

CANTRALL INTERMEDIATE SCHOOL

PARENT-STUDENT HANDBOOK

2014-2015



<http://www.athens-213.org>

Philosophy

The philosophy of Athens Community School District #213 is to gain pride and self-respect in each individual child to attain his/her fullest potential with the cooperation of our teachers and parents.

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OFFICE PERSONNEL

DISTRICT OFFICE

Superintendent –Scott Laird (636-8761)
District Bookkeeper – Marilyn Faucon
District Secretary – Lisa Long
District Secretary – Debbie Lott



INTERMEDIATE SCHOOL OFFICE

Principal – Stacey Binegar (487-9082)
Secretary – Lisa Wood
Social Worker – Christy Hibbs
Nurse – Angie Reynolds

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection at the Board office, located at #1 Warrior Way, Athens, IL.

ATTENDANCE

ATTENDANCE LAWS

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child’s age, shall assure that the child attends school during the entire time school is in session.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

EXCUSED ABSENCES

The following reasons will be acceptable as excused absences:

1. Illness
2. Pre-arranged or absences approved in advance by the school principal (ie. family vacations, school, organizational or athletic trips, and home emergencies)
3. Death in the family
4. Doctor appointments (1/2 day preferred)
5. Dentist appointments (1/2 day preferred)

*Please arrange for doctor/dentist appointments after school hours if possible.

All other absences will be considered unexcused.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

- Parents are to telephone the Intermediate School office (487-9082) on the morning of the absence by 9:00 am stating the reason for the absence.
- If the parent does not contact the office, the office secretary will contact a parent by phone either at home or at the workplace.
- If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.
- When a student is absent for an illness or leaves early due to an illness, he/she is not permitted to participate in or be a spectator of any extra-curricular activity for that afternoon or evening.
- Students leaving school grounds during the school day for any reason must have prior approval and sign out in the office before leaving.

EXCESSIVE ABSENCES

Absenteeism is considered excessive when it significantly interferes with a student’s learning, as reflected in academic performance or social development. Excessive absences will result in a letter or phone call to notify parents. Students who have been absent due to prolonged illness (3 or more days) shall be required to provide medical documentation of physical or emotional conditions.

Failure to provide such documentation will result in an unexcused absence. **A truancy officer will be contacted when absences equal 5% of school days in attendance during the school year.**

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the school nurse at 487-9082.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Parents are encouraged to make arrangements to have work picked up on the day or days of absence. If the parent is unable to make arrangements, the student is responsible for obtaining assignments from his/her teachers upon his/her return. In the case of pre-excused absences, students are encouraged to gather assignments before the absence and return with the assignments completed.

SCHOOL HOURS

The school day shall be from 8:15 am to 2:55 pm. All students are to report directly to the commons area until dismissed at 8:05 am. Unless students have a sponsored activity and are under the direct supervision of school personnel, they may be required to vacate the building at 3:00 pm.

TARDINESS

If a student arrives after the 8:15 bell for any reason, he/she must check in at the office and are marked tardy. Consequences for tardies can be found in the rules of conduct.

EMERGENCY CLOSINGS

The superintendent of schools may close the schools in the event of hazardous weather or other emergencies, which present threats of safety of students, school staff members, or school property.

In the event school will not be in session or busses will be traveling on designated snow routes, the following radio and TV stations will be contacted. In addition, a SchoolReach phone call will be made to all numbers that have been submitted in registration paperwork.

RADIO WTAX (1240 AM), WDBR (103.7 FM), WFMB (1450 AM), WMAY (970 AM), WNNS (98.7 FM), WQLZ (92.7 FM)

TV WICS (Channel 20)

It may be necessary to dismiss school early due to hazardous weather. This will also be broadcast on the above radio stations. All parents should instruct their students as to where they are to go if school is dismissed early.

ACADEMICS

GRADING PROCEDURES

Every nine weeks students will receive a report card. Progress reports will be sent to parents at the mid-term of each nine weeks. Teachers may make calls when problems develop and parents are encouraged to phone if they have questions or concerns.

HONOR ROLLS

Cantrall Intermediate School Honor Rolls recognize students who have maintained high academic achievement. The honor rolls are figured at the end of each nine-week grading period.

<u>GRADING SCALE</u> A – 100-93% B – 92-84% C – 83-74% D – 73-64% F – 63% and below
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
SKYWARD

Skyward is the district's web-based communication tool for parents. All parents/guardians and students will have access to grades, lunch account balances, discipline notifications, and attendance information via personalized user names and passwords. Skyward will be updated by teachers on a regular basis.

PROMOTION POLICY

The goal of Cantrall Intermediate School is to develop each student's full potential. Promotion allows students to grow and develop academically, emotionally, and socially. Some students may require more than the period of one year to successfully complete promotion requirements for a grade level.

The following requirements have been adopted to establish criteria for promotion in grades 4, 5, and 6.

 If a student fails one or more academic classes in a school year, that student will be considered for retention and/or summer school. A committee consisting of a grade level teacher, social worker, principal and parent/guardian will meet to review student performance and make recommendations.

Student performance will be reviewed at the end of each 9-week period by the grade level teams, social worker and the principal to discuss the need for possible intervention strategies.

ENRICHMENT PROGRAM

The school provides enrichment services for students in grades 4-6. Admission criterion is based upon test scores and teacher recommendation.

RESPONSE TO INTERVENTION (RtI)

RtI is a three-tier process that focuses on academic deficiencies (specifically reading and math). This process is designed to help schools focus on effective, high-quality interventions that are matched to student needs and monitored both frequently and consistently.

ADVISORY PERIOD

Advisory periods have a definite purpose in the school day. Students have the opportunity to complete homework with a teacher's assistance, receive interventions, and use the library or computer lab. Fifth and sixth grade students who elect to participate in chorus and/or band will not have an advisory period on those days.

PHYSICAL EDUCATION

Cantrall Intermediate School students have a physical education class each day. A doctor's excuse is required when a student cannot participate in physical education for more than one day, and a doctor's release is required if the student wishes to return to physical education. A note from a parent is acceptable for one day only. If a student does not participate in physical education due to a doctor's or parent's note, he/she cannot participate in recess and extra-curricular athletics for that day. Students who are out of physical education for an extended period of time due to a medical condition will have an alternative curriculum. Students may be pulled out of physical education for academic purposes (ie. late, missing assignments) through communication amongst classroom teachers, the physical education teacher, and the administration. Daily points for physical education will be affected.

Exemption From Physical Education

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

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program (IEP) team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

**A student requiring adapted physical education will receive that service in accordance with the student's IEP.

BAND AND CHORUS

Band and chorus are ELECTIVE courses available to students. **Students need parental permission and must make a commitment to these courses for the semester or the entire year.** Participation in band and chorus includes performances THROUGHOUT THE YEAR. It also includes participation in solo and ensemble contest and organizational contests in the Spring. These courses meet during advisory periods and may include individual lessons with instructors at other times during the day. Students are expected to stay current with all of their homework so that they do not miss rehearsals. Failure to attend rehearsals and performances may result in the lowering of the student's grade.

LIBRARY/COMPUTER LAB GUIDELINES

1. No food, drink, or gum.
2. Quiet voices when others are reading.

3. Take care of the books and computers. Browse neatly, and leave the books in the order you found them.
4. Follow the same behavior rules as in your classes.
 - Failure to follow rules may result in the loss of library/computer lab privileges.

Library procedures:

- You may check out up to three books at a time.
- Books are due two weeks after checkout; however, you may renew in order to finish a book, or turn it in earlier.
- If you lose a book or damage it beyond repair, you will be charged the cost of the book.
- You may request two Interlibrary Loan (ILL) items at a time. All ILL items are due back in one month – no renewals.
- If there is not an adult in the library to check books in or out, you must return to class and come back when there is an adult present. Students cannot be unsupervised in the library.

End of the year policy: any books not returned or paid for at the end of the school year will be charged to registration in the fall. Until library materials from the previous year are taken care of, students will not check out.

Computer Lab procedures:

- Students may not be in the lab without a teacher or other supervisor.
- Do not print without permission; in addition, only send a document to print once.
- No games unless directed by the teacher in charge.

ASSEMBLIES

School assemblies are held at various intervals throughout the school year. These include assemblies presented by our own students and staff, and assemblies by outside talent and films. Special assemblies are held for the presentation of information to the members of the student body. Any student not conducting himself or herself properly may be removed from the assembly and all future assemblies.

GUIDANCE SERVICES

In addition to your classroom teachers, a school social worker is available. Students are encouraged to make an appointment with the social worker and talk over school, personal, or family problems.

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are considered a vital part of our total education program. Many individual qualities can be molded through extra-curricular activities, which take place outside the regular school day. However, since extracurricular activities are still part of the total school program, policies are needed to maintain efficiency, continuity, and purpose.

Extra-curricular activity policies and guidelines shall be in addition to and not to take the place of regular policies which govern all students at Cantrall Intermediate School. Participation in extra-curricular activities is open to all students at the grade levels where such participation is approved and when the student is eligible according to local, state and national rules.

STUDENT COUNCIL

Student Council is a leadership opportunity available to highly motivated sixth grade students at Cantrall Intermediate School. Throughout the year, Student Council sponsors several activities, events, and projects. As representatives, students will serve as liaisons among class members, the Council, and the advisor.

ATHLETIC ELIGIBILITY

Guidelines for participation are set by the Board of Education in conjunction with Elementary and High School Association guidelines. Please refer to the Athletic Handbook for guidelines.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

AFTER-SCHOOL PARTIES

School parties may be held in the intermediate school building and be under the guidance, control and supervision of the school principal or designees. Students from other school districts may not attend school parties. Students may not leave the building during the event. Students who have been suspended from school may be excluded from attending parties for a nine-week period. This will be reviewed on a case-by-case basis. All school rules apply to parties.

RULES FOR NIGHT/EXTRA-CURRICULAR ACTIVITIES

The following general rules apply to students attending after school and evening activities:

1. All school rules apply for students at night/extra-curricular activities as during the school day.
2. Coaches and sponsors are responsible for athletes.
3. All persons are to be seated in the gym during all contests. No one is to be in other areas of the building unless properly authorized.
4. Students may not leave the building during an event.
5. Students who attend extra-curricular activities as spectators should be accompanied by an adult.
6. Guests are to follow the same rules as Athens students.

DRESS CODE

In general, any unusual item of clothing or style, which detracts from a positive educational atmosphere, will not be permitted. The school has the authority to set standards of dress and grooming. If there is any doubt about dress and appearance, the principal will make the final decision. Students will be required to remove/cover the offending clothing, and parents may be contacted to bring alternative clothing. The dress code at Cantrall Intermediate School is as follows:

DRESS CODE

1. Appropriate footwear must be worn at all times. No shoes with wheels.
2. Any garment with alcohol or tobacco advertisements, offensive language, violence, inappropriate logos and/or slogans will be prohibited.
3. Hats and head coverings are not to be worn during the school day, unless permission has been granted by the administration.
4. Any clothing, either by design or the wearing of that exposes the chest, midriff, abdomen, buttocks, and/or undergarments are not permitted. This includes: halter tops, spaghetti strap tops, tube tops
5. Shorts should be worn under dresses and skirts.
6. Shorts should not be shorter than fingertip length (arms extended at their side) when standing. Bicycle shorts, spandex, yoga pants, etc. are not to be worn unless they are under other clothing.
7. Animal collars, or any other chain, which could be considered a weapon, are not to be worn to school.
8. Pants must be worn at the waist.

The dress code is also recommended for extra-curricular and evening events.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to

both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws.

Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to: name; address; gender; grade level; birth date and place; parent/guardian names, electronic mail addresses, and telephone numbers; photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

NON-DISCRIMINATION POLICY

Athens Community School District #213 does not discriminate on the basis of color, race, national origin, sex, or disability.

INTERNET ACCEPTABLE USE POLICY

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

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

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the

Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

PERSONAL PROPERTY

Students are not to bring large amounts of money or items of value. Students are not to leave valuables in their lockers. Students who have had personal belongings lost or stolen should report it to the school office immediately. **The school is not responsible for lost, stolen or damaged personal belongings.**

ELECTRONIC EQUIPMENT

Students **may not** possess the following devices unless the building principal specifically grants permission: electronic paging devices, two-way radios.

The possession and use of cell phones, smart phones, and other electronic devices are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

The school district is not responsible for the loss or theft of any electronic device brought to school.

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

STUDENT CONDUCT PHILOSOPHY

Athens Community Unit School District #213 (hereafter, referred to as “district”) shall always attempt to encourage, promote, and reward right and proper behavior. Students who exhibit correct behavior and follow the rules will have the opportunity to benefit by participating in and attending the extra-curricular activities. Students who choose not to follow the rules will lose these privileges. The intent is to always seek and reward right behaviors while discouraging improper conduct. The goals of District #213 are to be assertive, child centered, and preventative in the area of student discipline. Our philosophy is to “catch ‘em being good” and respond accordingly.

STUDENT MORAL CONDUCT

Students are to observe commonly accepted standards in their attitudes toward and association with members of the opposite sex. The school district is of the opinion that certain types of student behavior have a time and place which are considered acceptable and unacceptable. Holding hands, putting arms around one another, etc. are not in good taste when done in front of other students and teachers. Students who abuse this rule will be dealt with on an individual basis. Students who continually abuse this rule may be subject to disciplinary action.

ADMINISTRATIVE DISCIPLINARY ACTIONS

Disciplinary action will be consistent and appropriate relative to different classifications of student violations. The penalties recommended for each classification of violation shall be considered the minimum and in no way implies that more severe action cannot be taken.

DUE PROCESS

When a student is disciplined, according to the terms of the expulsion and suspension policy, a parent will be notified. Students and their parents/guardians are entitled to a review of any disciplinary action. A student may be suspended prior to a review.

3-5.8 DISCIPLINE CODE

In the interest of uniformity and to ensure that all students in District #213 are treated fairly and equally, the Board of Education of District #213 sets forth guidelines for the maintenance of discipline in district #213. Through the adoption of a discipline code, the Board of Education does accept the responsibility for the actions of its employees as long as the provisions of the Disciplinary Code are followed. It is understood that the provisions of this Code cannot cover all actions of misconduct and therefore the Board of Education, or the Superintendent of Schools, or the building principal has the authority to take proper disciplinary action with regard to any actions not covered in this Code. The Board of Education reserves the right to and authorizes the Superintendent or the building principals to suspend the Rules of Conduct and to take appropriate action for acts of misconduct which they believe threatens or endangers the safety and welfare of others. The provisions of this Discipline Code apply to school related activities for which the Board of Education or its employees either collectively or individually, could be held reasonably responsible for the actions of the student body of Athens Community Unit School District #213.

3-5.8.1 MAINTENANCE OF DISCIPLINE

- 3-5.8.1a Chapter 122, Section 24-24** of the School Code of Illinois charges teachers and other certified educational employees with the responsibility of maintaining discipline in the schools, including all school grounds which are owned or leased by the Board of Education and used for school purposes and activities.
- 3-5.8.1b** Day to day misbehavior such as minor classroom disturbances, running in the halls, chewing gum, etc. can and should be handled by the classroom teachers.
- 3-5.8.1c** Serious offenses such as disrespect for school personnel, fighting, damage to property, etc., will be referred to the building principal.
- 3-5.8.1d** In the administering of any type of punishment, common sense should prevail to insure that serious harm does not occur to the student.

RULES OF CONDUCT 3-5.8.2

The rules of conduct prescribe minimum penalties for the offenses listed. The Board of Education or the Superintendent of Schools or the building principals may suspend any penalty so prescribed and assess a greater penalty if, in their opinion, the safety and welfare of others has been threatened or endangered by the act of misbehavior. The Superintendent or building principal is not authorized to change disciplinary action taken by the Board of Education. Disciplinary action may be composed of any one or a combination of the actions listed above.

RULES OF CONDUCT

ABC's of CIS – Act Responsibly, Be Respectful, Care and Cooperate

	OFFENSE	POSSIBLE DISCIPLINARY ACTION(S)
1.	Vandalism of school property or property of school personnel or property of students	Detention; Saturday School; Suspension; Restitution of Damages; Expulsion Hearing
2.	Larceny or robbing of school property, student property or property of school personnel	Detention; Saturday School; Suspension; Restitution of any loss; Notification of proper authorities; Expulsion Hearing
3.	Trespassing	Warning and removal from property; Saturday School; Notification of proper authorities
4.	Setting off fire alarm	Suspension
5.	Use or possession of tobacco or paraphernalia, including electronic cigarettes and medical marijuana	Saturday School; Suspension
6.	Gambling	Detention; Saturday School
7.	Misconduct on buses	Detention; Saturday School; Loss of riding privileges
8.	Fighting	Detention; Saturday School ; Suspension
9.	Extortion, bullying, or intimidation of a student or school personnel	Detention; Saturday School; Suspension; Notification of proper authorities; Expulsion Hearing
10.	Assault/battery against a student or school personnel * Assault is a sudden or vigorous attack; it is a threat or attempt to strike or otherwise harm a person.	Suspension; Notification of proper authorities
11.	Insubordination/disrespect toward school personnel or another student	Detention; Saturday School; Suspension; Expulsion Hearing
12.	Forgery	Detention; Saturday School; Suspension
13.	Cheating	All people involved will be given a zero on work; Detention; Saturday School
14.	Truancy	Saturday School; Notification of proper authorities
15.	Use of profanity *May include gestures, written, or verbal profanity	Detention; Saturday School
16.	Possession or use of a weapon	Suspension; Expulsion Hearing; Notification of proper authorities
17.	Possession of and/or the use of drugs or drug paraphernalia; under the influence of drugs; or distribution of drugs or drug paraphernalia	Suspension; Expulsion Hearing; Notification of proper authorities
18.	Possession of and/or the use of or under the influence of an alcoholic beverage, beer, wine, or other intoxicating beverage	Suspension; Expulsion Hearing; Notification of proper authorities
19.	Gross misconduct	Suspension; Expulsion Hearing
20.	Late to School	1 st – 3 rd Tardy (No penalty); 4 th – 6 th Tardy (Loss of Recess); 7 th – 9 th Tardy (Lunch Detention); Additional Tardy (Saturday School)
21.	Late to Class (Multiple Offenses)	Loss of Privileges, Detention
22.	Leaving school grounds without permission	Suspension; Expulsion Hearing
23.	Sexual harassment	Suspension; Expulsion Hearing
24.	Repeated violation of any rule or rules of conduct	Detention, Saturday School; Suspension; Expulsion Hearing
<i>NOTE: No clothing involving profanity, weapons, or drugs (#15, 17, 18) shall be worn to school.</i>		

STUDENT GANGS/SECRET SOCIETIES OR GANG ACTIVITIES

No school within the district will sponsor or permit the existence or functioning of any fraternity, sorority, or secret society within its administrative confines. Such organizations are those, which are composed wholly, or in part, of public school students which seek to, perpetuate themselves by taking in additional members from the students enrolled on the basis of the decision of its membership. The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference's with school or district activities. A "gang" as defined in this policy is any group of two (2) or more persons of either sex whose purpose includes the commission of illegal acts. By this policy, the Board acts to prohibit existence of gangs and gang activities as follows:

No student on or about district property or at any district activity:

1. Shall wear, possess, use, distribute, or display any other action which is determined to be related to membership or affiliation in a gang.
2. Shall communicate either verbal or nonverbal i.e. gesture, handshake, slogans, drawings, etc. to show membership or affiliation in a gang.
3. Shall use any speech or commit any act, which involves any gang, or gang activity, including, but not limited to:
 - a. Soliciting others for membership in any gangs
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
 - c. Committing any other illegal act or other violation of School District policies
 - d. Inciting other students to act with physical violence upon any other person

PENALTIES FOR VIOLATIONS OF GANG ACTIVITIES

1. Any student violating paragraphs 1,2,3 of this policy for the first time will be required to attend a parent conference with a designated school district administrator and receive a one (1) day suspension.
2. For subsequent violations of the policies, the student will be subject to a ten (10) day suspension and recommendation for expulsion.

PREVENTING BULLYING, INTIMIDATION TEEN DATING VIOLENCE, & HARRASSMENT

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying on the basis of actual or perceived race, color, nationality, 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.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or

any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left on school property. This policy also applies to student vehicles parked on school property. In addition, administrators shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

School administration 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 are reasonable grounds 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 reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

SEIZURE OF PROPERTY

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.

DEFINITION OF TERMS

DETENTION

Teachers or the principal may issue a detention. The detention site and time will be designated in advance. Detentions may be served during lunch, recess, or after school. A teacher will supervise all detentions. Students are to engage in study activity during detention. Parents shall be responsible for transportation when a student is serving a detention after school. Students who are assigned after-school detention will receive 24-hour notice prior to serving.

SATURDAY SCHOOL

The student will be required to attend a Saturday session from 9:00-12:00 am. Students are to engage in study activity. A teacher will provide supervision. A student who misses a Saturday school will have an additional session added. Failure to attend a second session will result in suspension. Students must be on time in order to begin Saturday school, if not on time, the student will have an additional session added. Any student assigned a third Saturday school session in a 9-week period will also serve a suspension of 1-10 days. If a student attends a Saturday school, he or she cannot attend any school function that day or evening.

ADMINISTRATIVE PROCEDURE FOR SATURDAY SCHOOL

If and when an administrator issues a Saturday School, the following procedures will be followed.

1. The administrator shall question the student or students involved with regards to allegations made and will give them the opportunity to deny or accept the allegations.
2. The administrator shall then:
 - a. Inform the student of the punishment to be received.
 - b. Contact the parent or guardian by phone or personal contact and inform them of the student's misconduct and the punishment to be administered.

SUSPENSION

The student is not allowed to attend school. Each day missed is considered as an unexcused absence and all work missed shall receive a zero. The student may not return to school until the student's parent or guardian has had a conference with the building principal concerning the student's behavior. The Principal or the Superintendent has the authority to suspend a student from school for a period not to exceed 10 school days. The student while serving a suspension shall not be allowed to participate in extra-curricular activities.

When a student receives a suspension, the parent or guardian will be notified, in writing, of the student's offense and the punishment given. The parents shall also be notified in writing, that they have the right to appeal the suspension to the Superintendent of Schools. Should the suspension be appealed to the Superintendent of Schools, he/she will render the decision based on the facts presented in the District Policy, and the Illinois State School Code. In addition, the parents will have further rights of appeal beyond the Superintendent to the Board of Education.

Should a hearing be held to review a suspension, the Board of Education will weigh all facts and will render a decision based on these facts.

SUSPENSION APPEAL PROCEDURES

Should a parent, guardian, student or counsel representing the student wish to appeal a suspension, before the Board of Education or its hearing officer, the follow procedures must be met:

1. The parent, guardian, student or counsel representing the student must file a written request of appeal with the Superintendent of Schools within 5 days of the suspension conference.
2. The Superintendent of Schools will immediately notify the Board of Education of the request and a hearing date will be established as quickly as possible.
3. At the hearing, the principal or official bringing charges shall present evidence including oral or written testimony on the charges made against the student.
4. The student, parent or guardian, or counsel representing the student shall have the opportunity to rebut any testimony, either orally or written brought against him/her and may have witnesses testify on his/her behalf.
5. The student, his/her counsel, or parent or guardian may request that a transcript be made of the hearing. A copy of the transcript will be made available for a fee to cover the cost of reproduction.
6. Should the Board of Education overrule the suspension, all records of it shall be removed from the student's files and the student will be allowed to make up work missed.

EXPULSION

Expulsion will remove a student from school for a period of time that could be in excess of ten (10) days and could extend to the end of the school term. Only the Board of Education has the authority to expel a student from school (Section 10-22.6 in the Illinois School Code). An expulsion hearing will be held when a student's misconduct warrants intervention by the Board of Education, when the District's rules of Conduct explicitly calls for an expulsion hearing or at the recommendation of the building principal or Superintendent of Schools. A student, while serving an expulsion, shall not be allowed to participate in extra-curricular activities.

ADMINISTRATIVE PROCEDURES FOR SUSPENSION AND/OR EXPULSION

If and when an administrator issues a suspension or recommends an expulsion, the following procedure will be followed:

1. The administrator shall question the student or students involved with regards to allegations made and will give them the opportunity to deny or accept the allegations.
2. The administrator shall notify the parents or guardian by phone or personal contact of the charges against their child and the punishment that the student will receive.
3. The administrator shall then provide the parent or guardian or student with written notice of the charges against the student and the punishment that the student will receive.
4. The administrator shall, within 48 hours of the conference, provide the Superintendent with a written narrative of the occurrence which shall include the name of the student, the nature of the violation, and the punishment which the student received and, if necessary, the recommendation for expulsion.

Note: If, in the opinion of the administrator, that allowing the student to remain in school constitutes a threat or danger to the well being of others, the student can be removed from school immediately.

EXPULSION OR SUSPENSION HEARING

In the event that an expulsion or suspension hearing is to be held before the Board of Education, the Superintendent of School shall notify, by registered mail, the parties involved of the following:

1. Date, time, and place of the hearing.
2. The specific act of misconduct (attach a copy of the District's Discipline Code).
3. The hearing will be private.
4. Evidence, including written and oral testimony, will be presented on the charges made against the student.
5. The student may, at his/her expense, be represented by counsel.

6. The student or his/her counsel will have the opportunity to rebut any oral or written testimony, either orally or written brought against him/her and may have witnesses to testify on his/her behalf.
7. The student, his/her counsel, or parent or guardian may request that a transcript be made of the hearing. A copy of the transcript will be made available for a fee to cover the cost of reproduction.

GRIEVANCE PROCEDURE

A problem at school should be handled through the following channels:

1. **The student or the parents should discuss the matter with the person or persons directly responsible for the grievance.**
2. If no satisfaction is attained, the matter should be directed to the building principal and then to the district superintendent. If the grievance is against the principal, the district superintendent should be contacted, after talking with the principal as explained in step one above.
3. If the matter is serious and a satisfactory solution is not reached, the student or parents may then wish to request permission of the School Board President to speak on the matter at the next meeting of the local Board of Education.
4. The appeal agent after the local Board of Education, unless otherwise provided by rules and regulations, is the judicial system.
5. Persons appealing grievances should remember that a belligerent, aggressive manner accomplishes little and that the principal or superintendent may be unaware of the situation at issue. The Illinois School Code or other pertinent rules and regulations should be consulted to determine the rights and responsibilities of all persons as related to specific school district appeal procedures.
6. Board members have no power as individuals and should not be burdened with complaints as individuals. If you have a complaint, suggestion or word of praise about the Athens school system, please contact the appropriate school official.

CRIME REPORT PROCEDURE

1. The Principal will report criminal activity to the Superintendent.
2. The Superintendent or his/her designee and the Chief of Police or his/her designee will confer and decide on appropriate action.
3. Parents will be notified.

CORPORAL PUNISHMENT 3-5.8.4

The School Code of Illinois defines corporal punishment as any type of punishment that could cause bodily harm to a student. The Board of Education prohibits the use of corporal punishment in this School District.

TEACHER RIGHTS 3-5.8.5

An individual teacher has the right to remove a student from class, not to exceed one period, for disruptive behavior. When the teacher removes the student from class, the student will be sent to the principal's office and shall have a written explanation from the teacher for the removal. A conference with the student, teacher, and principal will be held concerning the problem. The principal shall take appropriate disciplinary action and shall inform the teacher of said action.

ATHENS COMMUNITY UNIT SCHOOL DRUG POLICY

SALE

The sale or distribution of any illegal drugs* or illegal drug paraphernalia** in or on school property or at any school-related activity will not be tolerated.

USE, POSSESSION, UNDER THE INFLUENCE

The use, possession, or being under the influence of any illegal drugs or illegal drug paraphernalia, controlled substances or look-alike substances in or on school property at any time or at any school-related activity is strictly prohibited. This includes the use of illegal drugs prior to coming to school or prior to attending a school-related activity.

*Illegal drugs include, as defined by applicable law, all alcoholic liquor, and all controlled substances under the Controlled Substances Act, inhalants, and any look-alike substances.

**Illegal paraphernalia means such paraphernalia as defined by applicable law. Students who violate this rule will be subject to the following.

ALL INCIDENTS

The school district will notify the police in each and every occurrence.

FIRST OFFENSE

Any violation of this rule will result in a ten (10) day suspension from school and school-related activities with a recommendation to the Board of Education for expulsion.

OPTIONAL PROGRAM

The student and his/her parents may request that the student be considered for the optional program and contractually agree that, if the student is accepted into the program by the superintendent, the student will:

1. Receive a five (5) day suspension.
2. Complete all items as shown on the contractual agreement.

The parent(s) will:

1. Pay the cost of the assessment, with the implementation of any recommendations also the responsibility of the parents or guardian.
2. Complete a parent conference with the Guidance Counselor, and the Principal before the student may be readmitted to school. The parents must be prepared to furnish proof of an appointment for the assessment at this conference.

Failure to satisfactorily complete the optional program, failure to complete any item of the contractual agreement, or any indication of continued use, possession or sale will result in a reinstatement of the original suspension and a recommendation to the Board of Education for an expulsion.

SECOND OFFENSE

A second offense within the same school year will result in: A ten (10) day suspension from school and a recommendation to the Board of Education for expulsion.

MISCELLANEOUS INFORMATION

BUILDING SECURITY AND STUDENT SAFETY

- Cantrall Intermediate School will be locked until 7:45 am.
- From 7:45-8:15, the doors will be open as students arrive at school.
- All doors will be locked at 8:15. Visitors will need to use the front door entrance on the south side of the building. Visitors will need to press the buzzer to be allowed access.
- All visitors must sign in at the office. Anyone entering the building outside of the office will need to wear a visitor's badge.
- The parking lot doors will remain locked until dismissal at 2:55. Parents who are picking up their child may meet their child at the parking lot doors at this time.
- The classroom wing will be locked at 4:00 pm.
- The parking lot doors will remain unlocked for after school activities, including games and practices. If no activities are scheduled, these doors will be locked at 7:00 pm

VISITORS

All visitors, or anyone who is not enrolled or employed in the school district, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. All visitors must return to the main office and sign out before leaving the school.

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

LUNCH PERIOD

Students will not be allowed to leave school grounds during the lunch period. The classroom areas will be closed during the lunch period to students, except for the purpose of lunch detentions.

TELEPHONE CALLS

The telephone is for business purposes and should be used as such. Students will be called to the office to take calls only in case of emergency. Otherwise, messages will be taken and delivered later. When permission is granted, students may use phones for necessary out-going calls for business, but not for social reasons. Students are not allowed to call home from their cell phones unless a school official grants permission.

GUM

No gum will be allowed at any time in the Cantrall Intermediate School building during the regular school day.

CAFETERIA

Cafeteria meals may be purchased daily. Students are furnished with a plastic ID lunch card that must be used daily to purchase lunches. A student can only have a charge of \$5.00 on their account. Lunch balances may be checked through Skyward.

Rules

1. Students shall be quiet in the lunch line.
 2. Students shall not save seats for other students.
 3. Students shall walk to lunch and shall be orderly and quiet during lunch.
 4. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
 5. Loud talking, yelling, screaming, and other disruptions are prohibited.
 6. Students shall not throw food, milk cartons or other items.
 7. Students shall not trade food.
 8. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
 9. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
 10. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
 11. Students shall report spills and broken containers to cafeteria staff immediately.
 12. Students shall be dismissed from the cafeteria by the lunch room supervisor.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

INSURANCE

The school carries no hospitalization, accident, property, or life insurance on any of its students. Parents wishing to have student accident insurance through the school may purchase it at the time of registration. School insurance covers the student injuries and accidents, which occur in connection with school activities while under school supervision or responsibility. Full time coverage (24-hour coverage) may also be obtained through the school. Claims not reported to the school within 24 hours after the injury and claims not reaching the insurance company within 90 days risk high probability of not being paid. Before the school office can sign claims, the supervising school official at which time the accident occurred is to file a written report to confirm claims to the insurance company. It should be noted that the school's only role in the insurance program is to make it available to the students of the Athens School District. Any communication concerning the insurance should be directed to the insurance company.

FIRE DRILLS

The purpose of the fire drill is to perfect a system of evacuating the building in a quick and orderly fashion. This will be of great value in case of fire or other emergencies. Evacuation plans are posted in each classroom. When the fire alarm is sounded, all students will leave the building quickly and quietly in a single-file line.

TORNADO DRILLS

Students will practice the drill in the event that we are confronted with a tornado. Students will move as a class to their designated safe area and take the protective position. The school has a tornado alert radio on 24 hours a day. If the sky is threatening at dismissal time, students will be kept at school until the threat is over.

STUDENT FEES

School fees, which are paid by the students, and may include the following: Book Rental; Assignment Notebooks; Sports Fees and Extra-curricular Fees. The books a student rents are his/her responsibility. If they are lost or destroyed, charges will be made.

FREE AND REDUCED FEES

Parents financially unable to furnish the necessary rental fee for textbooks or for meals in the cafeteria should contact the school office. Forms for applying for free or reduced priced lunches are provided at registration. Additional forms for lunches and/or forms for applying for free or reduced priced textbooks are available from the school office.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In response to the Asbestos Hazard Emergency Response Act, the Athens School District has on file an Asbestos Inspection Report and an "Asbestos Management Plan". This report and plan delineates the amount and location of asbestos found in each school building and details how the materials shall be removed, repaired and maintained. This report is filed in the Superintendent of Schools Office and is available for public inspection during normal school hours.

SCHOOL BUS PROCEDURES

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

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

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

MEDICAL INFORMATION

MEDICATION ADMINISTRATION IN SCHOOL

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her education plan. Medications during the school day shall be limited to those required by a licensed prescriber or those given by a parent. These guidelines do not prohibit any school employee from providing emergency assistance to a student.

Guidelines:

1. Medication will be administered by: a. The school nurse if present in the building; b. A school representative; and c. The parent.
2. Only those medications, which are necessary to maintain a child in school and must be given during school hours, will be considered.
3. The school nurse will, in conjunction with a licensed prescriber and parent/guardian, identify circumstances in which a child may self-administer medication.
4. A written order for prescription medication must be obtained from the licensed prescriber. For non-prescription medication, the signature of the parent/guardian is sufficient. A Parent/Guardian signature will be required for all medication to be taken at school. Forms are available in the school office.
5. Medication must be brought to school by the parent in the original package or in the pharmacy container with pharmacy label affixed.
6. Medication will be stored in a secure location in the nurse's office. Students will report to the office to receive their medication and then return to class. Students who may self-administer their medication will do so under the supervision of school personnel, then record date and time before returning to class. Students may carry rescue inhalers for asthma and epinephrine auto-injectors for anaphylaxis with the authorization of their parent and physician.
7. No student is to give, sell or exchange any type of medication with another student. This applies to all forms of medication.
8. All permission for long-term medication will be renewed at least annually. Changes in medication will have written authorization from the licensed prescriber.
9. Effectiveness and side effects will be assessed and documented as necessary in the child's health record by the school nurse.

EPINEPHRINE AUTO-INJECTORS AND ASTHMA INHALERS

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

PHYSICAL EXAMINATION REQUIREMENTS

1. A physical examination is required of all students on entrance into 6th grade. Special education students who are not placed in a particular grade are required to have a physical examination on their first entrance into school and at ages 10 and 15.
2. All exams must be recorded on the approved IDPH form, which is available in the school office. Exams may be completed up to one calendar year prior to the start of school in the fall. All physical exams must include a current immunization history, diabetes screening and medical history to be completed by the parent/guardian.
3. Transfer students from out-of-state schools must provide a physical exam and complete immunization history within 30 days of school entry.
4. Required physical exams must be completed on or before the first day of school in the fall. Students in non-compliance will be excluded from school.
5. A sports physical is required for any student in athletics. A sports physical is good for one calendar year. The mandatory 6th grade physical may be used for sports.

IMMUNIZATION REQUIREMENTS

All students must comply with the standards on childhood immunizations as developed by the Illinois Department of Public Health. These rules include DPT, TDap, TD, polio, measles, rubella, Hepatitis B, mumps, and varicella. A copy of the current regulation may be obtained from the school nurse.

All immunizations must be completed on or before the first day of school in the fall. Transfer students are given 30 days after entry. Students in non-compliance will be excluded from school.

DENTAL EXAM REQUIREMENTS

A dental exam is required on or prior to May 15 of the student's 6th grade year. Exams may have been completed up to 18 months prior to the May 15 deadline. If a child does not have access to dental care for any reason, a waiver form may be completed by the parent and submitted in lieu of the exam.

VISION AND HEARING SCREENING

Vision screening will be done as mandated, for children in the grades pre-K, K, 2 and 8. However, Athens CUSD #213 tries to screen pre-K through 6th grade annually and 7-12 grade bi-annually. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened. All special education students are screened yearly. Parents may request a vision and/or hearing test by contacting the school nurse. Students who fail the first screening are tested a second time in 10-14 days later. Parents are then notified by mail if the child needs a check-up.

HEAD LICE

Students who are identified with head lice will be omitted from school until they have been treated and are nit-free. The Athens School District has a nit-free policy. Students may return to school after they have been treated and ALL lice and nits have been removed.

COMMON ILLNESSES AND VACCINE RECOMMENDATIONS

Literature on common illnesses and CDC vaccine recommendations for the 11-12 year old will be available at registration and in the school office for parents.

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the Building Principal.

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217)487-9082.

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

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