during the school day. Students may request to have their parents present during these times. **However, depending upon the urgency of the situation, information may be requested prior to the parent's arrival. In cases where the parent cannot be present or their attendance will be delayed, the Superintendent will stand in place of the parent.** Please refer to the SRO (School Resource Officer) Document which is located in the Main Office.

### **POLICE PRESENCE AT SCHOOL**

**Central City School has a full-time School Resource Officer on duty at the School.** Also, our Village Police Officers are both invited and welcome into our school at all times. You will often see Village Police officers in the school both before and after school hours. Please let your child(ren) know that the officers are here for their safety and to do their best to get to know our students in order to form positive relationships.

## TRANSPORTATION

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the student's individualized educational program.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge point should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass a safety inspection in accordance with State law and Illinois Department of Transportation regulations.

## BUS & SCHOOL VIDEO CAMERAS

Video cameras are installed on both of our school buses and throughout the school building and the playground area. These cameras may be used as necessary in order to monitor conduct and maintain a safe environment for students and employees. The contents of video recordings are considered student records and are subject to District Policy and Procedures concerning school student records. Only those people with a legitimate educational or administrative purpose may view the video footage. In most instances, individuals with a legitimate educational administrative purpose will be the Superintendent, bus driver, sponsor/coach or other supervisor. If the content of the video recordings becomes the subject of a student disciplinary hearing, it will be treated like other evidence which may be used during the proceeding.

## CRISIS MANAGEMENT PLAN

Central City School, in cooperation with the Regional Superintendent of Schools, has developed a Crisis Management Plan. This plan was designed to assist school officials, parents, and students to effectively deal with any school emergency. It is the profound hope that the Crisis Management Plan will never be needed. Should a crisis occur, it would be handled according to this plan. A copy of the Central City School Crisis Management Plan is available in the Main Office for public review.

We realize the primary concern of parents during a school emergency is their student's safety. Our plan is designed to insure the safety of every child. We must keep an accurate accounting of every child during an emergency. This accounting of all children necessitates a formal procedure for releasing students to parents. Our Crisis Management Plan provides for specific school personnel to release students to parents. Parents **may not** have access to their child's classroom teacher for release. A designated area will be established for parents/guardians to locate and sign-out students. **Students will NOT be released to parents during an emergency situation, such as a Code Red or in the event of a Tornado.** Students will be released to parents/guardians after all students are accounted for at the alternative site. A dismissal location at the alternative site will be established.

## ERIN'S LAW

Erin's Law - (105 ILS 5/10-21.13) requires schools to provide age appropriate curriculum to address sexual abuse of children Pre-K through 8th grade. Central City will contact an outside agency that

specializes in such instruction. Parents may choose to exclude their child from this presentation via written documentation.

### **SPECIAL EDUCATION PROGRAM**

Central City School District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act (“IDEA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, the school shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel and a review procedure.

Parents should contact the Superintendent of Central City School District for more information about Special Education Services or services under Section 504 of The School Code.

### **GRADUATION REQUIREMENTS**

All students who successfully complete the curriculum of the 8th grade and pass an examination on the Constitution of Illinois and the United States may graduate from Central City without deficiency. The graduation ceremony at the end of the school year is a ceremony, not a legal right. **Students who refuse to follow school rules or who refuse to follow the graduation ceremony guidelines may be excluded from the ceremony.**

### **PROMOTION AND RETENTION**

A student’s retention or promotion will depend on many factors being taken into consideration, which include, but are not limited to: intellectual ability, absenteeism, amount of work accomplished in relation to program standards established at each grade level, self-concept, and family concern and cooperation. Students who have not successfully demonstrated they have mastered appropriate Illinois Learning Standards for specific grades and subjects will not be promoted until they have been remediated and demonstrate mastery on performance tests. Remediation may include retention.

**Regular education students in grades 5-8 who receive an F as a final grade in a Core subject will not be promoted to the next grade. Core subjects include: Reading, Math, Language Arts, Social Studies, and Science. In Grades K-4, Core subjects are Reading, Math & Language Arts.**

Promotion and/or retention of students having an (IEP) Individualized Educational Plan will be determined at an end of the student’s end-of-the-year IEP conference. The student’s teacher(s), parent/guardian, and all special education staff members who have worked with the student during the school year will have the opportunity to give input for such a decision.

**Central City School District #133 retains the sole right to promote or retain regular education students at any grade level. Parents/guardians of potential retention students will be consulted during the process; however Central City School District #133 will determine the final placement of these students.**

## **HOME SCHOOLED STUDENTS**

Students who have been home-schooled and would like to enroll in Central City School will be given a battery of tests to determine their grade placement. Central City School retains the right of placement for all home-schooled students. Per Board Policy 7:40, Home-schooled students are not eligible to participate in Extra-Curricular activities sponsored by Central City School.

## **PRE-SCHOOL SCREENING**

Pre-school screening is offered to children in the district ranging in ages from 3-5 years old, who ARE NOT eligible for Kindergarten during the current school year. The areas to be screened will include vision and hearing, basic learning concepts, communication skills, and development of small and large muscle activities. Please look for screening notices in the newspaper and broadcasts over the local radio stations.

## **KINDERGARTEN SCREENING & REGISTRATION**

All in-district students, who will be 5-years old on or **BEFORE** September 1<sup>st</sup>, are eligible to pre-register for Kindergarten. Pre-registration will be held at the school in the spring. Please watch for newspaper and radio advertisements.

## **SPEECH/LANGUAGE SCREENING**

Speech and language screening will be conducted at the beginning of the school year for the following students: children who are in Kindergarten, 1<sup>st</sup> grade, or are new to the district **OR** 3 or 4 year olds who have concerns regarding their speech development. Also, children who have had a known speech and language disorder in the past are also encouraged to attend screenings. Parents will be asked to give consent in writing. Should speech and language services be recommended following testing, a conference will be arranged to discuss the special education program in the district. Please feel free to contact the main office at 532-9521 for additional information.

## **STUDENT RECORDS (ACCESS)**

A parent/guardian of a child under eighteen or a designee of such a parent shall be entitled to inspect and copy information in the student's records. In cases of divorce or separation, both parents shall have this right unless a court order indicates otherwise. Twenty (20¢) cents per page will be charged to cover copying costs. A request for access to the records shall be made in writing and directed to the Superintendent. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request. A parent or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Education Regulations or Student Records. Before destroying or deleting information in the records, the Superintendent or his designee shall notify the parents and the student and shall provide an opportunity for the parent or student to copy such information

## **RECORDS (PERMANENT AND TEMPORARY)**

Permanent and Temporary records are maintained at the school for all students enrolled. The Superintendent is the custodian of these records. In compliance with State and Federal Law, this district shall maintain two sets of student records. These shall be:

A **Permanent Record**, which shall include:

- Basic identifying information
- Academic transcripts
- Attendance Record
- Accident/Health reports
- Information pertaining to release of the record
- Additionally, the permanent record **may** include: Honors/Awards and records of activities such as athletics, Scholar Bowl, Math Counts, etc.

No other information shall be placed in the permanent record.

The following information is kept in the student's **Temporary records**:

All the information contained in the Permanent record plus:

- Intelligence test scores
- Aptitude test scores
- Elementary achievement level test results
- Teacher anecdotal records
- Disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based.

### **SEXUAL HARASSMENT POLICY**

It is the policy of this district to regard sexual harassment of its employees and students as a very serious matter and to prohibit it in the workplace and educational setting by any person and in any form. Sexual harassment is a violation of state and federal law. Reports of sexual harassment should be made to the Superintendent of Central City School.

### **INTERNET ACCESS**

The Board of Education's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharpening, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The "Internet" includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The Internet is part of the curriculum and is not a public forum for general use. All use of the District's connection to the Internet must be in support of education and/or research, and be in furtherance of the Board of Education's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's Authorization for Internet Access contains



the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

All Internet users must sign an Internet user's agreement prior to its use in the school setting.

### **MUSIC/VIDEOS/PHOTOS & MULTIMEDIA**

Music/Videos/Photos or other types of media that may be played at various functions of Central City School should have the opportunity to be screened by the Superintendent or by designated staff. This includes Music/Video/Photos or other types of media played at dances, extra-curricular activities, in the classrooms or at other school sponsored functions. All movies shown during school and at evening activities will be screened for appropriateness. The district will show only those movies or videos with ratings of G or PG. Movies with the rating PG-13 or greater will not be shown unless permitted as a portion of the curriculum and after parental permission.

### **PESTICIDE REGISTRATION**

Central City District #133 has an Integrated Pest Management (IPM) Policy that incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides during the regular school year, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

### **PARENTS' RIGHT TO INSPECT PARTICULAR INSTRUCTIONAL MATERIAL**

Parents have the right to:

- inspect a survey created by a third party before it is administered and distributed to their students;
- request and access surveys distributed to the students;
- make arrangements to protect student privacy with regard to surveys requesting particular personal information;
- inspect any instructional material used as part of their child's education curriculum;
- be informed of physical examinations or screening that the district may administer to the student;
- be informed of the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information.
- Parents **may** be allowed to observe their child in the classroom setting as long as the visit is not intrusive to other students and **prior approval** has been granted by both the classroom teacher and the Superintendent.

### **Grading Scale & Grade Point Average**

Central City School currently uses a school-wide, 4-point grading scale. The grading scale establishes percentage cut-off marks for each assigned letter grade and also assigns a point value to each letter grade. Starting in Grade 5 and ending in Grade 8, students will be accumulating points based on each of their Quarterly letter grades. **(For 8<sup>th</sup> grade students, 4<sup>th</sup> quarter midterm grades will be used in place of their final 4<sup>th</sup> quarter grades).** Points are accumulated in order to determine the 8<sup>th</sup> grade Valedictorian and Salutatorian at the end of the school year. The Valedictorian shall be the student who has the highest G.P.A. (after it is rounded out to thousandths), and the Salutatorian shall be the student who has the next highest G.P.A. (after it is rounded out to thousandths). Students who tie for either award shall be recognized as being co-winners.

**New students to the district** who transfer into the school **after** the start of their 8<sup>th</sup> Grade year are not eligible to receive the Valedictorian or Salutatorian awards. However, these students will receive recognition for their academic excellence if they so deserve.

**4 pt. Scale**

<b><u>Grade</u></b>	<b><u>Percentage</u></b>	=	<b><u>Points toward G.P.A.</u></b>
A+	100↑	=	4.25
A	99-93	=	4.00
A	92	=	3.75
B+	91	=	3.25
B	90-86	=	3.00
B-	85	=	2.75
C+	84	=	2.25
C	83-76	=	2.00
C-	75	=	1.75
D+	74	=	1.25
D	73-71	=	1.00
D-	70	=	0.75
F	69↓	=	0

**TITLE I PROGRAM**

Central City School District #133 is a Schoolwide Title I Program school. A school may operate a Schoolwide program if 40 percent of the students participate in the free/reduced lunch program. A Schoolwide program permits a school to use funds under Part A of Title I and other federal education program funds and resources to upgrade the entire educational program of the school and to raise academic achievement of all the students.

Unlike the targeted assistance Title program, Schoolwide programs do not have to identify children as eligible for services. Prior to the 2002-2003 school year C.C.S. had a Title I targeted assistance program which allowed supplementary educational services for eligible children who were failing or most at risk of failing to meet state academic achievement standards.

A needs assessment survey is conducted yearly. Parents and staff members are asked to complete the survey. Results of this survey will be available to the public in the school office and on the school's website.

**RESPONSE TO INTERVENTION (RtI)**

Changes in the federal laws (IDEA, 2004) have directed schools to improve instruction for ALL children by identifying and addressing problems early in a child's education.

RtI is a regular education initiative of providing high quality, scientifically validated instructional practices based on learner needs. The process monitors student progress, and adjusts instruction and interventions based on the student's response and rate of success. In the event that a student does not make appropriate gains during Tier III, a special education domain may occur.

If a child would benefit from this support during his/her school day, the classroom teacher will contact the parent/guardian to review the process.

**ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored programs and activities on an equal basis to those without disabilities and we will make every effort to make sure that no individual with a disability is subjected to any type of illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services, that are as equally effective as those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in the existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 28, 1992, will be accessible when viewed in their entirety.

Individuals with disabilities should notify the superintendent 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 as possible in advance of the school sponsored function, program, or meeting.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, and religious beliefs. Also, equal educational and extracurricular opportunities shall be available for any individual who has a documented physical or mental handicap or disability. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

The Superintendent shall be the Non-discrimination Coordinator. The Superintendent shall use reasonable measure to inform staff members and students of this policy and grievance procedure.

### **CELL PHONES & CELL PHONE USAGE**

Students **are not** allowed to have digital cameras, iPods, iPads, Apple Watches, MP3 players, E-readers, video games, laser pointers or other electronic devices at school without prior consent from their classroom teacher or from the Superintendent. Although students should not have cell phones, Central City School does recognize the safety issues and concerns associated with students wanting to use their cell phones after school hours. **If parents choose to allow their child to bring a cell phone to school, then the parents and child must accept the consequences of such actions if the cell phone is either seen or heard during school hours.** Central City School will allow students to use the school's phones as long as they have prior consent from a school employee. **If a student chooses to bring a cell phone to school, then the phone must be turned off and in stored in the student's locker or turned in to the Main Office until school is dismissed. Unauthorized use or possession of a cell phone will result in a disciplinary action.**

### **BIRTHDAY PARTY INVITATIONS/GIFTS & CLASSROOM TREATS**

At Central City School, we understand that your child's birthday is a special occasion. With this in mind, we ask that parents please follow a couple of simple rules regarding birthday treats and parties. **We ask that treats and drinks only be brought for students in grades K-5, including the Early Childhood**

classroom. Also, please make sure that you contact your child's teacher several days in advance of bringing treats. The classroom may already have plans, and this helps the classroom teacher to better manage the classroom's day.

Also, please do not send homemade treats or drinks for the classroom. Commercially made treats are acceptable. We are also asking parents to please send along a healthy alternative snack for the children to choose from. This will allow us to stay in compliance with the Federal Wellness Guidelines for Public Schools which require schools to try and provide healthy snack alternatives whenever possible.

Finally, regarding Birthday Party gifts. Gifts for classmates should not be brought to school to be distributed unless they have been requested by your child's classroom teacher. Items such as these are of a personal nature and should be mailed home or passed out unless they have been requested by your child's teacher. The office is unable to release addresses or phone numbers.

If you or your child choose to hand out party invitations at school, we ask that you include all of the children in your child's grade level. If this cannot be done, then we ask that parents make other arrangements to deliver the invitations outside of school.

### **FOOD ALLERGIES**

Please be aware that our school may have students who suffer from serious and potentially life-threatening food allergies. We ask that before you send any type of treat or snack for your child's classroom or classmates, please check with the classroom teacher and or school nurse in order to help make sure that the food you are sending poses no risk of allergic reactions.

Also, if your child suffers from a food allergy, we ask that you let the school nurse and your child's teachers know of this risk so that we can do our best to make sure that we limit your child's exposure to these allergens. Also, please contact our school nurse regarding any medications that your child may need in the event they encounter an allergic reaction.

### **EPINEPHRINE USE IN SCHOOL**

Epinephrine may be kept in the health office, the Main Office or the student may self-carry the epinephrine. If a parent or health care provider feels that the student should self-carry the epinephrine, the following is required:

- Written authorization from the parent/guardian for self-administration.
- Written authorization from the student's physician, physician's assistant, or advanced practice nurse.
- The prescription label containing the name of the medication, the prescribed dosage, the time at which or circumstance under which the medication is to be administered OR a written statement from the physician, physician's assistant, or advanced practice nurse containing the name and purpose of the epinephrine, the prescribed dosage, and the time at which or the special circumstances under which the epinephrine is to be administered.

### **Access to Epinephrine in Schools**

Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their epinephrine at home or who do not have a known allergy. Trained School Personnel may administer epinephrine to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place. Parents have the right to opt out of the administration of epinephrine being available to their child.

Central City School currently has physician prescribed epinephrine in the Main Office. However, the supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. If your child has a known allergy that requires emergency medication such as epinephrine, it is in your child's best interest to provide that medication to the school.

### **Exemption From Liability**

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur *no liability* for the administration of epinephrine, provided the school personnel acted in good faith when administering the epinephrine to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred.

Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

### **PTO (Parent/Teacher Organization)**

Central City School has a very active PTO and all parents and staff members are encouraged to participate. The Central City School PTO has regular monthly meetings which are held at the school and are open to the public. A schedule of PTO meetings and PTO events can be found on the Central City School Website ([www.ccs133.com](http://www.ccs133.com)), by simply clicking the PTO Link on the left side of the web page.

The Central City School PTO holds numerous fund-raising events throughout the year to help raise money for our school. In the past, this money has been used to help fund such items as: field trips, educational materials, technology supplies, new books for the library, just to name a few.

### **ASBESTOS ANNUAL NOTIFICATION**

Federal guidelines under the Asbestos Hazard Emergency Response Act (AHERA) require that occupants of a facility receive notice concerning asbestos materials and the plans that guide their containment. The following notification is being released for compliance with the regulations of AHERA in the management of asbestos containing materials in the school.

As required, the facilities at Central City School were initially inspected for asbestos and the findings of the inspection were documented in the school's Asbestos Management Plan. As required under AHERA Rules and Regulations, Six Month Surveillances and Three-Year Re-inspections are routinely conducted and any change in the condition of the asbestos materials is being documented.

The Asbestos Inspection Report and Management Plan are on file in the Administrative Office and are available for public review during normal business hours. Individuals interested in reviewing the Management Plan(s) are asked to submit a written request to the school.

Sincerely,  
Tim Branon  
Superintendent

### **TITLE I - PARENT/STUDENT/SCHOOL COMPACT** *Central City School District #133*

#### **PARENT/GUARDIAN AGREEMENT**

**I want my child to achieve. Therefore, I will encourage him/her by doing the following:**

- See that my child is on time and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Provide an environment at home (ex: well-lighted area, snacks, appropriate seating) that is best for my child's learning style, since all children do not learn in the same way.
- Encourage my child's efforts and be available for questions.
- Communicate and work with teachers and school staff to support and challenge my child.
- Stay aware of what my child is learning.
- Read with my child and/or let my child see me read.

### STUDENT AGREEMENT

**It is important that I work to the best of my ability. Therefore, I shall strive to do the following:**

- Attend school regularly.
- Work hard to do my best in class and schoolwork.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Respect and cooperate with other students and adults.
- Conform to rules of proper student conduct.
- Observe regular study hours.

### TEACHER AGREEMENT

**It is important that students achieve. Therefore, I shall strive to do the following:**

- Show that I care about and respect all students.
- Have high expectations for myself, students, and other school staff members.
- Provide appropriate homework assignments for students.
- Communicate and work with families to support students' learning.
- Encourage students and parents by providing information about student progress.
- Do special activities in the classroom to make learning enjoyable.

### SUPERINTENDENT AGREEMENT

**I support this form of parent involvement. Therefore, I shall strive to do the following:**

- Provide a safe environment for learning.
- Set down rules for proper student conduct, and see that those rules are enforced.
- Believe that all students can achieve.
- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Promote education and Central City School District #133.
- Listen, hear, and respond to feedback from students, staff, and the community.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

### SCHOOL BOARD MEMBER AGREEMENT

**I promise to do all I can to meet the needs expressed in this contract by students, teachers, parents, and the superintendent. I will work to the best of my ability to create a school district and community where everyone can keep their contracts with each other.**

## **PARENTS RIGHT-TO-KNOW**

Dear Central City School Parents:

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Central City School District #133 is notifying every parent of a student in a Title I School that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum the following:

- 1.) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- 2.) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 3.) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification degree.
- 4.) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact your district Superintendent, Mr. Tim Branon, at the following phone number, 618-532-9521.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Branon', with a long horizontal line extending to the right.

Tim Branon, Superintendent  
Central City School Dist. #133