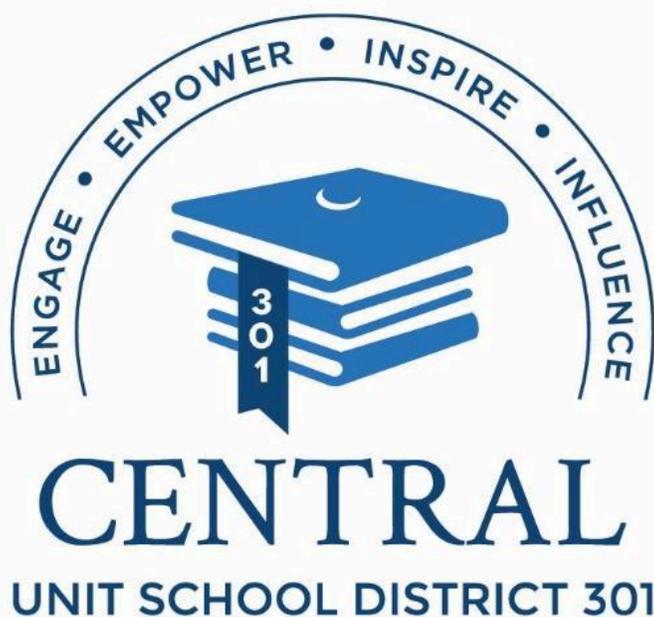


Central CUSD301 Student & Parent/Guardian 2025-2026 Handbook

Mission Statement

Engage the mind, empower the learner, inspire excellence, influence the world



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ADMINISTRATION DISTRICT BUILDING INFORMATION

Central School District 301 Office

275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005
District Office Hours: 7:30am-4:00pm

Dr. Esther Mongan
Superintendent

Central High School (CHS)

44W625 Plato Road, PO Box 68
Burlington, IL 60109
(847) 464-6030

Patrick Podgorski
Principal

Sarah Farrington
Asst. Principal of Building Operations

Edgar Pereda
Asst. Principal of Behavior &
Environment

Asst. Principal of Student Services

Daniel Carpenter
Asst. Principal of Behavior &
Environment

Central Middle School (CMS)

44W303 Plato Road, PO Box 397
Burlington, IL 60109
(847) 464-6000

Alexandra Paszt
Principal

Rania Hamadeh
Asst. Principal

Prairie Knolls Middle School (PKMS)

225 Nesler Rd
Elgin, IL 60124
(847) 717-8100

Matt Newquist
Principal

Megan Minehart
Asst. Principal of Student Services

Tami Proberts
Asst. Principal of Behavior &
Environment

Country Trails Elementary School (CT)

3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

Theresa Kolkebeck
Principal

Andrew Speiden
Asst. Principal

Lily Lake Grade School (LL)

5N720 Route 47
Maple Park, IL 60151
(847) 464-6011

Erica Snyder
Principal

Howard B. Thomas Grade School (HBT)

44W575 Plato Road, PO Box 395
Burlington, IL 60109
(847) 464-6008

Kim Lewis
Principal

Melissa Rourke
Asst. Principal

Prairie View Grade School (PV)

10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

Marilyn Mattei
Principal

Jesse Hawley
Asst. Principal

INTRODUCTION

Welcome to Central District 301. We know your educational experience here will be worthwhile. To assist you, we have prepared this Handbook that outlines the opportunities available to students and the policies and procedures of Central District 301 and as established by the Board of Education.

This Handbook is not intended to create a contractual responsibility with the student. Rather, this Handbook is intended to summarize policies and procedures. Items published in this Handbook are subject to change, without notice, by the Administration or Board of Education. The Board policies that govern the operation of the District are available to the public on its website at www.central301.net or at the District Office.

Draft

WORDS OF WELCOME

Dear Students and Parents/Guardians,

On behalf of the entire Central District staff, we extend a warm welcome to all our families as we embark on another exciting journey. This year, we are filled with anticipation and enthusiasm for the growth and achievement that lie ahead for our students.

At Central CUSD 301, we are committed to providing a comprehensive educational experience that supports our students at every stage of their journey. Our elementary grades build a strong foundation with engaging activities that inspire a love of learning. As students transition to middle school, we focus on fostering personal and academic growth, encouraging curiosity, resilience, and a strong sense of community. In high school, our students are guided to embrace leadership and uphold the legacy of excellence, preparing them for future success whether they pursue higher education, vocational training, military or enter the workforce.

As your partners in education, the academic success and personal development of all of our students is important to us. This Handbook is a comprehensive guide designed to help you navigate the policies and procedures established by the Board of Education. Compiled with input from staff, students, parents, and the Board, it aims to ensure a safe and supportive environment where learning develops and positive values are upheld.

Within this handbook, you will find essential contact information to help you seek assistance and answers to your questions. Additionally, it provides the various services and activities available to you. We encourage you to take full advantage of these opportunities to enrich your school experience and make the most of your time with us.

We are excited for the year ahead and confident in our students' abilities to achieve great things. Together, let's make the ~~2024-2025~~ 2025-2026 school year an excellent and memorable one for everyone!

Warm regards,

Central CUSD301 Administration

ENROLLMENT REQUIREMENTS

KINDERGARTEN AGE REQUIREMENT

If your child is five years old on or before September 1, he or she may be admitted to Kindergarten. Please see [Board policy 7:50](#) for more information.

REGISTRATION PROCESS AND TRANSFER STUDENT DOCUMENTATION

All returning Central 301 students must complete the registration process annually.

Students enrolling in Central 301 schools for the first time must complete the following steps:

- New Student Intake Form
- Certificate of Residence Form with supporting documentation
- Data Collection Form
- Home Language Survey
- Authorization for Release of School Student Records, as applicable
- New Student Health Questionnaire
- Original county/state birth certificate
- Physical with Immunization Record, Eye Exam, Dental Exam (see Health Requirements on page 20)
- Records of Special Services (Special Education/504, Gifted, ELL/ESL), as applicable
- Online registration and fee payment
- Illinois Transfer Form, as applicable (from previous Illinois school)

Online registration is completed via the Skyward Parent Portal. For assistance accessing this system, please contact your school office.

School fee payments are processed through RevTrak. Parents/Guardians can access RevTrak through the District website or at <https://cusd301.revtrak.net/>.

WAIVER OF STUDENT FEES

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the following fees are also waived for students who meet the eligibility criteria for waiver: athletic participation fees,

lock fees, towel fees, shop fees, laboratory fees and registration fees. The Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

For more information and for fee waiver guidelines, please visit [Board policy 4:140](#), [4:140-E1](#), and [4:140-E3](#).

DISTRICT 301 HOMELESS INFORMATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act and the Ill. Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school. For more information, please see [Board policy 6:140](#).

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

For more information, contact:

Michelle Vaughn, District Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Jimmy Pawola, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

STUDENT SERVICES

Central CUSD recognizes and supports the various needs of our students. The Student Services team is made up of different professionals such as social workers, psychologists, speech language pathologists, etc., to help support the social-emotional growth of our students. Additionally, our student services team has support for our English learners and students with special needs. Our building administration are key personnel that partner with the student services team, students and parents to help support your child for success in school and beyond.

STUDENT SUPPORT SERVICES ([BOARD POLICY 7:250](#))

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

ERIN'S LAW COUNSELING OPTIONS, ASSISTANCE, AND INTERVENTION

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include

a Children's Advocacy Center and sexual assault crisis center(s) that serve the District if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

For information on how the District maintains awareness and prevention of suicide and depression, please read [Board policy 7:290](#).

COMMUNITY AND MENTAL HEALTH RESOURCES

211 Illinois

211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. See graphic below for more information.

988 National Suicide Hotline

Individuals can call the 24-hour National Suicide Prevention Lifeline number by dialing 988. See graphic below for more information.

Local Kane County Suicide Prevention Resources

Information and resources can be found at kanehealth.com/suicide-prevention.

Help is 3 Numbers Away



211 maintains a comprehensive database of community resources and provides information and referrals for essential needs like:

- Food
- Housing and Shelter
- Utility Assistance
- Healthcare Services
- Government Services

211 also can connect people with information and referrals for:

- Transportation
- Legal Services
- Counseling and Support Groups
- Disaster Aftercare
- Everything Else

988 provides crisis support for:

- Thoughts of Suicide
- Mental Health Crisis
- Substance Use Crisis
- Emotional Distress

911 provides first responder dispatch for:

- Medical Emergency
- Fire
- Reporting a Crime
- Disaster Response
- Life Threatening Situation



Source: <https://www.illinois211.org/2-1-1/>

Safe2Help Illinois

<https://www.safe2helpil.com/> is a 24/7 program for students to share school safety issues, find resources to get help, and find encouragement to help others. In the absence of a trusted adult, students can use Safe2Help Illinois to share concerns in a confidential environment.

ADDITIONAL COMMUNITY RESOURCES

See [Appendix E](#) for a list of Community Resources and Services.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

A Multi-Tiered System of Support (MTSS) is a comprehensive, data-driven framework designed to support all students' academic and social-emotional needs. This approach ensures high-quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that collaborates among teachers, parents, administration and other key stakeholders. When a student shows academic and/or social-emotional challenges, concerns may be raised by school staff or parents. The concerns are then addressed by the Problem-Solving Team (PST) process, which includes stakeholders such as social workers, school psychologists, principals, school nurses, other administration and teachers.

The Problem Solving Team (PST) is a team that develops and monitors intervention plans to proactively support students before larger issues become serious. The team regularly evaluates the effectiveness of these interventions and adjusts as needed. If the interventions do not lead to improvement, the team may request further evaluation. The PST exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the PST is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the PST can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent/guardian.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES ([BOARD POLICY 8:70](#))

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities para-professionals, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

EDUCATION OF CHILDREN WITH DISABILITIES

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by 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. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. For more information, please see [Board policy 6:120](#).

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 of 1973 even though they do not require services pursuant to the IDEA. For more information, please see Board policy [6:120-API E1](#).

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 ISBE Special Education rules. 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, need or are believed to need special instruction or related services, the District 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.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

MEDICAID FEE FOR SERVICES

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, the District will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

PRIORITIZATION FOR URGENCY OF NEEDS FOR SERVICES (PUNS)

Per [Public Act 103-0504](#), school districts work with Illinois Department of Human Services and ISBE to ensure that all students with disabilities and the parents or guardians of those students are informed about the [PUNS](#) database, including how to register for the PUNS database and who they can contact for information about the database and registration process. PUNS is a statewide database for individuals with intellectual or developmental disabilities who are planning for or seeking services (e.g., community integrated living arrangements, home-based supports, child group homes). The state uses the database to select individuals for services as funding becomes available. For additional information, please contact the Student Services Coordinator at your child's building.

HEALTH SERVICES

A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. If a student is not feeling well, they must be checked out in the Nurse's Office and the nurses or administration authorization must be given prior to leaving the building; otherwise, the absence will be considered unexcused. When the nurse is not in the building, a student who is ill should report to the Main Office.

At the high school, no student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

HEALTH, EYE, AND DENTAL EXAMINATIONS & IMMUNIZATION REQUIREMENTS

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening **and an age-appropriate social and emotional screening are** is required ~~and an age-appropriate social and emotional screening must be completed for~~ **parts of** each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza **and** influenza vaccinations, ~~meningococcal disease, and meningococcal~~

vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted. See [Board policy 7:100](#) for more information.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

HOMELESS CHILD

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. [School Board policy 6:140](#), *Education of Homeless Children*, governs the enrollment of homeless children.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASES

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns. Please see [Board policy 7:280](#) for more information.

SICK CHILD PROCEDURES

Please notify the school health office immediately for all contagious conditions so we can take proper measures within the school environment to ensure all staff and students are safe. All children suffering from contagious conditions must be excluded from school until they are no longer contagious. Guidelines that need to be followed are found at [Communicable Diseases Chart](#).

In the case of head lice, please contact the nurse or principal immediately so that we can take proper measures in the classrooms and elsewhere within the school. Please instruct your child NOT to share combs, brushes, hats, scarves, and other “communicable” items.

If your child exhibits any of the following, please do not send the child to school. If your child exhibits any of the following during the school day, they must go home:

- Fever (temperature of 100 degrees or above),
- Vomiting,
- Diarrhea (2 episodes, unable to manage, blood in stool)
- Excessive cough and/or unable to manage secretions,
- Suspicious rash,
- Loss of consciousness.

Criteria for re-admittance is based upon evidence that the child is no longer exhibiting symptoms listed above and fever free for 24 hours without medication, or documentation of treatment. These determinations will be guided by the nurse.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student’s parent/guardian will be contacted by the school to arrange transportation.

ILLNESS / INJURY

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In an emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. *In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner.* Students will not be permitted to ride home with fellow students, other than a sibling, in case of an illness or emergency.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

EXEMPTION FROM PHYSICAL EDUCATION

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. Please see [Board policy 7:260](#) for more information.

ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed [School Medication Authorization Form \(Med A Form\)](#) is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. For more information, please view [Board policy 7:270](#) and [7:270-E1](#).

SELF-ADMINISTRATION OF MEDICATION

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *Med A Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for

each self-administering student. For more information, please view [Board policy 7:270](#) and [7:270-E1](#).

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a *Med A Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

ANAPHYLAXIS PREVENTION, RESPONSE, AND MANAGEMENT ([BOARD POLICY 7:285](#))

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, all staff are trained annually on the care of an anaphylactic situation. A cooperative effort among students' families, staff members, students, and school nurses helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for prevention and treatment of anaphylaxis. Please contact your child's building nurse for additional information.

STUDENT INSURANCE

If a student insurance program is offered, it will be the responsibility of the student's parents/guardians, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

ATTENDANCE AND TRUANCY

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school.

In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.

Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

ATTENDANCE PROCEDURES

Grade Schools:

It is the parent/guardian's responsibility to call or email the main office and give the reason for an absence between 7:45 a.m. - 9:30 a.m. the day of the absence. Contact information can be found below:

- Country Trails - (847) 717-8000
- Howard B. Thomas - (847) 464-6008
- Lily Lake - (847) 464-6011
- Prairie View - (847) 464-6014

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

Middle Schools:

It is the parent/guardian's responsibility to call or email the main office and give the reason for an absence prior to 7:50 a.m. the day of the absence. Contact information can be found below:

- CMS - (847) 464-6000; odalis.balice@central301.net
- PKMS - (847) 717-8100; adriana.panzeca@central301.net,
jan.maas@central301.net

In the event that school personnel do not hear from parent(s)/guardian(s) about tardiness or absence before 9:00 a.m., the school may call parents/guardians or other emergency contacts provided by a parent/guardian to determine the reason for the student's absence.

Parents/guardians who cannot call or email must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The student can bring the note to the main office upon their return.

High School:

It is the parent/guardian's responsibility to call the attendance secretary and give the reason for an absence prior to 7:25 a.m. the day of the absence. The attendance secretary's phone number is (224) 990-7101.

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent/guardian in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office. The attendance secretary's email address is lynette.jastrzebski@central301.net.

LEAVING SCHOOL EARLY

If a student needs to leave school early for medical purposes (healthcare provider or dental appointments) the parent/guardian must call, email or send a note to the Attendance secretary before the student may leave school. The call, email or note should include the requested dismissal time and the reason the student needs to leave early. If providing a note, it must be written by the parent/guardian in its entirety and include a parent/guardian signature.

If a student is ill during the day, the student must check out in the Health Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or leave using their own car, without first having been seen by the nurse. When the nurse is not in the Health Office, a student who is ill should report to the Main Office.

Parents/guardians will need to present photo identification to pick up a student without prior notification.

CHS Only: Parents/guardians will pick up the student at Door 8, and students will sign out with the Dean's Assistant at Door 8.

TECH PREP OR MIDDLE COLLEGE

Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Tech Prep or Middle College programs are required to check out with the Dean's Assistant at Door 8 prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

REGIONAL PATHWAY STUDENTS

Students enrolled in classes through Regional Pathways are responsible for attending those classes and are expected to attend class daily. All students participating in the Regional Pathway program shall sign in upon arrival to Central High School with the Dean's Assistant at Door 8. Attendance issues related to this program will be addressed on an individual basis.

ATTENDANCE AND TRUANCY POLICY ([BOARD POLICY 7:70](#))

Compulsory 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 12 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, not to exceed 5 days (without a medical note) and after 2nd mental health day used the student may be referred to the appropriate student support personnel, observance of a religious holiday, death in the immediate family, up to 5 days of vacation per school year, attendance at a civic event (middle/high school student only) provided a 3 day notice is given to building administration and student provides documentation of participation, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to the

Election Code (10 ILCS 5/7-42 and 5/17-15), 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. See [Board policy 7:80](#) for information about absences for religious reasons.

Absenteeism and Truancy Program

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

1. Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 10 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

A student may be excused at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

2. A protocol for excusing a student in grades 6 through 12 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 acknowledgment 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.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

Truant Absences

Truant absence is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardiness within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/guardian-teacher/administrator conferences,

student counseling, and/or involvement of the Kane County Truancy officers and/or local law enforcement. In any such proceeding against parents or guardians the school district must demonstrate it has attempted to counsel the student and the person(s) having custody and control of the student and has provided support services, alternative programs, and other school resources in an effort to correct the truant behavior." (105 ILCS 5/26-12) Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

CLASS CUT

Middle/High School Only: A class cut is defined as an absence from part (10 minutes or more) or an entire class period, without permission from the student's parent/guardian, teacher or approval of school officials. Class cuts may also include the beginning of the school day. A class cut is an unexcused absence and may result in disciplinary consequences.

TARDINESS

Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardiness. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

On the fourth tardy to school per semester, students may receive disciplinary consequences. The same may occur for excessive tardies to class based on classroom, team or department policies.

COLLEGE AND VOCATIONAL VISITS AND MILITARY EXAMS

Central High School recognizes the importance of college visitations, job interviews, and military exams. Upperclassmen may be excused two school days per college visitation (sophomores may be excused with approval by administration), job interviews, or military exams for up to three college visits during a school year. Whenever possible, these visits should be scheduled during non-school time; however, in the event they cannot be, students must complete the following:

- Students and parents/guardians are responsible for completing the "College and Vocational Visit, or Military Exams" Form prior to the absence. The form must be signed and completed by all of the student's teachers.
- Students are required to submit, on college/university/business/military letterhead, documentation of their visit for the absence to be considered excused.
- School work missed because of a college visit, job interview, or military exam must be made up in accordance with the Make Up Work section below.

MAKEUP WORK

Students who have absence(s) from school will be allowed to make up work for equivalent academic credit. The time allowed for makeup work will generally be one school day for every school day missed, starting with the first day the student returns to school. In extenuating circumstances, a student may ask his/her teacher for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving home or hospital instruction is set forth in the Student Services section of this Handbook under the heading Home and Hospital Instruction.

Students who miss school due to a vacation may ask their teachers to provide advance assignments at the middle/high school. However, it is up to the individual teacher to determine whether he/she can honor the request. Please note at the elementary school, assignments will be provided upon the students return from vacation.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

TRANSPORTATION INFORMATION

Bus Transportation ([BOARD POLICY 7:220](#) AND [BOARD POLICY 4:110](#))

All students who reside outside the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment.

INSTRUCTIONS TO PARENTS/GUARDIANS

Parents/Guardians will designate their transportation needs via the online

registration process. Busing information for the current school year is available in the Bus Info tab in the Skyward Parent Portal.

Students are allowed only one inbound bus and only one outbound bus to the same location (accommodations cannot be made for different buses on different days.)

If changes are needed to a student's transportation, please make the revision in your Skyward Parent Portal following the directions at www.central301.net/transportation and send an email describing the changes to transportation@central301.net. Please allow two school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

INSTRUCTIONS TO SCHOOL BUS RIDERS

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. CCUSD 301 Board Policy governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver to the Principal or Assistant Principal via a bus conduct report and a disciplinary consequence may be issued to the student.

SAFETY REGULATIONS AND GUIDELINES

All CCUSD 301 disciplinary and safety guidelines are applicable, including those outlined below.

1. Students may only ride their assigned school bus.
2. Arrive at your designated bus stop five (5) minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops and stay away from the street while waiting for the bus. Do not move toward the bus until the bus has been brought to a complete stop and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
3. Be aware of moving traffic and pay attention to your surroundings.
4. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
5. Take a seat right away and remain seated facing forward in your assigned seat while the bus is in motion.
6. Always be alert and listen for any instructions given by the driver. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.

7. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
8. Talk quietly on the bus. Refrain from abrupt, loud noises and/or any unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing railroad tracks.
9. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.
10. Assist in keeping the bus safe and sanitary at all times. Keep belongings out of the aisle and away from emergency exits. Eating, drinking or gum chewing is not allowed on the bus.
11. Do not bring any animals on the bus, unless it is a service animal.
12. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
13. Take all belongings with you.
14. Respect the driver, fellow students and yourself. Help look after the safety and comfort of smaller children.
15. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route without proper authorization from an administrator.
16. Students must sit three (3) in a seat on the school bus when necessary due to the load
17. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action. Bus drivers are not responsible for devices lost, damaged, or stolen. Examples of misuse include, but are not limited to:
 - a. Using device as a camera
 - b. Displaying inappropriate images/website
 - c. Use of inappropriate language
 - d. Use of device for harassment or intimidation
18. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless students use earbuds or headphones and the listener is still able to hear emergency directions.
19. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
20. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Cross the street only after checking both ways for traffic, even after the driver's signal. Never run in front of a car or bus.
21. Never run back to the bus, even if you dropped or forgot something.

The same rules and regulations apply to all bus trips, including for school sponsored trips, athletics and transportation to and from home and school. Students who are

unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences.

SCHOOL BUS SUSPENSIONS

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

ACADEMIC CREDIT FOR MISSED CLASSES DURING SCHOOL BUS SUSPENSION

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

RESTRICTED ITEMS

Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:

- | | | | |
|---------------|-----------------|--------|-------------------------|
| -skateboards | -cameras | -sleds | -snowboards/hoverboards |
| -laser lights | -in-line skates | -toys | -playing cards |

** In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.).

LATE ACADEMIC BUS (CHS AND MS ONLY)

For convenience to our families, we offer a late academic/activity bus at both the middle and high school level. The bus operates weekly on Tuesdays, Wednesdays and Thursdays. Students must sign up each week they intend to use the service via the link located on the transportation page cited below.

All buses depart at approximately 4:30pm. These routes run approximately 1 hour and are based off of the weekly sign-up sheet. Students **must** sign-up to use this bus by noon the day of. This bus will **not** run on half days. Also, please note if your student resides within walking boundaries from PKMS they will not qualify for the academic/activity bus. Any student that does not sign up for the late academic/activity bus prior to the scheduled cut off time will be denied transportation, unless approved by both the school administration and transportation.

See [HTTPS://CENTRAL301.NET/TRANSPORTATION/LATE-ACTIVITY-ACADEMIC-BUS/](https://central301.net/transportation/late-activity-academic-bus/) for the sign-up link and for more information.

KINDERGARTEN TRANSPORTATION

The parent/guardian or older sibling must be present when a kindergarten student is dropped off. It is District policy that if no one is available at the drop off location, the bus driver will notify the school of the situation and the school will notify the parent/guardian that the student will be brought back to the school for parent/guardian pick up.

ELECTRONIC RECORDINGS ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. At no time will video footage be released to the public.

FOOD SERVICE INFORMATION

Central 301 participates in the USDA National School Lunch Program (NSLP) and offers an USDA reimbursable value meal each day. Please view [Board policy 4:130](#) and [4:130-E](#) for more information.

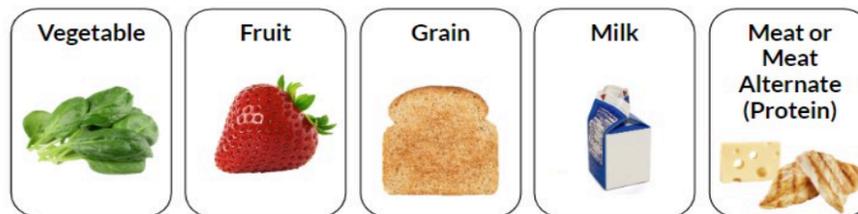
All students must use their student ID to purchase items from the cafeteria.

GRADE SCHOOLS

Each morning, classroom teachers will take a count of the students who would like a value meal of the day. There is also a daily option of a non-meat item (example: grilled cheese). These lunch counts are shared with the Head Cook for production. A value meal for grade school costs \$3.20. Monthly lunch menus are available on the [Food Service website](#).



The 5 Food Components for Lunch



Select all items for a nutritious meal!

- Students who choose the value meal of the day will receive all meal components: protein items, whole grain bread/pasta items, two vegetables, fruit and milk. Students are served all five components of the value meal of the day, without eliminations.
- Milk is sold as an ala carte item to students who need to have a milk with the cold lunch brought from home or if a student would like extra milk to drink with his/her hot lunch. The purchase price for milk is \$0.40/carton.
- If a student is eligible (see [Board policy 4:130](#)) for free or reduced price lunch and wishes to have milk with his/her cold lunch from home, he/she must purchase the milk for \$0.40/carton.
- Allergy Substitutions: A USDA Physician's Statement is required to be completed if a substitution is needed in a student's meal. The [Physician's Statement form](#) can be obtained from the nurse's office or the Food Service website.

MIDDLE SCHOOLS AND HIGH SCHOOL

The middle and high schools also offer a la carte food items for sale. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays for what is selected. The daily value meal for the middle schools is \$3.30 and \$3.40 for Central High School.

To allow for efficiency for all students, we ask that students observe the following rules:

1. A photo ID and student ID number are required at the cashier.
2. No outside drinks or food items are allowed to come through the lunch line.
3. Move through the lunch line making selections quickly and then proceed to the cashier.
4. When purchasing 3 items or more, a tray must be used.
5. When finished eating, pick up all lunch debris from the table and floor, empty lunch trays into trash bins and return the trays to the kitchen.

PAYMENT PROCEDURES

In order to provide the safest, contactless transition for payments, Central 301 Food Service departments district-wide are cashless. Cashiers will not accept cash or checks at the cashier stations. All lunch payments must be updated through our online payment system, [MySchoolBucks](#) (Heartland Payment Systems).

Setting up a free MySchoolBucks account is easy. Links can be found under the For Parents tab > Lunch Information on the district website. To set up an account you will need your student's name and ID number. Funds can be added using your credit/debit card (\$3.25 transaction fee) or electronic check (\$2.75 transaction fee).

- Some features with MySchoolBucks are:
 - Easy way to add funds with auto-replenish options available
 - View cafeteria purchases
 - Check your student's account balance
 - Receive low balance alerts depending on your preferences setup

MySchoolBucks offers OnePay which is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount - there are no spending limits.

HOW WILL ONEPAY BENEFIT FAMILIES?

When funds are put on students accounts monthly, you will pay 9 times per year, adding up to \$24.75 in program fees. OnePay offers the choice of two transaction fee payment packages:

- A single student plan for \$12.95/year or
- A family plan for \$26.95/year

Both packages provide great value for families with multiple students or those who wish to add funds to their accounts frequently.

HOW DOES ONEPAY WORK?

- To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.
- Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.
- Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting Myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

NEGATIVE LUNCH BALANCE

Central 301 School's Food Service Department is committed to serving lunches to all students. If a student account has a negative balance, the negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent/guardian's responsibility to respond to the negative balance email by depositing money in the student's lunch account on www.myschoolbucks.com. If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid. The District may send unpaid fees to collections.

FREE AND REDUCED-PRICE FOOD SERVICES

A student's eligibility for free or reduced priced meals shall be determined by Family Size/Income Guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Lunch Application can be found on the Food Service website, in the Lunch Information section, [MySchoolApps](#). Parents/Guardians may access the Free/Reduced Lunch Application link after July 1st of each year. For more information, please see [Board policy 4:130](#).

To complete the application, read each page carefully and answer all questions. Skipped fields will not allow the application to be submitted. This online application is a family application so all students in the household must be added to the application. You will need the student ID number for each student on the application and everyone living in the household must be added to the application. Your application must be complete before you click "submit". A notification letter

will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year, unless you automatically qualify for free or reduced through the state.

REFUND OR TRANSFER LUNCH ACCOUNT MONEY

To request a refund from your student(s)' lunch account go to the Food Service website, under the Lunch Information section and click on the Lunch Refund/Transfer [link](#). Answer all the sections within this form. All refund checks are cut typically on the third Monday of each month, after board approval.

Transfer of funds between siblings can be done through your MySchoolbucks account. Transfers of funds for graduate students can be processed through the Lunch Refund/Transfer link.

LUNCH PRICES

The cost of all menu items in the value meal is set at one meal price. The value meal lunch prices for the 2024-2025 school year are:

Paid Lunch Price	
High School	\$3.40
Middle Schools	\$3.30
Grade Schools	\$3.20
Reduced Lunch Price	\$0.40
Milk Price	\$0.40
Adult/Teacher Lunch Price	\$3.95

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Principal and/or food service director will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

For an extensive overview of the physical and nutritional wellness plan, please see [Board policy 6:50](#).

Please contact Food Service Director, Jessica VonSchnase at jessica.vonschnase@central301.net with any questions or suggestions related to school wellness and nutrition.

SCHOOL AND STUDENT SAFETY

The safety of our students and staff is our first priority at each district building. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry from outside the building, even if the person is familiar to the student. Additionally, the propping or opening of doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy may result in disciplinary consequences.

VISITING THE SCHOOL

The District has a responsibility to maintain a learning environment that is safe. All visitors must initially report to the Main Office upon entering the school. Any person wishing to confer with a staff member should contact the staff member ahead of time to schedule an appointment.

All visitors must:

- Provide government-issued photo ID and reason for the visit.
- Be cleared and logged by the District's security system
- Wear a visitor name tag at all times while in the building.
- Check out with office staff upon departure.

EMERGENCY DAYS

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

If this occurs the district will likely use emergency days to manage the situation and to ensure all students and staff are safe. The District will send notifications via ParentSquare (phone, text, and emails), social media and/or web posts.

EMERGENCY/CRISIS PLAN

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an

emergency were to take place, please refrain from calling the school in order to keep school telephone lines open for emergency calls. Please keep vehicles out of the area to allow emergency vehicles to access school grounds.

SCHOOL SAFETY DRILLS PLAN

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian.

For more information regarding the safety procedures established by the district, please refer to [Board policy 4:170](#).

BUILDING SURVEILLANCE

Video surveillance occurs in various parts of the school. This surveillance is used for safety purposes. Access to video surveillance is granted to school personnel and law enforcement when necessary and may be used for the purpose of investigatory elements with students. At no time will video footage be released to the public.

STUDENT SEARCH AND SEIZURE

In order 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 school liaison police officers. For more information, please see [Board policy 7:140](#) and [7:140-E](#).

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or 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 inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the 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:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

ITEMS BROUGHT TO SCHOOL

- TREATS: Any treats, specifically for birthdays, should be in the form of a non-food item such as pencils or a favorite book. Food items are not allowed as they can distract from the educational environment and are counterproductive to the health curriculum standards.
- Commercially pre-packaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events.
- Parents/guardians may only drop off food for their own child. Food deliveries for other students are not permitted. School and office staff cannot accept food or item deliveries from third-party services (e.g., DoorDash, Uber Eats).
- BICYCLES: If you ride a bike to school, it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage

or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. Bicycles cannot be housed in the school. Bicycle racks will be off limits during school hours.

- SKATEBOARDS, IN-LINE SKATES and HOVERBOARDS: Skateboards, in-line skates, hoverboards and wheelies (including shoes with wheels built into them) are not allowed on school grounds. Any students found with such items will
 - receive a verbal warning;
 - have such item confiscated to be picked up by a parent/guardian;
 - have such items confiscated for the remainder of the school year.

UNLICENSED MOTORIZED VEHICLES

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, dirt bikes, snowmobiles, go-karts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities

DISTRIBUTION OF PRINTED MATERIAL

All printed materials that will be distributed and/or posted, **must** be approved by the building administration prior to any posting of said material. No printed material, which is obscene, vulgar, libelous, threatening, inflammatory, inciting, damaging or disruptive to a good educational climate, will be permitted to be displayed or distributed, by or to, students.

NOTIFICATION REGARDING SEX OFFENDER INFORMATION

Public Act 94-994, requires a Principal or teacher to notify parents/guardians during school registration or parent teacher conferences that information about sex offenders is available to the public. The Illinois Sex Offender Information website is <https://isp.illinois.gov/Sor/Disclaimer>. If you have any questions, please contact your building Principal.

For information about convicted child sex offender screenings and notifications, please visit [Board policy 4:175](#) and [4:175-API E1](#).

SUSPECTED CHILD ABUSE

State law requires all school personnel to inform the Department of Children and Family Services (DCFS) of suspected cases of child abuse.

Please see the mandatory notification requirements relevant to the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon [Board policy 5:120](#), *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities pursuant to [Board policy 4:165](#) *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; and
- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to [Board policy 7:250](#), *Student Support Services*.
- d. Board policy [4:165 Exhibit](#).

HARASSMENT OF STUDENTS PROHIBITED

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. See [Board policy 7:20](#) for more information.

DRESS CODE

STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. Students are expected to be appropriately dressed for school. Determination of "appropriate" shall be made by the building administrator and authority to discipline based on the determination shall be at their sole discretion. Please see [Board policy 7:160](#) for more information.

1. All attire should be worn in the manner for which it was intended and undergarments should be covered at all times.
2. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
3. Appropriate footwear must be worn at all times.
4. Dark glasses, gloves and outerwear shall not be worn during the school day.
5. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.
6. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
7. Students are allowed to wear costumes on days approved by administration. Students that need to wear a costume for an activity in class are expected to remove the costume when the class is over.

Any student not in accordance with the above-mentioned dress expectations may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the administration will work with the student to obtain more appropriate clothing for the day.

ELEMENTARY OUTSIDE PLAY

Please be sure your child is dressed for the weather of the day (including layers inside as the building is equipped for heat and air-conditioning in each classroom). We will assume that students have worn what you consider appropriate for outside recess. Snow and moderately cold weather do not keep the children inside. All children will participate in outdoor activities if the outside temperature with wind chill is 10 degrees or above. If there is a drastic weather change during the day, we will take that into consideration as we plan for outside recess. Snow pants and boots are required for children to play in the snow. Please make sure that your child's clothing is labeled clearly. Each school has playground rules to follow.

Requests for students to remain indoors during outdoor recess due to weather will not be honored unless there is a documented medical reason. In such cases, a doctor's note or direct communication from a physician with the school nurse is required. Without this documentation, students will be expected to go outside with their classmates.

ELECTRONIC DEVICES

ACCESS TO THE DISTRICT'S ELECTRONIC NETWORK

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Please see [Board policy 6:235](#) for more information.

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

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

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

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

CURRICULUM AND APPROPRIATE ONLINE BEHAVIOR

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. For more information, please see Board policy 6:60 exhibits for grades [K-8](#) and [9-12](#).

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

ACCEPTABLE USE

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

INTERNET SAFETY

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

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

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

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

CONFIDENTIALITY

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against

unreasonable access shall be taken before the confidential student information is loaded onto the network. For more information about student data shared with educational technology vendors, please see [Board policy 7:345 Exhibit](#).

VIOLATIONS

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

STUDENT DEVICE GUIDELINES

EXPECTATIONS FOR STUDENTS

Students in Kindergarten through 12th grade will be issued a device (i.e., Chromebook) by the District. These devices should be used for educational purposes and students are expected to adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures and Board policies, including, but not limited to:

- 6:235, Access to the District's Electronic Network;
- 7:20, Harassment of Students Prohibited;
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment;
- 7:190, Student Behavior;
- 5:170, Copyright.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens. File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e., music, video, images). Device configuration must be maintained and not altered. District identification/asset tags may not be removed, modified, or tampered with in any way. Students may NOT allow others to use his/her device, share user account information with other students, or purposely circumvent the filtering or security settings on the device.

Technology Department staff distribute school-related software to devices as appropriate. Software may be delivered in multiple ways, including silent/background installations which require no user intervention, self-service installation by users of approved software as made available, and manual installation by Technology Department staff. Students must perform software updates and upgrades, return devices for inspection, or otherwise make devices available as required by Technology Department staff or school administrators.

Central School District 301 retains the sole right of possession of the device and grants permission to use the device according to the guidelines set forth in this Handbook. It is the sole responsibility of the student to back up any data stored on the device. Students shall pick up and return the equipment at the established due dates and times. There may be short periods of time when devices need to be collected for maintenance or other purposes.

Students are responsible for the use and care of the device and are expected to bring their fully-charged, ready-to-use device to school each day. Device care guidelines include:

- Do not use extreme pressure.
- Heavy objects should never be placed on top of the device.
- Ensure that there is nothing on the keyboard before closing the lid.
- When cleaning the screen, use a soft, dry microfiber or antistatic cloth.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the device in a manner that would detract from the educational environment in the classroom. You may personalize the device by setting the wallpaper or background, but only with appropriate images.
- Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the device.
- Don't leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- Keep food and beverages away from the device.
- Make sure the device is secure when it is out of sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.
- Each device will have a District-provided asset tag to identify it. This number also might be marked in the case provided. Write this number down so you can identify the device.

RESPONSIBILITY FOR MAINTENANCE, DAMAGE, REPAIR, REPLACEMENT, AND LOSS

Any device malfunction, loss, damage, or theft should be reported promptly to building administration and/or the Technology Department. In the event of a theft, a copy of a police report related to the incident must be provided to the building administration and Technology Department at the time the incident is first reported. Failure to do so may result in additional charges for replacing the device.

The student/guardian will be responsible for payment of all applicable repair/replacement fees. If the device, or associated accessories, are lost or intentionally damaged, the student/guardian will be responsible for paying the full replacement cost. All accidental damage to a school-issued device must be reported

promptly to the Technology Department. Students will be asked to provide a statement which describes the events which led to the damage.

When device repairs are required, temporary loaner devices may be available. For the first occurrence in any 365-day period, a temporary loaner device will be issued, when possible, to the student while the damaged device is repaired. For future occurrences, guardians may be notified by the student's Dean or Building Administrator of the incident and informed that future damage incidents may result in repair fees up to the full replacement cost of the device. A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.

TECHNOLOGY FEES AND DEVICE ROTATION CYCLE

The District assesses a \$50 technology fee each school year. This fee covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost annually. As a result of this fee, the family will own the device after multiple years of use in the District based on the District's established device rotation cycle. If a student leaves the District early and wants to keep the device, they will need to pay the remainder of the technology fee and District costs at \$100 per year of expected use. The device rotation cycle can be found on the District's website at <https://central301.net/technologyandsafety/11-device-faq/>. Students who leave during the last semester the device is expected to be used and have no outstanding family fees may keep the device. If a student with a device with expected continued use leaves the District and fails to return the device (including any related accessories) or purchase it, the District may, in addition to seeking reimbursement from the guardian, file a report with local law enforcement.

GUARDIANS' RESPONSIBILITY FOR STUDENT'S COMPLIANCE

Guardians agree to monitor and supervise their student's use of the device outside of school and to make every effort to ensure their student's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.

NO EXPECTATION OF PRIVACY

There is no expectation of privacy for any communication made using the device or for any content created, accessed, or stored on the device. The District reserves the right to inspect the device and its contents at any time and for any reason.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the *Right to Privacy in the School Setting Act*, 105 ILCS 75/:

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

ACADEMIC POLICIES

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process, the student and/or parent/guardian should first contact the assigned classroom teachers. Many times this communication clarifies the situation. The second step is to arrange a conference with the Principal or designee (see grade level specific information below).

PARENTAL INVOLVEMENT

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent or designee shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

For more information, please see [Board policy 8:95](#).

SKYWARD PARENT PORTAL

Student grades are available online throughout the school year through Skyward for students in grades 3-12 by clicking on the Gradebook tab in Skyward. End of quarter grades are available on the report card, which can be accessed by clicking on the Portfolio tab in Skyward.

ENGLISH LEARNERS

The District offers opportunities for resident English Learners to achieve at high levels of academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The details of this program can be found in [Board policy 6:160](#).

TITLE I PROGRAMS

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District's schools.

For more information, visit [Board Policy 6:170](#), [6:170-API E1](#), [6:170-API E2](#), [5:190-E1](#).

FIELD TRIPS

Field trips correlate with the educational program. Our faculty prepares and defines trip objectives before a field trip is taken. Field trips are considered to be an extension and enrichment of the normal classroom.

~~Under normal circumstances parent/guardian volunteers should ride the bus to and from the field trip. In addition, students who attend the field trip will not be allowed to have a parent/guardian drive them separately from the location of the event, unless special circumstances prevent this. Notification of the request must be provided to the teacher at least 48 hours prior to the field trip and outline the special circumstances involved.~~

~~Detailed descriptions of the trip and permission slips will be sent home prior to each field trip. The permission slips must be signed and returned for your child to participate. Unfortunately, field trip money is nonrefundable.~~

Permission slips for student participation are distributed and collected electronically. A completed electronic permission form must be submitted for your child to participate. Please note that field trip fees are nonrefundable.

Parent/guardian volunteers (chaperones) play a vital role during field trips. Chaperones may be required to provide their own transportation to and from the field trip location.

Students are expected to travel with their class on school-provided transportation. Parents/guardians may not drive their own child separately to or from the field trip location unless special circumstances prevent the student from riding the bus. In such cases, a written request outlining the special circumstances must be submitted to the teacher at least 48 hours in advance for consideration."

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. 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, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board Policy 2:260, *Uniform Grievance Procedure*. See [Board policy 7:10](#) for more information.

SEX EQUITY

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

ELEMENTARY SCHOOL ACADEMIC POLICIES:

GRADING

Grades are available electronically to parents/guardians and students after the end of each quarter for grades (1-5). Kindergarten grades are available second through fourth quarters; and early childhood grades are available for second and fourth quarters. Art, music and physical education grades are provided in the second and fourth quarters. Beginning in 3rd grade, parents/guardians and students are encouraged to monitor student progress throughout the semester via the Skyward "gradebook".

RETENTION POLICY

The District reserves the right to retain a student at any grade level. This decision is based upon professional evaluation and consideration of a student's individual circumstances.

MIDDLE SCHOOL GRADING POLICIES:

GRADING

Parents/Guardians and students are encouraged to monitor student progress throughout the quarter by logging on to Skyward. All grades are available and viewable in Skyward; however, report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.

1. Students will earn letter grades for courses in both the core and exploratory curriculum programs.
2. Student work will be evaluated using the following letter grades:
A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%; I= Incomplete; P= Pass
3. The points for letter grades on the report card are as follows:
A=4.00; B=3.00; C=2.00; D=1.00; F=0.
4. Pluses and minuses may be appended to letter grades, but do not affect grade points.
5. Grades will be published quarterly. No semester exam grades will be published on report cards.
6. A teacher may determine to issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

HONOR ROLLS

Gold, Silver, and Bronze Honor Rolls will be completed at the end of each quarter.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of F)

No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention (Bronze Honor Roll) status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more “incomplete(s)” and who make up the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)

RETENTION POLICY

The school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student’s individual progress. In accord with the Illinois School Code, criteria relating to academic success will be used as the basis for a student’s being considered for retention.

Moreover, state legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student’s present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. Middle school students are scheduled in 20 credit hours per year. The following is the credit break-down for middle school academic courses:

ELA = 1 credit per quarter
Math = 1 credit per quarter
Science = 1 credit per quarter
Social Studies = 1 credit per quarter
Encore = 1/2 credit per quarter
P.E. = 1/2 credit per quarter
Band/Chorus = 1/4 credit per quarter

*Reading Intervention taken in place of an Encore will count as .5 credit per quarter.

**Special Education courses taken in place of core courses will count as 1 credit per quarter.

To be promoted to the next grade level, a student must earn 12 core credits throughout the school year. These 12 credits are the equivalent of a D- grade point average. If a student fails to earn 12 credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned 7 credits or less during the school

year, he or she would be unable to make up the required 4 credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention. The Assistant Principal or designee will be responsible for the management of all retention issues, while keeping the building Principal informed at all stages of the process.

Communication and Intervention with students and parents/guardians regarding retention will occur in the following ways:

1. Parents/Guardians of students who earn multiple failing grades will receive an academic concern letter at the end of Quarter 1 and Quarter 2. Interventions such as Parent-Teacher meetings, Task Intervention placements, and/or Problem Solving Team meetings may also occur.
2. At the end of Quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents/Guardians will also be notified by phone.
3. At the end of Quarter 4, students who haven't earned the required 12 credits will receive a retention letter with the summer school subjects that are required for promotion (if applicable).

CENTRAL HIGH SCHOOL ACADEMIC POLICIES:

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at CHS, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the student's counselor. A list of counselor assignments is available on the CHS website. If, after such a conference, there is a need to talk to the Administration, please contact the Main Office.

For more information relevant to coursework, graduation requirements, and schedules, please refer to the [Curriculum Guide](#).

GRADING

Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward; however, final semester grades are the only grades that will appear on a student's permanent record and transcript.

Grading practices at CHS will be consistent within each department by course. For example, all students enrolled in U.S. History will be assessed using the same grade categories and weights regardless of instructor.

1. Continuous Semester Method: Teachers will determine semester grades on the basis of grades earned on course work for the entire semester. Quarter grades are not final grades that will be used for averaging; but, rather, they are

mid-semester grade reports to students and parents. Quarter 2 and Quarter 4 grades reflect final grades for the semester, in conjunction with a final semester exam if given. Final grades can be found via your student's Skyward Portfolio.

2. At the beginning of each course, each teacher will review the grading policy to inform the students in his/her class of the grading policy and its implementation within the course. With administrative approval, teachers may incorporate an attendance requirement into their grading policy.

Student work will be evaluated using the following letter grades:

- | | |
|--------------------------------------|--------------------------------------|
| A – Superior | P – Pass |
| B – Excellent | W – Withdrawn (no credit / no grade) |
| C – Average | |
| D – Below average | |
| F – Fails to meet required standards | |

*A teacher may issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the principal or designee may exercise discretion in extending the two week deadline.)

WEIGHTED GRADES/ADVANCED PLACEMENT (AP)

1. AP courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalog will be given weighted credit based on at least five of the seven characteristics listed below:
 - a. The course includes college level content or syllabus.
 - b. The quality of learning activities, projects, and assignments in the course is significantly more than in other courses.
 - c. The ideas and concepts studied in the course are significantly more complex than in other courses.
 - d. The pace is accelerated in comparison to standard courses.
 - e. The course includes assessments in the areas of analysis, synthesis, and evaluation.
 - f. The time required outside of regular class periods is significantly more than in other classes.
 - g. The course completes the sequence of classes/programs.

Grade	Unweighted Courses	Weighted Courses
A	4	5

B	3	4
C	2	3
D	1	1
F	0	0

TRANSFER CREDITS

- Transfer students will receive weighted credit only for the courses that are given additional weight at Central High School. The weight given to each transfer grade will be the same as the weight given to courses at Central High School.

GPA

CHS will track both weighted and unweighted grade point averages and class ranks.

A student's grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted. Letter grades with "+" and "-" are recorded on quarter grade reports to provide additional information to students and parents/guardians; however, the letter grade with a "+" or "-" will not appear on transcripts. Quality points are not affected by a "+" or "-" to letter grades.

Class rank will not be printed on transcripts. Class rank shall be based upon GPA computed to three decimal places. All course grades, except Pass/Fail courses, will be used to calculate each student's GPA. Only end of course semester grades will be used to compute GPA. Graduating students will be recognized by top percentages; top 5%, 10% and 15% at the end of seven semesters. The Valedictorian and Salutatorian will be recognized in the top 5%.

REQUESTING TRANSCRIPTS

For college applications, transcripts must be requested through SchoolLinks and will be sent by the Registrar.

PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL AND GRADUATION INCENTIVES PROGRAM ([BOARD POLICY 6:110](#))

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences

- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or English Language Learners program.

PARTICIPATION IN THE GRADUATION CEREMONY POLICY

Participation in the graduation ceremony and other senior-related activities is a privilege. Seniors who demonstrate inappropriate behavior and conduct, or exhibit poor attendance may be denied the privilege of participating in graduation ceremonies and other senior related activities.

All requirements for graduation must be completed prior to graduation. If a student does not (1) complete all requirements prior to graduation, (2) attend the graduation practice, and (3) follow the dress code guidelines for the graduation ceremony, the student may not be able to participate in the graduation ceremony.

Central 301 is committed to diversity, equity, and inclusion in every aspect of our educational institution, including the way we conduct graduation ceremonies. It is essential that all students feel celebrated, respected, and included in these

ceremonies. As such, students will be allowed to wear or accessorize their graduation attire with general items that may be used by a student to associate with, identify, or declare the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in subsection (Q) of Section 1-103 of the Illinois Human Rights Act. This includes:

- Traditional garments, accessories, or symbols that hold personal or cultural significance to honor their heritage and identity
- Attire that aligns with their gender identity
- Religious adornments or symbols that hold significance to their faith

Prohibited graduation attire or adornments may include, but are not limited to, the following:

- Adornments that promote hate speech, discrimination, or violence
- Adornments that are excessively distracting or disruptive to the ceremony
- Adornments that violate health or safety regulations, such as sharp objects or items that pose a risk to oneself or others

Administration reserves the right to review adornments and will make a determination about the appropriateness and whether they will be allowed.

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of the District to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults in the District are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents/guardians, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

STUDENT BEHAVIOR POLICY ([BOARD POLICY 7:190](#))

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

WHEN AND WHERE CONDUCT RULES APPLY

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).

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

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using a cellular telephone, video recording device, smartwatch, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct. For more information, see Board policy [7:190-E1](#).
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:
 - a. expression of gender or sexual orientation or preference, or

- b. display of affection during non-instructional time.
 - c. For information about preventing, reducing, and investigating incidences of sexting, see Board policy [4:170-AP2 E4](#).
11. Teen dating violence, as described in [Board policy 7:185](#), Teen Dating Violence Prohibited.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public school fraternity, sorority, or secret society, by:
 - (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - (a) be a threat or an attempted intimidation of a staff member;

or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

DISCIPLINARY MEASURES

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. Alternative Learning Environment. The building principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with [Board policy 7:220](#), Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with [Board policy 7:200](#), Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with [Board policy 7:210](#), Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under state law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

WEAPONS

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act* (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

RE-ENGAGEMENT OF RETURNING STUDENTS

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

REQUIRED NOTICES

A school staff member shall immediately notify the office of the building principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police, and any involved student's parent/guardian.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent and building administration is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent and building administration may issue in-school suspensions and out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions on or off school grounds) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES ([BOARD POLICY 7:230](#))

BEHAVIORAL INTERVENTIONS

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

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

DEFINITIONS OF DISCIPLINE MEASURES

DETENTIONS

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

SCHOOL & COMMUNITY SERVICE PROGRAM

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

ALTERNATIVE LEARNING ENVIRONMENT (ALE) ([BOARD POLICY 7:200](#))

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the administration.

The Superintendent or designee is authorized to maintain an alternative learning environment program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to an alternative learning environment, the allegations will be explained and the student will be given an opportunity to respond to the allegations.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work while in the alternative learning environment for equivalent academic credit.

OUT OF SCHOOL SUSPENSION

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the allegations will be explained and the student will be given an opportunity to respond to the allegations before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,

b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and

c) That the student's continuing presence in school would either:

i) Pose a threat to the safety of other students, staff, or members of the school community, or

ii) Substantially disrupt, impede, or interfere with the operation of the school.

iii) For a suspension of 45 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

EXPULSION BY THE BOARD OF EDUCATION

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in [Board policy 7:210](#).

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the District. Please see [Board](#)

[policy 7:50](#) for more information.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT ([BOARD POLICY 7:180](#))

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

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

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.

Cyber-bullying 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 social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and deans assistants.

BULLYING PREVENTION AND RESPONSE PLAN

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

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator

Dr. Matthew Haug
275 South St., Box 396
Burlington, IL 60109
matthew.haug@central301.net
847-464-6005

Complaint Managers

Kim Paulus
275 South St., PO Box 396
Burlington, IL 60109
kim.paulus@central301.net

847-464-6005

Taylor Ruiz
275 South St., PO Box 396

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. 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
- 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 Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment **discrimination** in violation of Title IX of the Education Amendments of 1972.
 - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

ANONYMOUS REPORTS

Anonymous reports can be sent through the District 301 Cares lines:

Country Trails Elementary School: CTCares@central301.net
Howard B. Thomas Grade School: HBTCares@central301.net
Lily Lake Grade School: LLCares@central301.net
Prairie View Grade School: PVCares@central301.net
Prairie Knolls Middle School: PKMSCares@central301.net
Central Middle School: CMSCares@central301.net
Central High School: CHSCares@central301.net

SEXUAL HARASSMENT PROHIBITED

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See [Board policies 2:265](#), *Title IX Sexual Harassment Grievance Procedure*, and [2:260](#), *Uniform Grievance Procedure*.

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. See [Board policy 7:185](#) for more information.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. *7:20, Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. *7:180, Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

- a. Any school staff member. 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.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
 4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
 5. Notifies students and parents/guardians of this policy.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

[Board policy 2:270](#) prohibits discrimination and harassment based on race, color, and national origin and prohibits retaliation.

- Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: harsher student discipline; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.
- Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Individuals are encouraged to report any incidents of discrimination or harassment to the District's Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable. Reports are processed under Board policy 2:260, Uniform Grievance Procedure. Violations by employees, students, or third parties may result in disciplinary action. Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information is prohibited. For further relief, individuals may contact the Illinois Department of Human Rights or the U.S. Department of Education's Office for Civil Rights.

The District has also established a prevention and response program that includes anonymous reporting, remedial interventions, and protections against retaliation. The policy is posted on the District's website, and annual notifications of the policy are provided to staff, students, and parents.

STUDENT AND FAMILY PRIVACY RIGHTS

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Please see [Board policy 7:15](#) for more information.

SURVEYS CREATED BY A THIRD PARTY

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

SURVEY REQUESTING PERSONAL INFORMATION

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as

those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or

2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

INSTRUCTIONAL MATERIAL

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

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

PHYSICAL EXAMS OR SCREENINGS

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.

2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20U.S.C. §1400 et seq.).

3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for

- Participants in Extracurricular Activities).
4. Is otherwise authorized by Board policy.

SELLING OR MARKETING, OR STUDENTS' PERSONAL INFORMATION IS PROHIBITED

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

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

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

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

NOTIFICATION OF RIGHTS AND PROCEDURES

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general

administration office.

2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

EMPLOYEE ETHICS

EMPLOYEE ETHICS; ~~CODE OF PROFESSIONAL CONDUCT~~; AND CONFLICT OF INTEREST

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks (see [Board policy 5:120](#)), and ensure its posting on the District's website, if any.

MISCELLANEOUS

STUDENT RECORDS AND DIRECTORY INFORMATION

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student, and by which a student may be identified individually, that is maintained by a school, or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in staff members' sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitations, electronic recordings made on school buses) that are created in part for law

enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

For more information, see [Board policy 7:340, 7:340 API E1](#), 7:340 API E2 (completed on-line during registration), 7:340 API E3 (completed on-line during registration), and [7:340 API E4](#).

FUNDRAISING

All fundraising by classes and school organizations, during the school day to the student body, must have prior approval of Administration (for CHS, this will be the Athletic and Activities Director).

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fundraiser
- Date and time for selling
- Person in charge
- Item(s) to be sold and dollar amount

If food and beverages are being sold as a fundraiser, during the school day to the student body, the food item must meet the USDA Smart Snacks in Schools nutrition standards. The District Food Service Director will assist teachers and students in choosing healthy fundraising ideas.

At Central High School, classes, organizations, or clubs may sell food items that do not meet the nutritional standards for USDA Smart Snacks in Schools on certain exempted fundraising days. CHS has a maximum of 9 exempt fundraising days per school year. The District's procedures are subject to change, as are the number of exempt fundraising days set by the Illinois State Board of Education. Grades K-8 do not have exempt days to sell foods for fundraising that do not meet the nutritional standards.

Fundraising for outside organizations will not be permitted during the school day.

SALE OF OBJECTS OR SERVICES

No objects, services or materials of any kind may be sold on school property without authorization of the Administration.

HALL PASSES

Students may be in the hallways during class only with a proper pass. This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher.

ID CARDS

An ID card will be given to each student. An ID card will be required for student admission to certain home and away co-curricular events. Students will also need their Student ID in order to purchase food items.

LOST AND FOUND

If you have lost something in the school building, please check the lost and found collection. If you find anything at school, on the bus, or a school-sponsored event that appears to have been lost/left by someone, give it immediately to a secretary in the school office or a staff member so that it can be saved for its rightful owner. The lost and found is kept in a clearly marked designated area within each building.

For elementary students, please label all items of clothing that a child removes during the course of a day (i.e., sweaters, mittens, hats, boots, gym shoes, etc.); proper labeling will help keep your child's things out of the lost and found.

The District may dispose of any items left in the lost and found at the end of each quarter.

PETS

Due to student allergies and school safety issues, pets are not allowed in the school building or outside of a vehicle while on school grounds. There are two exceptions to this rule. Service animals are permitted to accompany a student with a disability at all school functions, whether in or outside the classroom. Additionally, pets being dropped off for education purposes (veterinary program) are allowed on the premises. All rules and regulations with the exceptions are expected to be followed.

WAIVER AND INDEMNIFICATION

By signing the Student Handbook, you acknowledge that you and your student have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. By signing this Handbook, you waive any and all claims you or your student (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board

of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this Handbook.

To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District device issued to your student.

Draft

APPENDIX A - MIDDLE SCHOOL

TRANSPORTATION

SCHOOL ARRIVAL/DEPARTURE

Students should not arrive at school until 7:50 a.m. Pupils should also leave the school grounds immediately after dismissal in the afternoon. Pupils who are transported by district buses will be given consideration because bus schedules cannot always fit these limitations.

TRAFFIC AT SCHOOL

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when buses are loading or unloading.

PARENT PICK-UP/DROP-OFF

Central Middle School - All student pick-ups and drop-offs between the hours of 7:50 a.m. and 3:00 p.m. must be done at the front main entrance.

Prairie Knolls Middle School - Between 7:50-8:10 and 2:48-3:20, students should be dropped off and picked up using the PKMS Traffic Pattern at Door 25. All students that need to be dropped off (late to school) or picked up (early from school) must use Door 1.

GENERAL INFORMATION

SCHOOL DANCES

Students will be asked to show a valid school ID or proof of enrollment upon entrance to a school dance. Students will not be permitted to bring students outside of their school to school dances.

MIDDLE SCHOOL LOCKER & DESK RULES

1. Locker assignments are made by the student services office.
2. Students may not change lockers unless permission has been given by building administration.
3. Students are prohibited from altering their lockers so that they fail to lock.
4. Students are responsible for good order and cleanliness in the lockers and

desks assigned for their use.

5. Marking or using tape on desks or lockers is prohibited.
6. Fines may be assessed for locker and desk damage.
7. Lockers may not be decorated with profanity, obscenity and/or the display of words, pictures, or pictures of people immodestly dressed, symbols associated with alcohol, tobacco, drugs, sex, gang affiliation, weapons, or violence.
8. Students are not authorized to open any locker but their own.
9. No decals or other adhesive items may be placed on either the outside or inside of hall or gym lockers. Students who violate this policy will be charged the labor cost of having the glued items removed.

HALLWAY CONDUCT

1. Students are to walk (not run!) and keep to the right in the hallways when moving from place to place in the building.
2. Students are not to block hallway traffic by standing in groups.
3. There is to be no shouting, excessive noise, pushing or shoving in the hallways.
4. All students in the hallways during class time are required to have a pass from a teacher, counselor, or administrator.

BOOK BAGS/PURSES

Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Small bags or purses must be able to fit into an 8"x12"x5" box. If the bag does not fit under the desk or on the back of the chair, and into the box, it must be kept in the student's locker during school hours.

CONSUMPTION OF FOOD AND DRINK

Water in re-sealable plastic/metal containers is permitted. All other food and beverages follow the guidelines below.

1. Food and drink may be consumed only in the lunchroom.
2. Students are not permitted to eat or drink in the hallways, classrooms, etc. without the express permission of a teacher or administrator.
3. Open containers of food and beverages may not be kept in lockers or carried around in the school building.
4. Energy drinks at school are strongly discouraged. These drinks have been proven to be very unhealthy for adolescent students and may cause students to become distracted from their schoolwork.
5. Food brought in from the outside for the purpose of sharing is not permitted.
6. Parents/guardians may only drop off food for their own child. Food deliveries for other students are not permitted. School and office staff cannot accept food or item deliveries from third-party services (e.g., DoorDash, Uber Eats).

CANDY/GUM POLICY

Candy may be eaten in classrooms when permitted by a teacher as a reward. Gum will be allowed provided that the gum and wrappers are disposed properly in garbage cans. If gum and/or wrappers are disposed of improperly, the school may view this as an act of vandalism (See Vandalism). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

PHYSICAL EDUCATION WAIVERS

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

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

Interscholastic or extracurricular athletic programs are organized school-sponsored or school sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

APPENDIX B - CENTRAL HIGH SCHOOL

GENERAL INFORMATION

STUDENT PARKING PERMITS AND DRIVING REGULATIONS

To be eligible for a parking permit, students must hold, maintain, and provide proof of a valid Illinois Driver's License and valid car insurance. They must also be registered for the current school year, residency must be completed, and all fees must be paid. Applications will be sent to all seniors first and then remaining parking permits applications will be sent out to junior students using their school issued email before the start of the school year. Seniors with appropriate documentation will be provided with a parking permit on a first-come, first-served basis, until parking permits are no longer available. Seniors who provided incomplete documentation will be contacted one time to update their records. If documentation is not uploaded within three business days from notification, the senior will fall onto the waiting list. Two weeks after the initial senior email, juniors will have the opportunity to purchase remaining parking permits, if any. Sophomores will not be allowed to drive to school.

If granted a parking spot, students must park in their assigned, numbered spot for the entire school year. Parking permits must be displayed from the inside rear view mirror. Parking permits cannot be shared among students. Students must request permission from the Door 8 10 office to return to their vehicle during the school day.

Student parking at Central High School is considered a privilege and with parking privileges come certain responsibilities that must be assumed by the student. A student is expected to practice safe driving at all times. Students are expected to be on time to class. Therefore, if a student fails to drive safely, shows patterns of tardiness and/or is otherwise unable to demonstrate mature and responsible behavior at school, on school grounds, or at school activities or events, the student may face disciplinary consequences in addition to the loss of parking privileges. Parking permits can be revoked at any time by the Administration. A parking permit may be suspended or revoked without refund of fee as a result of student misconduct or disobedience. Students must follow the terms and conditions stated in the parking permit application.

PHYSICAL EDUCATION WAIVERS

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

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in Board policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Interscholastic or extracurricular athletic programs are organized school-sponsored or school sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

STUDENT SERVICES TEAM

The District provides a comprehensive school counseling program that provides developmentally appropriate services to all students. Students are assigned counselors alphabetically by last name. The school counseling program focuses on what all students should know, understand, and be able to do within the three main aspects of school counseling as identified by the American School Counselor Association (ASCA); academic development, personal/social development, and career development. The goal is to raise student achievement as well as focus on student outcomes, goal setting, college and career readiness, and to utilize data to inform decision-making.

The ASCA framework for a comprehensive data-driven school counseling program has four tenets:

1. Foundation: A focus on student outcomes and student competencies.
2. Delivery: Services to the students, parents, school staff, and community.

3. Management: Organizational and assessment tools reflective of the school's needs.
4. Accountability: Measurements of how the students are different as a result of the school counseling program.

Guidance Counselors are available for consultation on:

1. Orientation to school.
2. Utilizing the SchoolLinks program.
3. Testing information (PSAT, ACT, SAT).
4. Selection of high school courses best suited to the student's abilities and future plans.
5. Assistance through both individual and group counseling with personal and social problems that are impeding the student's abilities and future plans.
6. College and career research.
7. The development of four-year, post-secondary, and career plans, including information about college admission requirements, financial aid, and career information.
8. Referral to agencies outside of school.
9. Attending on campus college visits with college admission representatives.

Students are encouraged to make an appointment in the Student Services office to meet with their assigned counselor.

APPENDIX C - MIDDLE SCHOOL ATHLETICS & ACTIVITIES
HANDBOOK



ATHLETICS & ACTIVITIES HANDBOOK

INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

Participation in competitive interscholastic athletics and co-curricular activities (at times referred to collectively as “extracurricular activities”) at CMS/PKMS is a privilege, not a right.

Participation in extracurricular activities is an important part of a student’s development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, and respect for rules and regulations. In addition, students who participate in extracurricular activities serve as ambassadors of the school and role models for their peers. By accepting the privilege of participation in extracurricular activities, the student becomes a representative of both CMS/PKMS and Central Community Unit School District # 301, whether the student is on the playing field, in competition, in practice, in the classroom, or in the community. Individuals who serve in this capacity have a special responsibility to ensure that their actions reflect positively on CMS/PKMS and the community.

The decision to participate in extracurricular activities, therefore, involves a commitment by the student to adhere to the rules outlined in this Athletics & Activities Handbook. The Handbook goes into effect when a student begins participation in a CMS/PKMS extracurricular activity and is in effect for the duration of the extracurricular activity; it applies year-round (24/7, 365 days). Each student is responsible for adhering to the Handbook to ensure a positive experience for all District students. Students who violate the Handbook will be subject to disciplinary consequences, up to and including dismissal from extracurricular activities, as set forth in the Handbook. Depending on the nature of the violation, students also may be subject to discipline under the District’s student discipline policy, up to and including suspension or expulsion from school.

Extracurricular activities are for the benefit of students and are meant to supplement students’ educational program at CMS/PKMS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are never a reason for an absence from class or school or not completing schoolwork.

In order to participate in CMS/PKMS extracurricular activities, students and their parent(s)/guardian(s) must sign the CMS/PKMS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity. This form will be available for an electronic signature during the registration process on rSchool.

REGISTRATION ON rSCHOOL

Information regarding individual interscholastic athletics can be found on each school's rSchool website (<https://ccusd301-ar.rschooltoday.com/>). Links to the rSchool website including registration helpful hints and game schedules are found on the PKMS and CMS websites under the Athletics tab. General questions about CMS/PKMS athletics can be directed to the **Middle School** Athletic/Activity Coordinator, **Vince Govea** at vince.govea@central301.net. ~~Ted Juske or Curtis Price at ted.juske@central301.net or curtis.price@central301.net~~ or by phone at 847.464.6038.

PROGRAMS

District #301 maintains 7th and 8th grade athletic programs in Football, Volleyball, Basketball, Cheerleading, and Track. Wrestling, Cross Country and the Scholastic Team are available to 6th, 7th, and 8th graders. Intramural programs may be offered throughout the year for 7th and 8th grade students (including Scholastic Bowl at the 6th grade level). Students participating in intramural programs will be held to the same expectations and standards as students in the other athletic programs.

TEAM SIZE LIMITATIONS

Maximum team sizes for the combined teams are:

- Football - 50 seventh and 50 eighth graders
- Volleyball - 20 seventh and 20 eighth graders (Intramurals may be offered)
- Basketball - 20 seventh and 20 eighth graders (Intramurals may be offered)
- Cheerleading - 20 seventh and 20 eighth graders
- Wrestling – 20 sixth through eighth graders (away meets limited to one traveling bus)
- Track – 130 seventh and eighth graders
- Cross Country – 100 sixth through eighth graders
- Scholastic Bowl – 16 sixth through eighth graders

Clubs and other extracurricular activities may establish their own rules and policies that may specifically apply to that activity. These expectations will be shared at the beginning of each activity with students and parents.

ACADEMIC ELIGIBILITY

Middle school rules require that a weekly check be made on the eligibility and an eligibility list is developed. In order to have an accurate assessment of a student's progress, a weekly eligibility report will be run by the athletic director on Thursday of each week. Each coach will receive the eligibility list. Students will have until Friday by the end of school day to improve their grades. If not improved, then the student will be considered academically ineligible for the next week. Under no circumstances are students who are ineligible permitted to dress or participate in a contest.

When a student is declared ineligible on the weekly eligibility report, he/she will be ineligible from Monday of the following week through Sunday. Upon the third occurrence of ineligibility, a student may be removed from the team with the approval of the Athletic/Activity Coordinator.

Competitions may not be used as an excuse to miss any assigned disciplinary consequence.

Draft

Students who receive the following grades on the weekly eligibility form will be ineligible for the following week:

- One failing grade (F), or
- More than two warning grades (Ds).

Ineligible students may continue to practice with the team but may not participate in any contests. Ineligible students may attend home contests but may not travel to away contests.

In order to be considered eligible for the “next” activity within a school year, or the following year, students must have uniforms and/or equipment from the previous activity turned in or have the cost of replacement provided to the school.

ATTENDANCE AT PRACTICES & CONTESTS DURING INELIGIBILITY

Ineligible students are prohibited from participating in any contest during the period of ineligibility. However, students also are expected to attend and participate in all practices or meetings. Failure to attend practice(s), meeting(s), and contest(s) during the period of ineligibility will result in consequences consistent with the rules for that particular extracurricular activity. Additionally, students are expected to attend all home contests during the period of ineligibility. Ineligible students may not travel with the team for away contests. Students are not permitted to dress in the team uniform for a contest, but are expected to dress consistent with team expectations.

ATTENDANCE POLICY

ABSENCES

A student must be in school to try out for an extracurricular activity. However, if the student is absent for part or all of a school day due to an excused absence and must miss the try out, the student will be given an opportunity to try out for the extracurricular activity once he/she returns to school. Contact the appropriate coach in order to request a make-up try out. Any make-up try out must be approved by the Athletic/Activity Coordinator. If the absence is planned and known in advance, a scheduled, modified, tryout should be arranged with the head coach prior to the original tryout date.

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

Recognized excused absences are: a student's personal illness; a death in the immediate family; a family emergency; observance of a religious holiday; medical appointment with note from the physician; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health; situations beyond the control of the student (e.g., court appearances); other reasons approved by the Superintendent or designee.

FIELD TRIPS

Field trips during the school day are treated as if the student was in school on that day for purposes of participation in an extracurricular activity contest or practice/meeting.

SUSPENSIONS/EXPULSIONS

Students who are assigned to an Alternative Learning Environment on school grounds or who are suspended out-of-school are prohibited from participating in any extracurricular activities during the term of their assignment to the alternative learning environment or out-of-school suspension; this includes but is not limited to any practice, meeting, contest, and performance. If the Alternative Learning Environment assignment or out-of-school suspension period continues through end of the school day on Friday or includes a weekend or non-student attendance day (e.g., school holiday, break, institute day), the student is prohibited from participating in any extracurricular activities during that weekend or non-student attendance day. The student is not permitted to participate in the extracurricular activity until he/she returns to school following the alternative learning environment assignment or out-of-school suspension. After a student's return following an out-of-school suspension, the coach(es)/sponsor(s) have the discretion to determine the student's subsequent participation in extracurricular activity.

In the event a student is expelled from school, he/she will be immediately expelled from participation in any extracurricular activity for the remainder of the school year.

If a student is under investigation for violation of the Code of Conduct or other school rule or policy, the student is permitted to participate in an extracurricular activity unless the student is temporarily suspended from the activity pending the outcome of the investigation. This determination is within the sole discretion of the Administration or Athletic/Activity Coordinator.

Any exception to these attendance policy requirements must be approved by the Administration or Athletic/Activity Coordinator prior to the contest or practice/meeting.

P.E. EXCUSES

Students with a medical excuse from P.E. may not participate in an athletic team practice or contest for the period of time covered by the medical excuse. Depending on the nature of the medical excuse from P.E., the student may be required to provide documentation from the student's health care provider clearing the student to return to participating on an athletic team. See below for additional information regarding the District's concussion policy and procedures.

CONSEQUENCES

The following consequences will be issued for unexcused absences:

Football, Volleyball, Basketball, Cheerleading:	XC, Track, Scholastic Bowl, Wrestling:
1st offense - Limited playing time for one competition	1st offense - Warning
2nd offense - Half of a competition suspension	2nd offense - 1 full competition suspension
3rd offense - 1 full competition suspension	Subsequent offenses - 1 full competition suspension
Subsequent offenses - 1 full competition suspension	

ATHLETIC TEAM ELIGIBILITY & PARTICIPATION

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in interscholastic athletics are subject to the eligibility and participation requirements set forth in this section and as established by the individual athletic team.

Students may participate in only one interscholastic athletic team at a time, unless an exception is requested and approved by the head coach of each team, as well as the Athletic/Activity Coordinator. Requests will be determined on a case-by-case basis.

Prior to participating in an interscholastic athletic team, including trying out for the team, the student must be approved by the Athletics & Activities Office. To receive approval, the student must:

1. submit proof of a current sports physical (annual requirement); valid for 395 days.
2. register for each sport on the rSchool website (<https://ccusd301-ar.rschoolday.com/>)
3. have turned in all equipment/uniforms from any interscholastic athletic team the previous season.

The required pre-participation forms are available online and will be completed during the registration process. These include the Middle School Athletics & Activities Handbook Acknowledgement Form and the IESA Sports Medicine Acknowledgement & Consent Form (concussions, performance enhancing substances, and steroids). The sports physical form is also available online.

If a student is selected for an interscholastic athletic team, the \$100 participation fee must be paid before the first athletic contest. Scholastic Bowl participation fee is \$35. Central Middle School and Prairie Knolls Middle School have a \$300 family athletic fee cap. This family cap only applies to Middle School athletic fees.

Prior to the start of each athletic team season, students and their parents(s)/guardian(s) are required to attend a pre-season meeting regardless of whether the student and his/her parent(s)/guardian(s) have previously attended one or more pre-season meetings for previous seasons or school years. The purpose of the meeting is for the Athletic/Activity Coordinator and coaches to provide pertinent information regarding CMS/PKMS interscholastic athletics activities and team policies. If a student and his/her parents(s)/guardian(s) fail to attend the pre-season, the student is not eligible to participate on the athletic team until the student and his/her parents(s)/guardian(s) communicate with the Athletic/Activity Coordinator and/or coach.

IESA ELIGIBILITY

Each student participating in an IESA interscholastic activity must satisfy IESA's eligibility requirements. More information can be found at www.iesa.org.

ATHLETIC TEAM TRYOUT POLICY

Tryout Rules:

In the event that a tryout is needed to determine the number of maximum students kept on the school's A/B team, every participant must attend the tryout to make the team. Students who are unable to attend the tryouts must give advance notice to the coach and building athletic director. They must also have an excusable reason why (illness, injury, vacation, family death) they are missing tryouts. Students who are unable to tryout due to injury or illness must complete a tryout or modified tryout within one week of the original tryout to make the team. Students who are on vacation will be required to schedule and complete a tryout prior to the scheduled tryout dates with the coach at the approval of the Athletic/Activity Coordinator.

CARE OF EQUIPMENT & UNIFORMS

All uniforms and equipment issued by the District are the property of the District. Students are expected to care for and not abuse uniforms and equipment loaned to them for participation on an athletic team. Uniforms and equipment are only to be worn during CMS/PKMS contests and practices, or as otherwise directed by the coach(es).

Uniforms and equipment issued to students by CMS/PKMS for participation on an athletic team must be returned within one (1) week after the last contest, meeting, or performance of the year or season, or within one (1) week after a student quits the team, is dismissed from the team, or is expelled from school. Lost, not-returned, or stolen items are the responsibility of the student and his/her parent(s)/guardian(s), and the student and his/her parent(s)/guardian(s) must reimburse the District for all replacement costs of any uniforms or equipment issued to a student but not returned. All damaged uniforms and equipment must be repaired or replaced. The repair or replacement bill(s) is the responsibility of the student and his/her parent(s)/guardian(s), unless a student's uniform or District-issued equipment is damaged during participation in an athletic practice or contest, in which case the District will assume responsibility for repair or replacement. No student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned.

ATHLETIC LOCKERS

Students who participate on an athletic team may be assigned a locker. Each student must use only the locker assigned to him/her and must keep the locker and

its contents in good order. It is the student's responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both its interior and exterior, are the student's responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary consequence may be assessed for locker damage. In addition, no student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless he/she pays for any locker damage for which he/she is responsible.

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, school authorities may inspect and search lockers, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in lockers or in their personal effects left inside a locker. Any items discovered as result of a locker search may be confiscated and used as evidence in school-related investigations and may result in disciplinary action under the Code of Conduct as well as the CMS/PKMS and District student discipline rules and policies.

TEAM RULES

The coach(es) for each athletic team may establish rules for his/her/their team. These rules may include, but are not limited to, team expectations and requirements, practice schedule/location and practice and game attire. Student-athletes who violate team rules may be subject to disciplinary consequences as determined by the coach(es), up to and including dismissal from the team. Team rules are an extension of the code of conduct rules established in Board Policy 7:240.

TRANSPORTATION

EXPECTATIONS

- Students must be ready to depart from school or other designated location at the assigned time.
- Students are not to enter the bus/vehicle with cleats on or dirty shoes (these must be cleaned before entering the bus/vehicle).
- Students are to enter or exit the bus/vehicle through the front and designated door(s) only, not the rear or other emergency door.
- Students are not to board the bus/vehicle unless directed to by the coach/sponsor.

- Food may be consumed on the bus/vehicle with permission of the coach/sponsor.
- Students must pick up all garbage and remove all personal belongings from the bus/vehicle.
- Students who misbehave on the bus/vehicle may be subject to disciplinary action under the Code of Conduct as well as the CMS/PKMS and District student discipline rules and policies.

To/FROM EXTRACURRICULAR ACTIVITIES

All students participating in an extracurricular activity that is not being held at CMS/PKMS must use the transportation provided by the District to the activity and are encouraged to use District transportation from the activity.

In a situation where a student’s parent/guardian requests to transport his/her student home at the conclusion of the activity, a “sign-out” sheet will be provided by the coach for parents/guardians to sign their own child out at the conclusion of the contest. If a student will be transported home from an athletic event by another student’s parent/guardian, both families must notify both the Head Coach and Athletic/Activity Coordinator no later than 11:00 AM on the day of the contest with the transportation arrangements home from the athletic event. Both athletes will need to be signed out on the away contest sheet prior to departure.

Please contact the Athletic/Activity Coordinator with any questions.

PARENT PICK-UP

Any student who is not picked up within fifteen minutes of the end of the scheduled event will face the following consequences:

Football, Volleyball, Basketball, Cheerleading:	XC, Track, Scholastic Bowl, Wrestling:
1st offense - Limited playing time for one competition	1st offense - Warning
2nd offense - Half of a competition suspension	2nd offense - 1 full competition suspension
3rd offense - 1 full competition suspension	Subsequent offenses - 1 full competition suspension
Subsequent offenses - 1 full competition suspension	

The following is a protocol used to ensure that students get home safely from after-school athletics and clubs. Parents or guardians of students involved in extracurricular activities are responsible for arranging transportation for their children from school in a timely manner. When this is not the occurrence, the following protocol will be followed by the coach or supervisor:

1. If the student's ride does not arrive at the designated time, the student will be provided a phone to call the arranged ride. If the original ride cannot be reached, the student will be given the opportunity to call relatives, etc. for an alternative ride.
2. If the student cannot reach anyone, the coach or supervisor will attempt to call every phone number the school has listed for that student. *(At registration, parents are asked to fill out home, work, cell and emergency contact phone numbers)*. Coaches and supervisors will have these numbers readily available at all times.
3. If no one can be reached, coaches and supervisors will continue to periodically call the numbers up until one hour after (a) the home practice / event has ended or (b) an away event bus **arrives** at school.
4. After one hour, the coach or supervisor will contact the Police Department to ensure the student **has** safe transportation home.
5. School administration will contact the parents the following day to discuss the previous day's happenings.

Note to Parents/Guardians: If there is anyone else you would like the school to contact before the Police, please notify the school office.

MISCELLANEOUS

REFUNDING PARTICIPATION FEES

A full refund of fees for extracurricular activities will be made only if a student is cut or quits before the first contest. If a student has already received equipment or (a) uniform(s), the participation fee will not be refunded unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned.

INTRAMURALS

Intramurals may be offered for Volleyball, Boys' Basketball, Girls' Basketball, and Scholastic Bowl.

The purpose of the Intramural program is to have participation in activities while providing the opportunity to improve skills.

Intramurals may or may not exist depending on the number of students interested and the number of coaches available for each activity.

Two ways to join Intramurals:

1. If you try out and do not make the travel team you have the option to join Intramurals.
2. If you do not want to join the travel team and would like to only join Intramurals you must sign up with the athletic director prior to tryouts for that sport or within one week of the conclusion of tryouts.

Intramural players will follow the same team and school rules.

Intramural practice schedules will be made available at the beginning of each season.

Size limitations for Intramurals

- Minimum number of participants is ten.
- There is no maximum number of participants.

COMMUNICATION WITH EXTRA-CURRICULAR COACH/SPONSOR

Parent/Coach Relationship:

Both parenting and coaching are extremely challenging roles. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to students. As parents/guardians, you have a right to understand the expectations that accompany your student's participation in an extracurricular activity.

This begins with clear communication from the coach(es) of your student's athletic team.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR STUDENT'S COACH

- Coaching philosophy
- Expectations for your student as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment, off-season conditioning
- Procedures that will be followed should your student be injured during participation
- Discipline that may result in the denial of your student's participation

COMMUNICATION COACHES EXPECT FROM PARENTS/GUARDIANS

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance

As your student becomes involved in the CMS/PKMS athletic program, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your student wishes. Although it may not seem so at the time, disappointment is a normal and natural part of life and also an important part of a student's developing maturity. At these times, discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- The treatment of your student, mentally and physically
- Ways to help your student
- Concerns about your student's behavior

It is very difficult to accept your student not playing as much as he/she or you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved on the team. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other matters, such as those which follow, must be left to the discretion of the coach(es).

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

- Playing time
- Team Strategy
- Play calling
- Other student-athletes

There may be circumstances that require a conference between the coach and the parent/guardian (and, if appropriate, the student). It is important that all parties involved have a clear understanding of each other's interests. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

PROCEDURES FOR DISCUSSING A CONCERN WITH A COACH

1. Call or email the coach and request to schedule an appointment.
2. If the coach cannot be reached, contact the Athletic/Activity Coordinator. A meeting time with the coach will be arranged.
3. Please do not confront a coach immediately before or after a practice or contest. The coach has many other responsibilities to attend to during this time period. Additionally, the excitement or disappointment related to the practice or contest can contribute to unproductive emotions. Meetings of this nature do not promote resolution.

If the coach does not provide a satisfactory resolution to your concern, contact the Athletic/Activity Coordinator to schedule an appointment. At this meeting, any appropriate next step(s) can be determined.

CPR AND AED TRAINING

Education of staff, students, and parents is an integral part of ensuring our students are safe. Please view the training video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) posted on il.8to18.com/bcms for Central Middle School and il.8to18.com/prairieknolls for Prairie Knolls.

CONCUSSIONS

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see [Board policy 7:305](#) for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at il.8to18.com/bcms for Central Middle School and il.8to18.com/prairieknolls for Prairie Knolls. If you have questions regarding concussions or the District's concussion management program, please contact the Athletic/Activity Coordinator or School Nurse.

CODE OF CONDUCT

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES ([BOARD POLICY 7:240](#))

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.

The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants

and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

SEX EQUITY

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

DISCIPLINE

As stated previously, participation in CMS/PKMS extracurricular activities is a privilege, not a right. Accordingly, the Athletic/Activity Coordinator is authorized to discipline students for violations of this Code of Conduct as well as other misconduct not specified below. The discipline may range from a disciplinary conference, or restitution, to suspension or dismissal from a particular extracurricular activity or all extracurricular activities. Discipline issued by the Athletic/Activity Coordinator under the Code of Conduct is separate from any disciplinary consequences issued by the CMS/PKMS Administration pursuant to the CMS/PKMS and District student discipline rules and policies. A student may receive both types of disciplinary consequences for the same offense. Please see [Board policy 7:240](#) for more information.

DEFINITIONS OF OFFENSES

- Any possession, use, sale, distribution, or attempt to obtain possession of tobacco or nicotine products, e-cigarettes, vaporizers, or any comparable product.
- Any possession, use, sale, distribution, or attempt to obtain possession of prohibited substances, including, but not limited to: marijuana, controlled substances, steroids or other performance enhancing drugs, look-a-like drugs, or beverages containing alcohol. This includes a student's presence at a place (other than a religious ceremony or family gathering) where any prohibited substance is being used in an unlawful manner; e.g., a party or gathering where alcohol is being consumed by minors. It is the student's responsibility to be aware of all activities taking place at a party or gathering immediately upon arrival and throughout the duration of his/her stay.
- Conduct in violation of school rules and policies, as set forth in the PKMS/CMS Student Handbook and Board of Education policy, or that could be found to violate IESA rules and regulations, local ordinance, or State or federal law.

HAZING/BULLYING

In addition to the offenses listed above, the District recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing/bullying or initiation rites for any co-curricular or school-related activity. “Hazing/Bullying” refers to any act, whether physical mental, emotional, or psychological, intentional or otherwise, including when such acts are committed through social media, or other electronic means, which subjects an individual student or group of students, to any situation or expectation that may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate, or compromise such student or group of students’ inherent dignity as a person(s).

Hazing/Bullying includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;
- Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substances that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;
- Any activity that includes the victimization of another student, sexual harassment, or sexual violence; or
- Any activity that includes, causes or requires the student to perform a task that involves a violation of state or federal law.

Any student involved in hazing/bullying or initiation rites will be subject to disciplinary action. This action may include, but is not limited to, dismissal from the activity or athletic team, exclusion from participation in subsequent school activities and/or suspension or a recommendation to the school board for expulsion from school. These rules apply to all students during the school year, summer, in-season or out-of- season, on or off school property, during or outside of school hours. The student may face separate and/or additional disciplinary consequences as outlined in the Student Handbook.

PROCEDURES

- Investigation of Alleged Violation of the Code of Conduct:
 - When a violation of the Code of Conduct is reported to the Athletic/Activity Coordinator or Building Administration, the Athletic/Activity Coordinator will commence an investigation. As part of the investigation, and as appropriate to the circumstances, the Athletic/Activity Coordinator may meet with the student, other student(s), staff member(s), other individuals with knowledge about the alleged violation, and/or the extracurricular activity coach(es)/sponsor(s), and will review any and all pertinent documentation or other evidence.
 - After completing his/her investigation, the Athletic/Activity Coordinator or Building Administration will meet with the student and his/her parent(s)/guardian(s) to discuss the findings of the investigation and the consequence(s), if any. The Athletic/Activity Coordinator's written decision will be sent to the student's parent(s)/guardian(s) via email.
 - During the Athletic/Activity Coordinator's investigation into an alleged violation of the Code of Conduct, the student is suspended from all participation in the extra-curricular activity(ies), including all contests, practices/meetings, and any team/activity events. In addition, the student may not tryout for another extracurricular activity during the investigation.
- Voluntary Admission: A student may voluntarily admit that he/she violated the Code of Conduct and forgo the Athletic/Activity Coordinator's investigation. Voluntary admission is available only to students who:
 - Are not currently under investigation for the violation of the Code of Conduct at the time he/she makes the voluntary admission;
 - Have not had prior violations of the Code of Conduct;
 - Agree to participation in a formal substance abuse assessment program at a school-approved agency.

The Athletic/Activity Coordinator or Building Administration will schedule a meeting with the student and his/her parent(s)/guardian(s) to discuss the student's voluntary admission and compliance with the above terms. If a student fails to fulfill the above terms, the voluntary admission will count as a First Offense and the student will be required to serve that consequence.

Voluntary admission is available to a student only one time during the student's middle school career.

- **Appeal of Consequence for Violation of the Code of Conduct:** Because participation in extracurricular activities is a privilege and not a right, such participation is not protected by the same due process procedures applicable to regular educational programs. A student may appeal a Code of Conduct consequence to the Building Principal or designee. The request must be made in writing within five (5) days of the issuance of the consequence. The Building Principal or designee will review the appeal request, investigation information/documentation, and the Athletic/Activity Coordinator's determination. The Building Principal or designee may meet with student(s), staff member(s), and/or individuals with knowledge about the alleged violation. The Building Principal or designee then will issue his/her decision in writing. During the appeal process, the consequence imposed by the Athletic/Activity Coordinator remains in effect. The Building Principal's or designee's decision is final.
- **Appeal of Total Suspension from Athletic or Co-Curricular Activity:** A student who is enrolled at PKMS, and is currently suspended from participation in any interscholastic athletic activity and/or co-curricular activity while enrolled at that school, (third offense), may, along with his/her parent(s)/guardian(s), submit a written request to the Building Principal or designee, asking that a review be held to consider reinstatement of eligibility. This request may not be made prior to one (1) calendar year from the date of the suspension for the third offense (please refer to **CONSEQUENCES**). The burden of proof to show that the student has made appropriate changes in his/her behavior (including completion of a school-approved treatment program) is the responsibility of the student and her/his parent(s)/guardian(s). The Building Principal's or designee's decision is final.

CONSEQUENCES

For students who participate in interscholastic athletic activities and hold executive leadership positions in co-curricular activities, any consequence issued for violating the Code of Conduct applies to both activities based on the offense levels set forth below.

The Athletic/Activity Coordinator retains the sole discretion to declare a student ineligible from trying out for and joining another interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity while he/she currently has any unserved suspension pending. A student is prohibited from trying out for and joining an interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity for the sole purpose of serving a penalty to avoid missing all or part of a season with his/her primary interscholastic athletic team or co-curricular activity.

Consequences assessed prior to a student entering a new attendance center shall not apply to the student's cumulative disciplinary record

Tobacco & Comparable Product Offenses

- Interscholastic Athletics
 - First Offense: The student will be suspended for 40% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletic/Activity Coordinator) beginning with the current season (if the student is “in season”) or next season of participation for the student. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student’s participation.
 - Second Offense: The student will be suspended from participating in any interscholastic athletic activity for one (1) full season. If the suspension continues past the conclusion of the season, the consequence will be continued into the beginning of the next season of the student’s participation.
 - Third Offense: The student will be suspended from participating in any interscholastic athletic activity for the rest of the student’s schooling in his/her attendance center.

Prohibited Substances Offenses

- Interscholastic Athletics
 - First Offense: The student will be suspended for 50% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletic/Activity Coordinator) beginning with the current season (if the student is “in season”) or next season of participation for the student. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student’s participation.
 - This consequence may be reduced to 25% of the scheduled contests if the student-athlete voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency.
 - Second Offense: The student will be suspended from participating in any interscholastic athletic activity for one (1) calendar year.
 - This consequence may be reduced to one (1) season if the student-athlete agrees to voluntarily participate in a formal substance abuse assessment program at a school-approved agency.

- o Third Offense: The student will be suspended from participating in any interscholastic athletic activity for the rest of the student's career at that attendance center.
- Co-Curricular Activities
 - o First Offense: The student will be suspended from participating in any co-curricular activities for a period of eighteen (18) weeks of school (exact number of days to be determined by the Athletic/Activity Coordinator).
 - This consequence may be reduced to 9 weeks of school if the student voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency.
 - o Second Offense: The student will be suspended from participating in any co-curricular activities for a period of one (1) calendar year (exact dates to be determined by the Athletic/Activity Coordinator).
 - This consequence may be reduced to one (1) semester if the student agrees to voluntarily participate in a formal substance abuse assessment program at a school-approved agency.
 - o Third Offense: The student will be suspended from participating in any co-curricular activity for the remainder of the student's career at that attendance center.

Conduct Offenses: The following consequences are not issued in progressive manner and may be combined.

- Conference with student, coach(es)/sponsor(s), parent(s)/guardian(s), and/or the Athletic/Activity Coordinator.
- Temporary suspension from contests and/or practices/meetings.
- Suspension for one-third (1/3) of season by contests or 6 weeks for activity.
- Suspension for remainder of season or activity in current school year.
- Suspension for remainder of season and up to one-third (1/3) of next season, or remainder of the activity in the current school year and up to 6 weeks of the activity the next school year.
- Suspension for remainder of the student's career at that attendance center.
- Restitution for vandalism or destruction of property.

PARTICIPATION IN SUBSTANCE ABUSE ASSESSMENT PROGRAM

A student's participation in the Substance Abuse Assessment Program is cumulative over the student's career at that attendance center for a maximum of two times. If a student wishes to participate in a substance abuse assessment program to reduce the imposed extracurricular activity consequence outlined above, the following rules apply:

- The program must be approved by the Building Principal or designee.
- The program must be scheduled and started within 10 school days of the start of the consequence period.
- If the program is not completed within 30 school days of the start of the program, the full suspension penalty will be in force. If a program is longer than 30 school days, it must be completed within the timeframe specified by the program. It is the student's and his/her parent(s)/guardian(s)'s responsibility to notify the Athletic/Activity Coordinator if the program is longer than 30 school days.
- The student must agree to complete the follow-up activity developed by the Athletic/Activity Coordinator or designee in collaboration with the program within the established timeframe.
- The student's parent(s)/guardian(s), and/or student if required, must sign a consent form that allows the program and CMS/PKMS school officials to exchange information and documentation regarding the student's participation in the program, program completion, and any recommended follow-up activities.
- If the student does not complete the agreed-to follow-up activity within the timeframe established by the agency or the school, the consequence will be reinstated in full. If the student has participated in any contests based on the assumption that the follow-up activity would be completed, additional suspension from contests will be added to the end of the initial suspension period.
- The student and/or the student's parent(s)/guardian(s) are responsible for all costs associated with the program and any follow-up activities.

APPENDIX D - CENTRAL HIGH SCHOOL ATHLETICS & ACTIVITIES
HANDBOOK

CENTRAL
SCHOOL DISTRICT 301



BETTER PEOPLE, BETTER STUDENTS, BETTER ATHLETES

ATHLETICS & ACTIVITIES HANDBOOK

INTERSCHOLASTIC ATHLETICS AND CO-CURRICULAR ACTIVITIES

Participation in competitive interscholastic athletics and co-curricular activities (at times referred to collectively as “extracurricular activities”) at CHS is a privilege, not a right.

Participation in extracurricular activities is an important part of a student’s development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, and respect for rules and regulations. In addition, students who participate in extracurricular activities serve as ambassadors of the school and role models for their peers. By accepting the privilege of participation in extracurricular activities, the student becomes a representative of both Central High School and Central Community Unit School District # 301, whether the student is on the playing field, in competition, in practice, in the classroom, or in the community. Individuals who serve in this capacity have a special responsibility to ensure that their actions reflect positively on CHS and the community.

The decision to participate in extracurricular activities, therefore, involves a commitment by the student to adhere to the rules outlined in this Athletics & Activities Handbook. The Handbook goes into effect when a student begins participation in a CHS extracurricular activity and is in effect for the duration of the extracurricular activity; it applies year-round (24/7, 365 days). Each student is responsible for adhering to the Handbook to ensure a positive experience for all District students. Students who violate the Handbook will be subject to disciplinary consequences, up to and including dismissal from extracurricular activities, as set forth in the Handbook. Depending on the nature of the violation, students also may be subject to discipline under the District’s student discipline policy, up to and including suspension or expulsion from school.

Extracurricular activities are for the benefit of students and are meant to supplement students’ educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

To participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form before participation in each interscholastic athletic team or co-curricular activity.

Co-CURRICULAR ACTIVITIES

A complete list of the co-curricular activities offered by CHS can be found on the District’s website at <https://chs.central301.net>. Information regarding individual co-curricular activities can be found on the District’s website

(<https://chs.central301.net>) under the Activities tab or by contacting the activity sponsor or the Athletics & Activities Office at 847-464-6038.

INTERSCHOLASTIC ATHLETICS

A complete list of the interscholastic athletics offered by CHS can be found on the District's website at <https://chs.central301.net>. Information regarding individual interscholastic athletics, including contest and practice schedules, can be found on the website <https://wearecentral.net/> and [Central athletics calendar](#) or by contacting the head coach or the Athletics & Activities Office at 847-464-6038.

ACADEMIC ELIGIBILITY

Eligibility to try out for all CHS extracurricular activities is determined at the time of tryouts. A student who does not meet the semester eligibility requirement at the time of tryouts will not be permitted to tryout for an extracurricular activity. Eligibility to participate in all CHS extracurricular activities is determined on a weekly and semester basis. The weekly eligibility is based on a point system based on the student's current grades and semester eligibility is based on the student's semester grades.

Weekly Eligibility

Each week, on Thursday at 1:00pm, an eligibility report is generated by the Athletics & Activities Office. The Athletics & Activities Office notifies coaches/sponsors of any students on their respective teams/activities who are ineligible. Then, the coach/sponsor individually notifies the student(s) on their team/activity who are ineligible. In addition, the coach/sponsor also notifies the parent(s)/guardian(s) of each ineligible student via email.

Weekly eligibility for participation in all CHS extracurricular activities is based on a point system using semester-to-date cumulative grade earned by the student in the classes in which the student is currently enrolled. Under this system, an "F" equals 2 points and a "D" equals 1 point. The grades for courses in which the student receives more than one credit will be adjusted proportionally. If a student has 4 or more points in a week, the student will be ruled ineligible.

When a student is determined to be ineligible, the period of ineligibility starts on the Sunday following the Thursday notification and remains in effect for 1 calendar week (Sunday through Saturday) or until the student has accumulated less than 4 points on the weekly eligibility check and, thus, is academically eligible to participate. If a student becomes eligible during the week of ineligibility, the student must continue to serve the full week of ineligibility.

If a student is academically ineligible for a second consecutive week, the coach/sponsor will individually notify the student and the Athletics & Activities Office will notify the student's parent(s)/guardian(s) via email. Parent(s)/guardian(s) are requested to acknowledge receipt of the email notification.

If a student is academically ineligible for a third consecutive week, the coach/sponsor will individually notify the student and the Athletics & Activities Office will contact the student's parent(s)/guardian(s) to schedule a meeting with the student and the parent(s)/guardian(s) to discuss possible removal of the student from the extracurricular activity.

Semester Eligibility

Semester eligibility is based on the student's semester grades. If the student fails to pass 25 credit hours or five (5) classes in a semester, the student will be ineligible to participate in any extracurricular activities for the following semester. For example, if a student does not pass five (5) classes the first semester, then the student will be academically ineligible to participate in any extracurricular activities second semester. Likewise, if a student fails the second semester, then the student will be academically ineligible to participate in any extracurricular activities the first semester of the next school year. Students are not reinstated to academic eligibility until they have served a full semester of ineligibility. For those who participate in a winter sport that fails a semester, would be unable to participate in the 2nd semester of that season. The Athletics & Activities Office will notify the student and his/her parent(s)/guardian(s) via email of the student's academic ineligibility for the following semester.

If the student fails two or more classes during the semester of ineligibility, the student will be ineligible to participate in any extracurricular activities in the semester following the current semester of ineligibility. The Athletics & Activities will contact the student's parent(s)/guardian(s) via email to notify them of the student's continued academic ineligibility for the following semester.

Attendance at Practices & Contests During Ineligibility

Ineligible students (weekly or semester) are prohibited from participating in any contest during the period of ineligibility. However, students also are expected to attend and participate in all practices or meetings. Failure to attend practice(s), meeting(s), and contest(s) during the period of ineligibility will result in consequences consistent with the rules for that particular extracurricular activity. Additionally, students are expected to attend all contests during the period of ineligibility. Students are not permitted to dress in the team uniform for a contest, but are expected to dress consistent with team expectations.

ATTENDANCE ELIGIBILITY

ABSENCES

A student must be in school to try out for an extracurricular activity. However, if the student is absent for part or all of a school day due to an excused absence and must miss the try out, the student will be given an opportunity to try out for the extracurricular activity once he/she returns to school. Contact the Athletics &

Activities Office in order to request a make-up try out. Any make-up try out must be approved by the Athletics & Activities Director or designee.

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

For additional information regarding excused absences, see the CHS Student Handbook, Absences section. Recognized excused absences are: a student's personal illness; a death in the immediate family; a family emergency; observance of a religious holiday; medical appointment with note from the physician; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health; situations beyond the control of the student (e.g., court appearances); other reasons approved by the Superintendent or designee.

FIELD TRIPS

Field trips during the school day are treated as if the student was in school on that day for purposes of participation in an extracurricular activity contest or practice/meeting.

SUSPENSIONS/EXPULSIONS

Students who are assigned to an alternative learning environment on school grounds or who are suspended out-of-school are prohibited from participating in any extracurricular activities during the term of their assignment to the alternative learning environment or out-of-school suspension; this includes but is not limited to any practice, meeting, contest, and performance. If the alternative learning environment assignment or out-of-school suspension period continues through end of the school day on Friday or includes a weekend or non-student attendance day (e.g., school holiday, break, institute day), the student is prohibited from participating in any extracurricular activities during that weekend or non-student attendance day. The student is not permitted to participate in the extracurricular activity until he/she returns to school following the alternative learning environment assignment or out-of-school suspension. After a student's return following an out-of-school suspension, the coach(es)/sponsor(s) have the discretion to determine the student's subsequent participation in extracurricular activity.

In the event a student is expelled from school, he/she will be immediately expelled from participation in any extracurricular activity for the remainder of the expulsion

and may return after the terms and conditions of the expulsion have been met and a meeting with the administration has occurred.

If a student is under investigation for violation of the Code of Conduct or other school rule or policy, the student is permitted to participate in an extracurricular activity unless the student is temporarily suspended from the activity pending the outcome of the investigation. This determination is within the sole discretion of the Administration or Athletics & Activities Director.

Any exception to these attendance eligibility requirements must be approved by the Administration or Athletics & Activities Director before the contest or practice/meeting.

P.E. EXCUSES

Students with a medical excuse from P.E. may not participate in an athletic team practice or contest for the period covered by the medical excuse. Depending on the nature of the medical excuse from P.E., the student may be required to provide documentation from the student's health care provider clearing the student to return to participating on an athletic team. If students fail to dress or participate in P.E the ability to participate in extracurricular activities may be impacted. See below for additional information regarding the District's concussion policy and procedures.

Co-CURRICULAR ACTIVITIES

Co-CURRICULAR ACTIVITY ELIGIBILITY & PARTICIPATION FOR EXECUTIVE LEADERSHIP POSITIONS

All eligibility and participation requirements for co-curricular activities and the Code of Conduct apply only to the "executive leadership" positions for each co-curricular activity. The executive leadership positions are determined by each co-curricular activity but generally include any officer (e.g., President, Vice President, Secretary).

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in co-curricular activities are subject to the eligibility and participation requirements outlined in this section and as may be established by the individual co-curricular activity.

For co-curricular activities, a student may be President of only two (2) organizations each year when voted in by members. He/she may hold other minor offices.

Before they will be allowed to participate in a co-curricular activity, students who transfer to CHS must meet the eligibility guidelines and rules, if any, set forth by the co-curricular activity's governing organization, the activity's sponsor, and/or the

Athletics & Activities Director. Please contact the Athletics & Activities Director for further information.

INTERSCHOLASTIC ATHLETICS

ATHLETIC TEAM ELIGIBILITY & PARTICIPATION

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in interscholastic athletics are subject to the eligibility and participation requirements outlined in this section and as established by the individual athletic team.

Students may participate in only one interscholastic athletic team at a time unless an exception is requested and approved by the head coach of each team, as well as the Athletics & Activities Director. Requests will be determined on a case-by-case basis.

Before participating in an interscholastic athletic team, including trying out for the team, the student must be approved by the Athletics & Activities Office. To receive approval, the student must:

- (1) submit proof of a current sports physical (annual requirement);
- (2) submit pre-participation forms which have been completed and signed by the student and the student's parent(s)/guardian(s); and
- (3) have turned in all equipment/uniforms from any interscholastic athletic team the previous season as well as meet all eligibility requirements for academics and behavior.

The required pre-participation forms are available online (<https://ccusd301-ar.schooltoday.com/>) and include the CHS Athletics & Activities Handbook Acknowledgement Form and the IHSA Sports Medicine Acknowledgement & Consent Form (concussions, performance-enhancing substances, and steroids). The IHSA sports physical form also is available online (<https://wearecentral.net/>).

If a student is selected for an interscholastic athletic team, the participation fee must be paid before the student can begin participating as part of the team.

Before the start of **each** athletic team season, students and their parents(s)/guardian(s) are required to attend a pre-season meeting regardless of whether the student and his/her parent(s)/guardian(s) have previously attended one

or more pre-season meetings for previous seasons or school years. The purpose of the meeting is for the Athletics & Activities Director and coaches to provide pertinent information regarding CHS interscholastic athletics activities and team policies. If a student and his/her parents(s)/guardian(s) fail to attend the pre-season, the student is not eligible to participate on the athletic team until the student and his/her parents(s)/guardian(s) meet with the Athletics & Activities Director and coach.

IHSA ELIGIBILITY

Each student participating in an IHSA interscholastic activity must satisfy IHSA's eligibility requirements.

The IHSA requires students to pass 25 credit hours of high school work per week, generally the equivalent of 5 full-credit courses. The Athletics & Activities Office checks academic eligibility weekly. Students also must have passed and received 25 credit hours of high school work toward graduation for the entire previous semester to be eligible at all during the ensuing semester. See the Academic Eligibility section.

To ensure they will be eligible to participate in certain interscholastic athletic activities, students who transfer to CHS must follow the guidelines and rules set forth by the IHSA. In addition, transfer students must meet any criteria established for the team established by the coach(es) and the Athletics & Activities Director. Please contact the Athletics & Activities Director for further information and to ensure the Transfer Consent Form is completed and filed.

NCAA ELIGIBILITY

Each year the NCAA revisits its athlete eligibility requirements. Students and parent(s)/guardian(s) should contact the head coach, guidance counselor, or Athletics & Activities Director for information regarding NCAA eligibility. Information also is available on the NCAA's website.

ATHLETIC TEAM SELECTION (“CUT POLICY”)

Participation in CHS interscholastic athletics is selective. All programs both athletic and activity have the potential to reduce roster size based on the criteria below regardless of sport or activity.

Coaches may cut students from the athletic team based on the following criteria:

- A limit on the number of student participants, as determined by the coaches and including limits set by IHSA or other governing organizations;
- The availability of a sufficient number of uniforms/equipment for the students;
- Improper student behavior, including but not limited to violations of the Code of Conduct or CHS school rules and policies.

The selection of students for an athletic team will be based upon:

- Talent and ability;
- Character and personality of the individual;
- Work habits and loyalty to the program;
- Positions needed on the team or activity; and
- Academic eligibility, as defined in this Handbook.

ATHLETIC AWARDS

Each student who becomes a member of an athletic team during the season finishes the season in good standing, and meets the criteria set forth by the coach(es) and the Athletics & Activities Department will be eligible to earn an athletic award. The coach(es) retains sole discretion in determining which students receive athletic awards.

Good Standing is defined as:

- The student finished the season with the team;
- The student has attended practice regularly*;
- All equipment and uniforms have been returned, repaired, or replaced; and
- The student has not been found to be in violation of the Code of Conduct during the season.

*In the event of a student injury or extended illness, or other circumstance in the sole discretion of the coach(es), the coach(es) may present the student with an interscholastic athletic award if the injury/illness or other circumstance prevented the student from finishing the season with the team.

AWARDS

- Freshman Team: Athletes on the freshman team are eligible for a certificate of participation and a numeral.
- Freshman/Sophomore Team: Athletes on the freshman/sophomore team are eligible for a certificate of participation and a numeral or freshman/sophomore letter (for sophomores who received a numeral as a freshman).
- Junior Varsity Team: Athletes on the junior varsity team are eligible for a certificate of participation and a junior varsity letter. Junior varsity athletes will receive only one junior varsity letter per sport. Junior varsity athletes are eligible for a service pin for each year following the initial receipt of the junior varsity letter in that sport.
- Varsity Team: Athletes on the varsity team are eligible for a certificate of participation and a varsity letter. Varsity athletes will receive only one varsity letter per sport. Varsity athletes are eligible for a service pin for each year following the initial receipt of a varsity letter in the sport.

- Captain's Pin: The captains (or co-captains) of the freshman/sophomore team and the varsity team are eligible to earn the Captain's Pin.
- Special Awards: The coach(es) for each athletic team may award special awards, at their discretion, to students specific to the particular sport. For example, the MVP trophy or the coach's trophy. The coach(es) for each athletic team will determine the criteria and selection process for these special awards.

SENIOR NIGHT

Senior students will be honored by the athletic team's coach(es). If possible, such recognition will occur at a home contest during the season or may be scheduled at another time during or after the season. The student and his/her parent(s)/guardian(s) will be recognized for the student's participation on the athletic team. Senior students are not guaranteed playing time on a selected senior night, but they will be introduced to their parent(s)/guardian(s) during the Senior Night recognition.

ATTENDANCE AT AWARDS NIGHT

Students are required to attend Awards Night after the season is completed. An unexcused absence may result in the student forfeiting his/her award(s). In the event a student must be absent from Awards Night, the student must contact the coach(es) as soon as possible beforehand to notify the coach(es) of the reason for the student's absence.

QUITTING AN ATHLETIC TEAM

Any student who decides to quit an athletic team by giving verbal or written notice to the coach(es) before the season is completed will be prohibited from re-joining the team for the remainder of the season. However, within twenty-four (24) hours after the student notified the coach(es) of his/her decision to quit the team, a student may ask the coach(es) for permission to rejoin the team. In the event a student requests to rejoin the team, the coach(es) will schedule a meeting with the student and parent(s)/guardian(s) and Athletics & Activities Director to discuss the student's proposed return to the team. The Athletics & Activities Director retains sole discretion in deciding whether the student will be permitted to rejoin the team. The Athletics & Activities Director's decision is final.

If a student quits an athletic team, the student will not be allowed to try out for or participate in another athletic team before the end of the season of the activity the student quit, unless approved by the Athletics & Activities Director.

CARE OF EQUIPMENT & UNIFORMS

All uniforms and equipment issued by the District are the property of the District. Students are expected to care for and not abuse uniforms and equipment loaned to them for participation on an athletic team. Uniforms and equipment are only to be worn during CHS contests and practices, or as otherwise directed by the coach(es). Please note that The district allows a student to modify his or her athletic or team uniform for modesty in clothing or attire that is under the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification, however, communication with the athletic department and the coaching staff is vitally important in the ability to communicate such modifications.

Uniforms and equipment issued to students by CHS for participation on an athletic team must be returned within one (1) week after the last contest, meeting, or performance of the year or season, or within one (1) week after a student quits the team, is dismissed from the team, or is expelled from school. Lost, not-returned, or stolen items are the responsibility of the student and his/her parent(s)/guardian(s), and the student and his/her parent(s)/guardian(s) must reimburse the District for all replacement costs of any uniforms or equipment issued to a student but not returned. All damaged uniforms and equipment must be repaired or replaced. The repair or replacement bill(s) is the responsibility of the student and his/her parent(s)/guardian(s), unless a student's uniform or District-issued equipment is damaged during participation in an athletic practice or contest, in which case the District will assume responsibility for repair or replacement. No student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless all equipment and uniforms have been returned and accounted for, or are paid for if damaged or not returned. Senior students who have outstanding unreturned uniforms or equipment, or outstanding unpaid bills for damaged or not returned uniforms and/or equipment, will not be permitted to participate in the CHS graduation ceremony.

LOCKERS FOR ATHLETIC TEAMS

Students who participate on an athletic team may be assigned a locker. Each student must use only the locker assigned to him/her and must keep the locker and its contents in good order. It is the student's responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both its interior and exterior, is the student's responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary consequence may be assessed for locker damage. In addition, no student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless he/she pays for any locker damage for which he/she is responsible. A senior student will not be permitted to participate in the CHS

graduation ceremony until he/she pays for any locker damage for which he/she is responsible.

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, school authorities may inspect and search lockers, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in lockers or their personal effects left inside a locker. Any items discovered as a result of a locker search may be confiscated and used as evidence in school-related investigations and may result in disciplinary action under the Code of Conduct as well as the CHS and District student discipline rules and policies.

ATHLETIC TEAM RULES

The coach(es) for each athletic team may establish rules for his/her/their team. These rules may include but are not limited to, team expectations and requirements, practice schedule/location, and practice and game attire. Student-athletes who violate team rules may be subject to disciplinary consequences as determined by the coach(es), up to and including dismissal from the team.

TRANSPORTATION TO/FROM EXTRACURRICULAR ACTIVITIES

All students participating in an extracurricular activity that is not being held at CHS must use the transportation provided by the District to and from the activity.

The only exception made to this policy is when a student's parent/guardian requests to transport his/her student from the activity, or designates another responsible adult (who must be at least 21 years of age) to do so. If a responsible adult other than the student's parent/guardian is to transport the student from the activity, the student's parent/guardian must **request an exception, in writing, to the Athletics & Activities Director at least 24 hours before the activity**. The Athletics & Activities Director will not approve any request for an exception unless it is submitted by the parent/guardian at least 24 hours in advance. If approved, the Athletics & Activities Director will notify the coach/sponsor.

To ensure that all students are accounted for on the return trip, if a student will be transported home from an activity by his/her parent/guardian, or another responsible adult who is pre-approved by the Athletics and Activities Director, then after the activity, the driver must go to the coach or sponsor to "sign the student out" on a form provided by the Athletics & Activities Office.

Please contact the Athletics & Activities Director with any questions.

MISCELLANEOUS

TIME LIMIT TO EXIT BUILDING

Student supervision will be provided for 30 minutes following the conclusion of an extracurricular activity contest or practice/meeting. Parents providing rides are required to pick up their students and all students are expected to exit the school building and school grounds within that time period.

REFUNDS OF PARTICIPATION FEES

A full refund of fees for extracurricular activities will be made only if a student is cut or quits before the first contest. If a student has already received equipment or (a) uniform(s), the participation fee will not be refunded unless all equipment and uniforms have been returned and accounted for, or are paid for if damaged or not returned.

BEHAVIOR EXPECTATIONS OF THE PARTICIPANTS

Accept and understand the seriousness of your responsibility and the privilege of representing the school and the community.

Treat opponents the way you would like to be treated, as a guest or friend. Never direct remarks at opponents in a taunting manner.

Respect the integrity and judgment of game officials. Respect the job and position of the officials and respect them as people. Treating them with dignity and respect, even if you disagree with their judgment, is a fundamental behavioral expectation.

BEHAVIOR EXPECTATIONS OF THE SPECTATORS

Remember that school athletics and activities are learning experiences for students and the programs are part of the educational process. Adolescents learn proper behavior from watching adults.

A ticket is a privilege to observe the contest, not a license to verbally abuse others. Positive fan support is an asset for the players, coaches, and other spectators.

Parents have the opportunity to demonstrate appropriate behaviors when they show respect for the opposing players, coaches, other spectators, and officials. Respect their roles even if you disagree with their judgment. Negative comments or the berating of players, coaches, and officials are not in keeping with our philosophy or good forms of role modeling and will not be tolerated.

Board Policy outlines consequences for inappropriate behavior from visitors and spectators alike here at School District 301. Removal from events could result in restorative practices (Licensure to become an IHSA official in that sport, successful completion of online training, inability to attend future events, or any other actions that the athletic director and Central Unit School District 301 deem necessary.)

CPR AND AED TRAINING

The education of staff, students, and parents is an integral part of ensuring our students are safe. Please view the training video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) posted on <https://wearecentral.net/>

CONCUSSIONS

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see [Board policy 7:305](#) for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at <https://wearecentral.net/> If you have questions regarding concussions or the District's concussion management program, please contact the Athletics & Activities Director or School Nurse.

COMMUNICATION WITH EXTRACURRICULAR ACTIVITY COACH/SPONSOR

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely challenging roles. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to students. As parents/guardians, you have a right to understand the expectations that accompany your student's participation in an extracurricular activity.

This begins with clear communication from the coach(es) of your student's athletic team.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR STUDENT'S COACH

- Coaching Philosophy
- Expectations for your student as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment, off-season conditioning
- Procedures that will be followed should your student be injured during participation

- Discipline that may result in the denial of your student's participation

COMMUNICATION COACHES EXPECT FROM PARENTS/GUARDIANS

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance

As your student becomes involved in the CHS athletic program, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your student wishes. Although it may not seem so at the time, disappointment is a normal and natural part of life and an important part of a student's developing maturity. At these times, discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- The treatment of your student, mentally and physically
- Ways to help your student
- Concerns about your student's behavior

It is very difficult to accept your student not playing as much as he/she or you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved on the team. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other matters, such as those which follow, must be left to the discretion of the coach(es).

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

- Playing time
- Team Strategy
- Play calling
- Other student-athletes

There may be circumstances that require a conference between the coach and the parent/guardian (and, if appropriate, the student). All parties involved must have a clear understanding of each other's interests. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

PROCEDURES FOR DISCUSSING A CONCERN WITH A COACH

1. Encourage your student-athlete to meet with their coach/sponsor first. (This helps student-athletes learn how to advocate for themselves.)
2. After that conversation occurs you as a parent/guardian have the opportunity to reach out and request a follow-up with the coach/sponsor.
3. Call or email the coach and request to schedule an appointment.

4. Within that request be specific yet brief with what you would like to discuss with the coach. Remember this is not about anyone other than your student-athlete.
5. Please do not confront a coach immediately before or after a practice or contest. The coach has many other responsibilities to attend to during this time period. Additionally, the excitement or disappointment related to the practice or contest can contribute to unproductive emotions. Meetings of this nature do not promote resolution.
6. If the coach does not provide a satisfactory resolution to your concern, contact the Athletics & Activities Department to schedule an appointment with the Athletics & Activities Director. At this meeting, any appropriate next step(s) can be determined.

CODE OF CONDUCT

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES ([BOARD POLICY 7:240](#))

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy.

The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, Student Behavior. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance-enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who

evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student-athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to [Board policy 7:190, Student Behavior](#). For more information, please see [Board policy 6:190](#).

SEX EQUITY

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

DISCIPLINE

As stated previously, participation in CHS extracurricular activities is a privilege, not a right. Accordingly, the Athletics & Activities Director is authorized to discipline students for violations of this Code of Conduct as well as other misconduct not specified below. The discipline may range from a disciplinary conference, or restitution, to suspension or dismissal from a particular extracurricular activity or all extracurricular activities. Discipline issued by the Athletics & Activities Director under the Code of Conduct is separate from any disciplinary consequences issued by the CHS Administration pursuant to the CHS and District student discipline rules and policies. A student may receive both types of disciplinary consequences for the same offense.

We understand the importance of extracurricular activities and the roles they play among adolescent individuals. Please note that the administration of School District 301 reserves the right to issue restorative practices as they deem appropriate to work with students in hopes of correcting behavior and decision-making with 1st offenses. This includes but is not limited to community service hours, restorative hours around school (based on offense), online courses through various sources, book talks, or other variety methods in line with restorative justice best practices.

DEFINITIONS OF OFFENSES

- Conduct in violation of school rules and policies, as outlined in the CHS Student Handbook and Board of Education policy, or that could be found to violate IHSA rules and regulations, local ordinance, or State or federal law

- Any possession, use, sale, distribution, or attempt to obtain possession of tobacco or nicotine products, e-cigarettes, vaporizers, or any comparable product.
- Any possession, use, sale, distribution, or attempt to obtain possession of prohibited substances, including, but not limited to: marijuana, controlled substances, steroids or other performance-enhancing drugs, look-alike drugs, or beverages containing alcohol. This includes a student's presence at a place (other than a religious ceremony or family gathering) where any prohibited substance is being used unlawfully; e.g., a party or gathering where alcohol is being consumed by minors. It is the student's responsibility to be aware of all activities taking place at a party or gathering immediately upon arrival and throughout his/her stay.

HAZING/BULLYING/HATE SPEECH/HARASSMENT

In addition to the offenses listed above, the District recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits all forms of hazing/bullying or initiation rites for any co-curricular or school-related activity. "Hazing/Bullying" refers to any act, whether physical mental, emotional, or psychological, intentional or otherwise, including when such acts are committed through social media, or other electronic means, which subjects an individual student or group of students, to any situation or expectation that may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate, or compromise such student or group of students' inherent dignity as a person(s).

Hate Speech or Harassment is behavior aimed at a person's sex, gender identification, race, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. Hate Speech or Harassment may be verbal, non-verbal, or physical acts during all competitions. This policy and procedure is designed to provide a consistent, rational framework for managing and dealing with situations at contests when a participant or coach believes an opposing school's participant or coach has used hate speech towards a member of their team or between teammate to teammate interaction. "Target" refers to the individual who heard the hate speech. "Alleged offender" refers to the individual(s) who allegedly used hate speech. "Comment" refers to the hate speech or harassment that was used.

Hazing/Bullying/Hate Speech/Harassment includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;

2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substances that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;
5. Any activity that includes the victimization of another student based on race, color, sex, sexual orientation, gender identity, disability, sexual harassment, or sexual violence; or
6. Any activity that includes, causes, or requires the student to perform a task that involves a violation of state or federal law.

Any student involved in hazing/bullying/Hate Speech/Harassment or initiation rites will be subject to disciplinary action. This action may include but is not limited to, dismissal from the activity or athletic team, exclusion from participation in subsequent school activities, and/or suspension or a recommendation to the school board for expulsion from school. These rules apply to all students during the school year, summer, in-season or out-of-season, on or off school property, during or outside of school hours. The student may face separate and/or additional disciplinary consequences as outlined in the Student Handbook.

SOCIAL MEDIA

Social Media has become ingrained into today's society. The wide variety of social networking tools presently available provides students with easy access to share important information. However, they can also be disruptive when inappropriate social media postings occur. Inappropriately using these communication tools can have negative consequences, especially if unkind words or threats are used with the intent to hurt others.

Central District 301 recognizes and supports its student-athletes and coaches rights to freedom of speech, expression, and association, including the use of social networks. Each student-athlete and coach must remember that participating and competitions in Central District 301 is a privilege and not a right. The student-athlete and coach represent his or her high school and the district,

therefore, they are expected to portray themselves, their team, and their high school positively at all times. Any online posting must be consistent with federal and state laws, as well as team, school, and district rules and regulations.

Specifically prohibited behaviors included but were not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Pictures depicting drug/alcohol use, weapons, and “look a likes.”
- Derogatory language relevant to a person's race, gender identity, color, sexual orientation, sex or disability regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Sexually/racially oriented or indecent photos, images or altered pictures.

PROCEDURES

- **Investigation of Alleged Violation of the Code of Conduct:**
 - When a violation of the Code of Conduct is reported to the Athletics & Activities Director, the Director will commence an investigation. As part of the investigation, and as appropriate to the circumstances, the Director may meet with the student, other students (s), staff member(s), other individuals with knowledge about the alleged violation, and/or the extracurricular activity coach(es)/sponsor(s), and will review all pertinent documentation or other evidence.
 - After completing their investigation, the Director will meet with the student and his/her parent(s)/guardian(s) to discuss the findings of the investigation and the consequence(s), if any. The Director's written decision will be sent to the student's parent(s)/guardian(s) via email.
 - During the Director's investigation into an alleged violation of the Code of Conduct, the student is suspended from all participation in the extra-curricular activity(ies), including all contests, practices/meetings, and any team/activity events. In addition, the student may not try out for another extracurricular activity during the investigation.
- **Appeal of Consequence for Violation of the Code of Conduct:** Because participation in extracurricular activities is a privilege and not a right, such participation is not protected by the same due process procedures applicable to regular educational programs. A student may appeal a Code of Conduct consequence to the Building Principal or designee. The request must be made in writing within five (5) days of the issuance of the consequence. The Building Principal or designee will review the appeal request, investigation information/documentation, and the Athletics & Activities Director's determination. The Building Principal or designee may meet with student(s), staff member(s), and/or individuals with knowledge about the alleged

violation. The Building Principal or designee then will issue his/her decision in writing. During the appeal process, the consequence imposed by the Athletics & Activities Director remains in effect. The Building Principal or designee's decision is final.

- **Appeal of Total Suspension from Athletic or Co-Curricular Activity:** A student who is in his/her 9th through 11th grade years, and is currently suspended from participation in any interscholastic athletic activity and/or co-curricular activity for the rest of his/her high school career (third offense), may, along with his/her parent(s)/guardian(s), submit a written request to the Building Principal or designee, asking that a review be held to consider reinstatement of eligibility. This request may not be made before one (1) calendar year from the date of the suspension for the third offense. The burden of proof to show that the student has made appropriate changes in his/her behavior (including completion of a school-approved treatment program) is the responsibility of the student and her/his parent(s)/guardian(s). The Building Principal or designee's decision is final.

CONSEQUENCES

For students who participate in interscholastic athletic activities and hold executive leadership positions in co-curricular activities, any consequence issued for violating the Code of Conduct applies to both activities based on the offense levels set forth below.

The Athletics & Activities Director retains the sole discretion to declare a student ineligible from trying out for and joining another interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity while he/she currently has any unserved suspension pending. A student is prohibited from trying out for and joining an interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity for the sole purpose of serving a penalty to avoid missing all or part of a season with his/her primary interscholastic athletic team or co-curricular activity.

Consequences assessed before a student enters high school shall not apply to the student's cumulative disciplinary record at high school.

Comparable Product Offenses: *This includes but is not limited to vape, vape devices, tobacco, nicotine, THC, narcotics, alcohol, or any other substances deemed illegal by law or Central School District 301.*

- **Interscholastic Athletics**
 - **First Offense:** The student will be suspended for 40% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletics & Activities Director) beginning with the current season (if the student is "in season") or next season of

participation for the student. If the suspension continues past the conclusion of a season, the consequence will be continued into the beginning of the next season of the student's participation.

- This consequence may be reduced to 25% of the scheduled contests upon successful completion of the following: The student-athlete voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency, complete restorative practices outlined by the athletic/activities department that may include by not limited to, community service hours, peer resolution, book studies, online course completion, or anything else that is deemed beneficial and necessary to try and correct student behavior.
- **Second Offense:** The student will be suspended from participating in any interscholastic athletic activity for one (1) full season. If the suspension continues past the conclusion of the season, the consequence will be continued into the beginning of the next season of the student's participation.
- **Third Offense:** The student will be suspended from participating in any interscholastic athletic activity for the rest of the student's high school career.
- **Co-Curricular Activities**
 - **First Offense:** The student will be suspended from participating in any co-curricular activities for nine (9) weeks of school (exact number of days to be determined by the Athletics & Activities Director).
 - **Second Offense:** The student will be suspended from participating in any co-curricular activities for eighteen (18) weeks of school (exact dates to be determined by the Athletics & Activities Director).
 - **Third Offense:** The student will be suspended from participating in any co-curricular activity for the remainder of the student's high school career.
- **All Other Conduct Offenses:** The following consequences are not issued progressively and may be combined.
 - Conference with student, coach(es)/sponsor(s), parent(s)/guardian(s), and/or the Athletics & Activities Director.
 - Temporary suspension from contests and/or practices/meetings.
 - Suspension for one-third (1/3) of the season by contests or 6 weeks for activity.
 - Suspension for the remainder of the season or activity in the current school year.
 - Suspension for the remainder of season and up to one-third (1/3) of next season, or remainder of the activity in the current school year and up to 6 weeks of the activity the next school year.
 - Suspension for remainder of high school career.

- Restitution for vandalism or destruction of property.

PARTICIPATION IN SUBSTANCE ABUSE ASSESSMENT PROGRAM

A student's participation in the Substance Abuse Assessment Program is cumulative over the student's high school career for a **maximum of two times**. If a student wishes to participate in a substance abuse assessment program to reduce the imposed extracurricular activity consequence outlined above, the following rules apply:

- The program must be approved by the Building Principal or designee.
- The program must be scheduled and started within 10 school days of the start of the consequence period.
- If the program is not completed within 30 school days of the start of the program, the full suspension penalty will be in force. If a program is longer than 30 school days, it must be completed within the timeframe specified by the program. It is the student's and his/her parent(s)/guardian(s)'s responsibility to notify the Athletics & Activities Director if the program is longer than 30 school days.
- The student must agree to complete the follow-up activity developed by the Athletics & Activities Director or designee in collaboration with the program within the established timeframe.
- The student's parent(s)/guardian(s), and/or student if required, must sign a consent form that allows the program and CHS school officials to exchange information and documentation regarding the student's participation in the program, program completion, and any recommended follow-up activities.
- If the student does not complete the agreed-to follow-up activity within the timeframe established by the agency or the school, the consequence will be reinstated in full. If the student has participated in any contests based on the assumption that the follow-up activity would be completed, additional suspension from contests will be added to the end of the initial suspension period.
- The student and/or the student's parent(s)/guardian(s) are responsible for all costs associated with the program and any follow-up activities.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

In order to participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity.

APPENDIX E - COMMUNITY RESOURCES

ALCOHOL AND DRUG ABUSE AND ADDICTION COUNSELING

Name of Center	Address	Phone Number
Renz Addiction Center	1535 Burgundy Parkway Streamwood, IL	(630) 837-6445
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	309-Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Ascension Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Ascension St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Behavioral Health Hospital at Edwards	852 South West Street Naperville, IL	(630) 305-5027
Rosecrance	1021 N. Mulford Road Rockford, IL	(866)330-8729
F.A.I.R. Counseling	2010 E. Algonquin Road, Suites 203-207 Schaumburg, IL	(847) 359-5192
Breaking Free	120 Gale Street Aurora, IL	(630) 897-1003

BEHAVIORAL HEALTH HOSPITALS

Name of Center	Address	Phone Number
Ascension Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(800) 432-5005
Linden Oaks Behavioral Health Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Ascension St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000

SUICIDE ASSESSMENT RESOURCES

All of the above Behavioral Health Hospitals complete suicide assessments and have resources available.

Name of Center	Address	Phone Number
TriCity Family Services	1120 Randall Court Geneva, IL 60134	(630) 232-1070
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

COMMUNITY CONTACT

Name of Center	Address	Phone Number
Elgin Police (non-emergency)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2700
St. Charles (non-emergency)	211 North Riverside Avenue St. Charles, IL 60174	(630) 377-4435

Kane County (non-emergency)	37W755 IL Rt 38 St Charles IL 60175	(630) 232-6840
Kane County Sheriff's Tip Line	Text KANE and your message to 847411 (tip411)	
Crisis Text Line	Text 741-741 with your message	

OUTPATIENT THERAPISTS

Name of Center	Address	Phone Number
Dr. David Goodman & Associates	2075 Foxfield Rd., Suite 202 St. Charles, IL 60174	(630) 377-3535
Counseling and Diagnostic Center of Woodfield, Ltd.	955 N. Plum Grove Rd. C, Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	40W222 LaFox Rd., Campton Hills, IL 60175	(630) 849-3711
Village Counseling Center, Ltd.	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999
Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	511 Eichler Dr. West Dundee, IL 60118	(847) 269-2350
Centennial Counseling Services (Cedar Crossings Building)	1120 E Main Street Suite 102 St. Charles, IL 60174	(630) 377-6613
Christine Hibbard - Counseling	1121 East Main Street Suite 320 St. Charles, IL 60174	(630) 584-0642
Creekwood Associates	2402 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	1625 Bethany Road Sycamore, IL 60178	(779) 777-7335
Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60189	(630)-653-6441
Intermission Therapies	22 Crissey Ave Suite 200	(630)-232-7770

	Geneva, IL 60134	
Legacy Clinical Consultants	13717 S. Route 30, Suite 159 Plainfield, IL 60544	(877)-443-7030
McKane and Associates	127 S 1st St #206 Geneva, IL 60134	(630)-262-0588
Dr. Peter Temple and Associates	1250 Executive Pl Ste 404 Geneva, IL 60134	(630)-232-7245
Riverview Counseling Services	111 E Main St. Saint Charles, IL 60174	(630) 587-3777
TriCity Family Services	1120 Randall Court Geneva, IL 60134	(630)-232-1070
Plum Tree Child and Adolescent Psychology	527 Illinois Ave St. Charles, IL 60174	(630) 549-6245

FACILITIES FOR PSYCHOLOGICAL EVALUATION

Name of Center	Address	Phone Number
TriCity Family Services <i>takes Medicaid & a variety of insurance plans</i>	1120 Randall Court Geneva, IL 60134	(630)-232-1070
Northwestern Medicine Behavioral Health Services-St. Charles <i>appointment required, takes Medicaid</i>	964 N 5 th Ave St Charles, IL 60174	(630)-933-4000
Northwestern Medicine Behavioral Health Services-Winfield <i>appointment required, takes Medicaid</i>	27W350 High Lake Rd Winfield, IL	(630)-933-4000
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	(800)-432-5005

Streamwood Behavioral Healthcare System	1400 East Irving Park Rd Streamwood, IL	(630)-837-9000
Emergency Room: Ascension St Joseph Hospital	77 N Airlite St Elgin IL	(847)- 622-2069
Emergency Room: Advocate Sherman Hospital	1425 N Randall Rd Elgin IL	(847)-742-9800
CARES Hotline		(800)-345-9049
Family Service Association of Greater Elgin	1752 Capital St. Elgin, IL 60124	(847)-695-3680

COMMUNITY AGENCIES

Name of Center	Address	Phone Number
Heartland Counseling Center, Inc.	2320 Dean St #102 St. Charles, IL 60175	(630) 443-9100
Kairos-Counseling Center	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services - Elgin	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
Family Service Association of Greater Elgin	1752 Capital St. Elgin, IL 60124	(847) 695-3680
TriCity Family Services	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Ecker Center	1845 Grandstand Pl. Elgin, IL 60123	(847) 695-0484
DCFS - Elgin Office	595 State Street Elgin, IL 60123	(847) 888-7620
Easterseals DuPage & Fox Valley, Jayne Shover Center, Elgin	1135 Bowes Rd., Suite B Elgin, IL 60123	(847) 742-3264
Youth Empowerment Program, City of Elgin		(847)-931-6001

Little Friends, Inc.	851 Bloomingdale Rd Glen Ellyn, IL 60137	(630) 690-7293
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CRISIS CENTERS/ HOTLINE NUMBERS/ EMERGENCY

ABUSE

Name of Center	Address	Phone Number
Gretchen S. Vapnar Community Crisis Center	Elgin, IL 60120	English: (847) 697-2380 Espanol: (847)-697-9740 TTY: (847)-742-4057
City of Elgin, Domestic Violence Victims Resources	https://www.cityofelgin.org/2160/Domestic-Violence 151 Douglas Ave. Elgin, IL 60120	(847)-289-2686
DCFS	https://dcfs.illinois.gov/	(800) 25-ABUSE

SUICIDE

Name of Center	Address	Phone Number
National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Safeline	3141B N. Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049
Crisis Line of the Fox Valley	Aurora, IL	(630) 906-0516
Trevor Project	crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.	(866)-488-7386 Text: 678-678

RAPE/SA/DV

Name of Center	Address	Phone Number
Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080
Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

HOUSING

Name of Center	Address	Phone Number
Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Gretchen S. Vapnar Community Crisis Center	37 S Geneva St. Elgin, IL	English: (847) 697-2380 Español: (847)-697-9740 TTY: (847)-742-4057
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC-Office	3003 Wakefield Dr Carpentersville, IL 60110	(847) 551-8041

DEATH/ LOSS OF LOVED ONE

Name of Center	Address	Phone Number
Rainbows	https://rainbows.org/ 614 Dempster Street Suite C Evanston, IL 60202	(847)-952-1770
Willow Creek Community Church	67 Algonquin Rd Entrance F South Barrington, IL 60010	(847) 765-5000
Fox Valley Hands of Hope	200 Whitfield Drive Geneva, IL 60134	(630) 232-2233

Streamwood Behavioral Healthcare System	1400 East Irving Park Rd Streamwood, IL 60107	(630) 837-9000
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DAYCARE

Name of Center	Address	Phone Number
Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5721
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	English: (847) 697-2380 Español: (847) 697-9740
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-7010
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Office	3003 Wakefield Dr Carpentersville, IL 60110	(847) 551-8041

TRANSPORTATION

Name of Center	Address	Phone Number
A #1 Cab Service 24 Hours	340 Production Dr South Elgin, IL 60177	(630) 529-3990
Elgin Transportation Center	100 W Chicago St. Elgin, IL	(847) 364-7223
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 262-8822