

2019 - 2020 Carmi-White County High School Handbook



TABLE OF CONTENTS

PART I	General Information – Page 2
PART II	Attendance & Academic Information- Page 11
PART III	Fees & Meal Costs- Page 25
PART IV	Transportation & Parking- Page 26
PART V	Health & Safety-Page 32
PART VI	Discipline & Conduct-Page 38
PART VII	Internet, Technology, & Publications- Page 76
PART VIII	Search & Seizure- Page 88
PART IX	Athletic & Extra-Curricular Activities – Page 90
PART X	Special Education-Page 110
PART XI	Student Records & Privacy- Page 111
PART XII	Notifications- Page 121

Mission/Vision Statement

Inspire Excellence, Rigorously Educate, Unlock Potential, Instill Passion/Caring & to Encourage, Love, Empower, & Serve...

Every**ONE**. Every **Day**. **Whatever it Takes**.

(Revised 7/2018)

PART I

GENERAL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.carmischools.org) or at the Board office, located at:

211 W. Robinson Street
Carmi, IL 62821

The School Board governs the school district, and is elected by the community. Current School Board members are:

Andy Acord, President
Brent Hammel, Vice-President
Marcie Hoskins, Secretary
Kelli Chapman, Member
Barbara Mitchell,, Member
Pete Fulkerson, Member
Tom Scates, Member

The School Board has hired the following administrative staff to operate the school:

Brad Lee, Superintendent

Jarrold Newell, Principal

Bart King, Assistant-Principal

Todd Haley, Dean of Students

Penny Gunter, Guidance Counselor

Clinton Wolff, Guidance Counselor

Kurt Simon, Athletic Director

The school is located and may be contacted at:

800 W. Main
Carmi, IL 62821
(618) 382-4661

ACCREDITATION

Carmi-White County High School is recognized by the Illinois State Board of Education.

VISITORS

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

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

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.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, 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 of Education policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

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 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).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

ANIMALS ON SCHOOL PROPERTY

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

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

STUDENT ARRIVAL AND DEPARTURE

Students may enter the building at 7:30 a.m. Please do not come any earlier unless you are going to be under the direct supervision of a teacher. Unless students have school business or activities, they must leave campus five minutes after school has been dismissed.

SCHOOL CANCELLATIONS

In the event that we have severe weather conditions (heavy snowfall or ice), school may be closed due to hazardous road conditions. WROY Radio (1460 on your dial) will announce any such closing or early dismissals. Please do NOT call teachers or administrators at home or the radio station to learn about school closings. The school's Blackboard phone system will send out a message to each student's home if school is cancelled.

TELEPHONES

Students – Students will be allowed to use the office telephone ONLY in the case of emergency.

Parents – When a student is in class, he or she will be called to the phone only in the case of an emergency.

Please call only if a real need exists.

VIDEO & AUDIO MONITORING SYSTEMS

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

LOCKERS

Each student will be assigned a locker for their personal use. Students must use only their own locker – DO NOT SHARE YOUR LOCKER. Students found sharing lockers may receive discipline. Lockers are school property and may be searched by school officials, with or without the student’s permission, when there is reasonable cause for a search. Occasional locker inspections will be held to assure neatness and protection.

Students may not write on their lockers. This act will be considered vandalism.

Do not leave valuables or large amounts of money in your locker. (This includes your P.E. locker.) Students are encouraged to place valuables in the office for safekeeping. ONLY YOU CAN PREVENT THEFT – LOCK YOUR LOCKERS. Students should report broken lockers to the attendance office. Students will be charged \$10.00 for a replacement lock. It is the student’s responsibility to notify the office if their locker does not lock.

PASSES

Students are not to leave their regularly scheduled class for any reason without a valid pass It is the students’ responsibility to obtain a pass from their teacher. DO NOT LEAVE CLASS WITHOUT A PASS.

FOOD & DRINKS

Food and drinks may not be consumed in the hallways. Food and drinks may be consumed in a classroom IF the administration/teacher approves,

Students are not allowed to enter the hallway to get snacks or drinks from the vending machines during class time. Students may not bring bottled drinks to school to carry with them throughout the day. All students are encouraged to eat lunch in the cafeteria.

LOITERING

Loitering will not be permitted in the restrooms or on the school grounds at any time during the school day. The penalty for loitering may be suspension from school.

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 (618) 382-4661.

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.

CARE OF STUDENTS WITH DIABETES

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

STUDENT INSURANCE

The school district will offer an accident insurance policy to students at a reasonable cost. The policy, which may be purchased for "school time" only protection or "24 hour" protection, is optional. Please note: The school district's only involvement in the student accident insurance is to offer the insurance, receive payment for the insurance, and to file the initial claim.

It is the parents' responsibility to be sure that their child has adequate protection against accidents.

PROCEDURE FOR HOME-SCHOOL PROBLEMS

The faculty and administration of CWCHS are sincerely interested in the educational welfare, rights, and responsibilities of the students. Occasionally a problem may arise between a student and/or parent and CWCHS. If there is a problem in the classroom, you are encouraged to meet with the teacher to seek a solution. Appointments may be made through the guidance secretary. Should you have a problem with a CWCHS policy or procedure, please see the principal. If you do not receive satisfaction from the teacher or principal, your problem may be heard by the superintendent, and, finally the Board of Education. Every effort will be made to find a fair solution to any problem.

Good communication between the home and school is the key ingredient to stopping or solving a problem. Please begin your complaint with the proper person, which will almost always be the teacher and/or principal.

ACCOMMODATING BREASTFEEDING STUDENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

PART II

ATTENDANCE & ACADEMIC INFORMATION

ATTENDANCE

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

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

An absence will be considered **EXCUSED**, if any of the following criteria are met:

1. The student has authorization in writing by a licensed person in the legal or medical profession.
2. Death in the immediate family.
3. Special situation as determined by the Principal or his designee.
4. Observance of Religious Holiday
5. A parent phone call or signed note by the parent excusing the absence for personal illness.

After the 5th absence, ALL ABSENCES will be considered unexcused unless approved by administration. NOTE: Only parent phone calls or signed notes will reset at semester

An unexcused absence is any absence not covered by numbers 1, 2, 3, 4, & 5 above. An unexcused absence will result in the student being given a zero for all work missed, with no opportunity to make up the work.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at [618-382-4661] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Students have one day after an excused absence to make up work.

TRUANCY

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

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

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

PRE-ARRANGED ABSENCE

Occasionally a student will know in advance that he or she is going to be absent. If this is the case, the student should apply for a pre-arranged absence (pre-ab). This must be applied for at least three school days before the absence. The following procedure is required:

1. Request in writing from parent
2. Receive application from Assistant Principal
3. Request each teacher to sign application
4. Return completed application to the attendance office for Assistant Principal to approve
5. Receive pre-ab and present it to each teacher

A pre-arranged absence is not necessary for a one day or less absence. However, a phone call from home to the school is necessary (See Excused Absence or Leaving School).

COLLEGE VISITATION

A senior student may use one school day to visit a college or university. The student will not be counted absent provided they are meeting with a professional member of the college through appointment made by a CWCHS counselor. Written confirmation from the college will be required upon the student's return to CWCHS and shall be submitted to the Attendance Office. College visits during the last two weeks of school are to be avoided. Special circumstances and additional visits may be considered by the principal. Failure to present written confirmation upon return may result in an unexcused absence.

TARDINESS

As a student, it is your responsibility to use a reasonable degree of judgment in regard to the time element that you have before school, between classes, and at noon. Adequate passing time is provided to get from one classroom to another in this building. It is, however, impossible to visit with friends, go to your locker, get a drink, and go to the restroom, and still make it to class on time. USE GOOD JUDGMENT—BE PROMPT.

On your third tardy to a class, the teacher will request that you go to the office and remain there for the entire period. This will be considered an unexcused absence.

If a student is tardy to any class, they are subject to discipline.

If a student in a co-op program is tardy to school due to being kept overtime by his employer, the student must receive a note from the employer in order to receive an excused tardy.

LATE ARRIVAL TO SCHOOL

If you arrive to school anytime after the first period bell has rung (8:15), you must go to the attendance office to sign in. If you have been absent all morning, but come for the afternoon, you must report to the office to sign in upon your arrival. If you arrive to school more than ½ way through the class you will not be allowed to go to class and must sit in the office, unless agreed upon by the teacher.

LEAVING SCHOOL

If it is necessary for a student to leave school during the day for a doctor or dental appointment, or other unavoidable business, the parents of the student must call or send a note. The attendance office will then issue a “pass” for the student to leave class at the designated time. The student shall then report back to the attendance office to sign out. It is necessary to sign out and leave properly. Do not just sign your name on the sign out sheet.

Students who leave school without proper permission or procedure are subject to an unexcused absence and /or suspension.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

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.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer’s Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.¹

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

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

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

1. The time of year when the student’s participation ceases;
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 above or in Handbook Procedure 10.30.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage.

For information on home or hospital instruction, contact: CWCHS Guidance Office.

REQUIREMENTS FOR GRADUATION

23 credits

The following subjects are required for all students:

1. 4 units of Language Arts
2. 3 units of Math
3. 3 units of Science
4. 1 unit of American History
5. ½ unit American Government
6. ½ unit Geography (½ Unit of Civics-Beginning class of 2020)
7. ½ unit of Health
8. ½ unit of Driver Education (classroom)
9. 4 units of P.E. (1 unit per year)
10. ½ unit of Computer Applications
11. ½ unit of Consumer Education

In addition to the required courses and credits, a student must attend four years, pay all financial obligations, fulfill all other responsibilities, and attend Commencement to receive a diploma.

SUBJECT LOAD

With the adoption of Traditional Scheduling, students have the opportunity to enroll in seven (7) classes. Classes will be assigned as availability permits. All students will be registered for seven classes per semester.

GRADING SYSTEM

Progress is indicated to the student and parents with a letter grade four times per year. The semester grade is the official grade, which will be recorded on the Permanent Report Card. The Quarter grades are merely indicators of progress and do not become a part of the permanent record. Quarter grades will be used to determine valedictorian and salutatorian status.

Students wishing to be considered for valedictorian will be required to complete a designated curriculum to include:

1. 4 years of English, including College Prep;
2. 3 years of math;
3. 3 years of lab science;
4. 3 years of social studies; and,
5. 2 years of a foreign language, or music, or art, or vocational studies, or any combination.

The following letters will be used to indicate progress to students and parents:

- | | |
|------------------------------------|----------------------|
| 1. "A".. (3.6-4.0).. 94%-100% | Excellent |
| 2. "B".. (2.6-3.5)..86%-93% | Very Good |
| 3. "C"...(1.6-2.5)..78%-85% | Good |
| 4. "D"..(.6-1.5)..70%-77% | Poor |
| 5. "F"..(0- .5).. 0%-69% | Failing |
| 6. "S"...Credit Received | Passing |
| 7. "I"...Work not done, but can be | Incomplete |
| 8. "W" | Withdrew From Course |
| 9. "X" | Waived |

AVERAGING OF SEMESTER GRADES

Assuming that attendance is good and class work is finished; the following formula will be used to determine the final semester grade:

1st Quarter =40% (2/5)
2nd Quarter =40% (2/5)
Semester Exam =20% (1/5)
Semester Grade =100%

The following chart is used to determine the semester grade. To use the chart, simply locate the two nine week grades and the semester exam grade. Where these two lines intersect is the semester grade.

		Semester Exam Grades				
9	9	A	B	C	D	F
weeks	weeks					
A	A	A	A	A	B	B
A	B	A	B	B	B	B
A	C	B	B	B	B	C
A	D	B	B	C	C	C
A	F	C	C	C	C	F*
B	B	B	B	B	B	C
B	C	B	B	C	C	C
B	D	C	C	C	C	C
B	F	C	C	C	D	F*
C	C	C	C	C	C	C
C	D	C	C	C	D	D
C	F	C	D	D	D	F*
D	D	C	D	D	D	D
D	F	D	D	D	D	F
F	F	F*	F*	F	F	F

* In order to receive credit students must complete all work, meet all classroom expectations, and pass 2 of the 3 grading periods/exam to receive credit for the semester. Students who do not meet these requirements will receive an (F) and be required to retake the class for credit.

Those students who earn an incomplete (I) at the end of a grading period will have two weeks to complete their deficiency. If, after two weeks, the deficiency is not completed, the "I" grade will be changed to an "F." It is the responsibility of the student to complete required work.

REPORT CARDS

Computerized report cards will be issued at the end of each nine weeks grading period. Report cards will be mailed directly to parents at the end of each grading period.

HONOR ROLL

Students who earn a 3.4 grade point average for a quarter or a semester will be placed on the CWCHS Honor Roll. NOTE: Physical Education grades are not counted for Honor Roll placement.

BOARD SCHOLARS

To become a Board Scholar, a CWCHS student must earn a grade of "A" for semester average in all classes for which he/she is enrolled and grades are assigned. In courses in which grades are not assigned, the student must receive credit.

FAILING NOTICES

Students, who are doing near failing or failing work, will be notified by mail at mid-quarter. This notice is a warning to both student and parent that credit may be lost if classroom work does not improve.

COLLEGE ENTRANCE REQUIREMENTS

Students planning to attend college should take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Suggested courses to meet major college entrance requirements include:

1. Four (4) years of English
2. Three (3) years of Social Studies
3. Three (3) years of Math
4. Three (3) years of Laboratory Science
5. Two (2) years of Foreign Language, Music, Art, or Vocational Education

Your counselor will have additional information on entrance requirements for specific colleges.

VOCATIONAL EDUCATION

Carmi-White County High School offers several classes for students with vocational interests. In addition to the “hands on” experience, Seniors may also apply for the Cooperative Training Program. This program is based upon the student’s vocational interest and is not intended as simply employment. If you are interested in the C.W.C.H.S. vocational programs, see your counselor.

CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS, & ACCELERATED PLACEMENT

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student’s grade point average, class rank, and eligibility for athletic and extracurricular activities.

PROFICIENCY CREDIT

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student’s parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of

mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

ACCELERATED PLACEMENT

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

SPECIAL EDUCATION

In accordance with Public Law 94-142 and the State Board of Education rules and regulations, CWCHS does offer a quality Special Education program. Following a referral, a case study, and/or diagnostic testing, a staffing conference (including the parents) will be held to determine the placement of a student. The public school professional(s) will (with the parent's permission) render the placement and programming decision relative to special education students. An individualized education program (IEP) will be developed for each special education student.

DRIVER EDUCATION

Classroom Attendance Policy:

State Law requires 30 hours of classroom instruction. Students not meeting this requirement will fail the course and be required to take it over. Requests for exceptions to this policy will be considered by the teacher and principal. Students must have passed 8 classes the previous 2 semesters.

CO-OP STUDENTS

Students in a Co-operative Program are still CWCHS students. In order to be on their job, they must be in attendance at school. If not, the entire day will be credited as an unexcused absence.

It is a privilege to be a participant in the Vocational Programs. Any student who abuses that privilege will lose the freedom. BE PROMPT, BE RESPONSIBLE, BE A CREDIT TO CWCHS.

COMMUNITY COLLEGE CLASSES FOR C-WCHS CREDIT

Seniors desiring to take Southeastern Illinois College and/or Wabash Valley College on-line classes for C-WCHS credit must meet the following criteria:

1. A senior may enroll in one class per semester to earn one-half credit per stud at C-CWHS in addition to any college credit earned.
2. A senior may not enroll in a class currently offered in the C-WCHS curriculum.
3. The senior must participate in the class during the normal school hours or normal school days.
4. The senior must secure the approval of the high school principal, community college, and their parent(s) to enroll in the class.

SCHEDULE CHANGES

Each student is given the opportunity to select their elective classes during the preregistration period during spring semester. Students are discouraged from changing an elective class unless a real need exists. Changes may be deemed necessary by the student, teacher, and/or parent. See your counselor to begin the schedule change process. Administration reserves the right to make schedule changes.

Schedule changes must be made during the first week of each semester. Any changes made after the first week of each semester may result in the student receiving an “F” for the class they drop and the student may be required to attend A.E.R. during that class time.

SEMESTER EXAMINATIONS

All students are required to take final exams both First Semester & Second Semester

PART III

FEES & SCHOOL LUNCH

SCHOOL BREAKFAST & LUNCH PROGRAM

- Breakfast is served every school day from 7:40 a.m. to 8:00 a.m.
- Lunch is served every school day from 11:48 a.m. to 12:28 p.m., except when there is an earlier dismissal.
- A student may purchase breakfast for \$1.25.
- A student may bring a sack lunch from home or may purchase a school lunch for \$2.25 and/or milk for \$.50.
- Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

FINES, FEES, AND

CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

PART IV

BUS TRANSPORTATION &

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. 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 and/or transportation director.

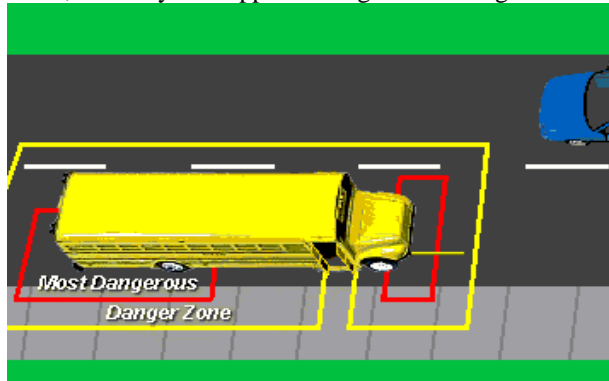
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal and/or transportation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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Mr. Bart King.

BUS CONDUCT

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

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

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

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

Being allowed to ride is a privilege and not a right. Students should show their appreciation for this right by being courteous and well behaved at all times while on the bus. The bus driver is in complete charge of the conduct of students while on the bus. Misconduct may warrant a revocation of the right to ride school transportation. Students must be present at school in order to ride school transportation.

Rules and regulations governing the bus conduct for students include:

1. Students are not allowed to extend any part of their body out of the windows of the bus at any time.
2. Students must remain seated while the bus is moving.
3. Older students should set an example for younger students.
4. Throwing objects on the bus is not allowed.
5. No eating, drinking, use of tobacco products, or use of profane language.
6. Only those students that are eligible may ride the bus to and from school. In some unusual cases, other students may be given permission by the principal or his designee. A signed note from the parents is necessary.
7. Loud talking and yelling on the bus is not permitted. Quiet talking is permitted. When the noise level gets too high, it is unsafe and an accident could occur.
8. Once a student gets on the bus, the driver must deliver him either to school or to his home. The only exceptions are those students that have a signed note from their parents that has been approved by the principal or Transportation Director.
9. Be courteous at all times and be safety conscious at all times. The driver may assign students seats.
10. Help the driver as much as possible when weather conditions are bad or whenever the driver should ask.
11. Be considerate of others and especially the driver, as your life is in his/her hands.
12. Keep your seat until the bus comes to a complete stop.
13. Cross the highway and road only when it is safe. When crossing in front of the bus, you must go ten steps in front of it and wait for the driver to tell you when it is safe to cross.
14. Students riding the bus on field trips, sports events, music functions, and any other co-curricular activity, must obey the rules as any other student who rides the bus regularly to and from school.
15. Any student riding a school owned vehicle may be suspended from riding the vehicle because of violation of the rules and regulations.

PARKING

Students may park their vehicles in the lot after they receive a permit. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The spots designated with underlines are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Any Senior who must drive to school and who desires to park on the school parking lot must apply for a parking permit. Applications may be picked up in the attendance office and must be returned to that office prior to the end of the first week of school. Freshmen, Sophomores, and Juniors who are old enough to drive will not be permitted to park on the school lot.

Rules for students who drive to school are as follows:

1. Obey all traffic signs on the parking lot.

2. Upon arrival to school, lock and vacate your vehicle IMMEDIATELY.
3. Do NOT use your car as a locker. Students are not permitted in their cars between classes.
4. Park only in designated spaces.
5. All State and City laws and ordinances will be in effect.
6. Students may not sit in cars before, during, or after school.
7. Improperly parked student autos will be subject to tow at students' expense.
8. Students who violate parking lot rules are subject to suspension of parking privileges.
9. The parking lot is not a street. Driving through the parking lot is to be avoided.
10. Student drivers are responsible for the conduct of their passengers and the use of their car by other students.
11. If you are unable to find a proper parking space in the parking lot, you must park on the street.
12. Cars not having a parking sticker are not to be parked on the school lot. In the event you must drive a car without a parking sticker, obtain a "temporary sticker" from the attendance office prior to class.
13. Enter the parking lot from Seventh Street only. Do not head into parking lot spaces from Ninth Street.
14. Do not pass buses with "stop arms" out. You will be ticketed.

Part V

HEALTH & SAFETY

IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

*****VISION SCREENING*****

District personnel will be periodically conducting vision-screening tests during this school year that may include your child. 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.

STUDENT MEDICATION

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

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

Self-Administration of Medication

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization 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 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

GUIDANCE & COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

SCHOOL SOCIAL WORKER

The school social worker and district school counselor provides services to students and families in the district to foster a safe school environment and address issues that interfere with the students' academic achievement. The role of the social worker and counselor is to help reduce or eliminate barriers to learning, such as absenteeism/truancy, behavior problems, and drug and alcohol abuse. They can assist the student with coping skills, developing decision-making skills, and to achieve maximum academic benefit from their educational opportunities. In addition, they can help the parent/guardian to better understand and meet their children's social and emotional needs as well as better understand and utilize school and community resources

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill address an active shooter, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

COMMUNICABLE DISEASES

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

1. Parents are encouraged to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school when the parent or guardian brings to the school a letter from the student's Health Care Provider stating that the student is no longer contagious or the student has been symptom free for 24 hours without taking medication for fever reduction.

HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.
5. Treatment of head lice should not require that a student be absent more than one day. Additional absences will be considered "Unexcused."

ACCIDENTS

Any accident or injury that occurs during school hours or at any school activity must be reported to a teacher or to the office immediately. Injury report forms must be completed.

Part VI

DISCIPLINE & CONDUCT

SELF-DISCIPLINE

One of the most important "subjects" at CWCHS is Discipline. You will not find this "subject" on the master class schedule, but it underlies our entire structure. Students must learn the concepts of self-discipline to develop good character, orderliness, and efficiency. Students are encouraged to be mature, use "common sense", and to conduct themselves in manner befitting high school students. Students with good self-discipline will have respect for themselves, their classmates, parents, teachers, and other authority figures. This is a key trait in living a happy and peaceful life. EMPLOY SELF-DISCIPLINE – THINK BEFORE YOU ACT OR SPEAK.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:05 a.m. and students are dismissed at 3:10 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.
- Students should always try to conduct themselves in a manner that is fitting of ladies and gentlemen. Pushing, slapping, sarcasm, and trash talking usually lead to an undesirable situation and must be avoided.
- Your school is your place of business and, as in any business, inappropriate displays of affection will not be tolerated. You may hold hands, but embracing and kissing are not conducive to the educational atmosphere.

SCHOOL DRESS CODE/STUDENT APPEARANCE

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Clothes or accessories with vulgar, distracting, or suggestive writing, pictures, or images, or tobacco or alcohol advertisements on them are inappropriate for school and may not be worn to school or to school functions.
- School appropriate shorts may be worn. Short shorts, boxers and short trunks are not appropriate for school wear.
- Jeans or pants shall not have holes above the knees.
- All shirts for boys and girls must have sleeves. Bare midriff clothing, “see-through” attire, tank tops, undershirts, half shirts, revealing/low-cut, or split-side shirts, cannot be worn by students.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Caps, hats, visors, bandannas, sweatbands, and sunglasses, may not be worn by any student.
- Appropriate footwear must be worn at all times.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Students may bring book bags, backpacks, and Physical Education/Athletic equipment bags, but they must go directly to the appropriate locker/locker room upon entering school. All purses and bags must remain in lockers during school and are not allowed in the classroom. Coats may be worn to school but must be placed in a locker upon arrival to school.

Because school time needs to be used effectively for learning, students are not allowed to draw or write on each other or themselves.

The principal or assistant principal shall screen any unusual dress violations. Students who are in violation of the dress standards may be sent home to change and will receive an unexcused absence for any classes they miss. Continued disregard of this policy may result in a consequence. Parents must assume the responsibility in seeing that their child is appropriately clothed for school.

P.E. DRESS

All students enrolled in P.E. must secure proper P.E. clothes as outlined by the teacher. P.E. students must “dress” daily for class. A student who does not dress five (5) times per nine weeks will receive an “F” for the grading period. Eight no dresses in a grading period may result in an “F” for the semester. The class must be made up in order to graduate.

STUDENT DISCIPLINE

Prohibited Student Conduct

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

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

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

- 4- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5- Using or possessing an electronic paging device.
- 6- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day 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.
- 7- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 - 8- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
 - 9- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 - 10- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
 - 11- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 - 12- Engaging in teen dating violence.
 - 13- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 - 14- Entering school property or a school facility without proper authorization.
 - 15- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 - 16- Being absent without a recognized excuse.
 - 17- Being involved with any public school fraternity, sorority, or secret society.
 - 18- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 - 19- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 - 20- 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.
 - 21- 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.
 - 22- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

WHEN AND WHERE CONDUCT RULES APPLY

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

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

DISCIPLINARY MEASURES

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

CORPORAL PUNISHMENT

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

WEAPONS PROHIBITION

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

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

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

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

GANG & GANG ACTIVITY PROHIBITED

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

RE-ENGAGEMENT OF RETURNING STUDENTS

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

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 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, building principal, assistant building principal, or dean of students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The school board may suspend a student from riding the bus in excess of ten (10) 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 fifteen (15) days of the beginning of the school year or a student's enrollment.

SMOKING: BOARD POLICY

Smoking is hazardous to the health of students and may present a safety hazard in the school. Smoking tobacco and/or possession of smoking materials (chewing tobacco and snuff) by students is not permitted on school buses, in school buildings, or on school grounds at any time.

When a staff member finds a student in possession of smoking materials in violation to this policy, the student shall be disciplined by the administration on an individual basis. Disciplinary measures may include personal counseling, withholding of privileges, and/or suspension for a period of up to ten (10) days. In all cases, the parents shall be advised and their cooperation shall be sought.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto buses and school property.

Organizations sponsoring activities in the schools outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

SUBSTANCE USE/ABUSE: BOARD POLICY

The Board of Education recognizes that student use of drugs has no place in school. The use of such substances is detrimental to individual development and undermines effective education. Use of drugs diminishes the educational atmosphere and is contrary to the maintenance of discipline. This policy is adopted to establish the highest standards for learning in the classroom. The District recognizes these issues as legitimate concerns of the school and wished to address these needs as part of a limited assistance and discipline program.

This program is based on maintaining a learning environment for each student within the system. Prevention will be attempted by promoting skills in decision making, by nurturing successful interpersonal relationships, by providing accurate information, and by setting clear institutional limits

RULES OF CONDUCT

The possession, use, distribution, purchase, sale, or being under the influence of any drugs or alcohol is prohibited in any school context including, but not limited to, the school grounds, the regular school program, a school-sponsored activity including activities which occur away from school or in other context clearly related to school functions, such as activities which occur adjacent to school property or school-sponsored activities, activities which occurs before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school-sponsored activity. Any student found in violation of this policy will be suspended for ten (10) school days and will be subject to the additional disciplinary actions described later in this policy.

DEFINITIONS

- A. DRUGS. Unless the context requires otherwise, the word “drugs” includes substances containing alcohol and/or mind altering drugs and substances recognize as drugs in The Physicians’ Desk Reference, Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States, or Official National Formulary, or any supplement to any one them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word “drugs” also includes the substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- B. UNDER THE INFLUENCE OF DRUGS. A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed “drunk” or “drugged” to be under the influence of drugs.
- C. USING DRUGS. A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

EDUCATION AND TRAINING

Faculty and staff shall be generally trained at the building level in the recognition of symptoms and/or behavior of students who might or could be under the influence of drugs; and, also, in the general recognition of drugs which are frequently abused. Such training shall be in a form as the administration may prescribe, and may include written materials, in-service training, seminars, teacher institutes, or other activities, and may be provided through the District’s own personnel, if qualified, or outside resources. The purpose of such training shall be to assist administration, faculty, and staff in recognizing symptoms and behavior which are typical of or indicative of the presence of drugs, and also, to educate such persons as to drugs and in patterns of drug abuse.

RESPONSIBILITY OF STAFF

Any member of the administration, faculty, or other staff who determines or believes that a student is violating this policy shall escort the student to the school office or principal, or his designee. If the student refuses, the staff member shall obtain the assistance of other certified staff members and shall notify the assistant principal immediately. Such employee shall state with particularity to the assistant principal or principal the specific reasons underlying his/her belief that the student has violated the District’s substance abuse policy. Such information shall include, but not necessarily be limited to, the behavior of the student, behavior of other students with the student in question, drugs or paraphernalia observed, information learned from reliable and knowledgeable persons, information from someone with firsthand knowledge (including students), and other pertinent information. At the soonest reasonable opportunity, all such information shall be reduced to writing by the reporting staff member and delivered to the school office.

The purpose of such oral and written reports shall be to inform the principal or assistant principal of the situation, and to memorialize the same, and to provide a basis for the assistant principal or principal to make a determination as to whether there is a reasonable suspicion based upon particularized objective facts that the particular student (and not a generalized group of students) is in violation of this policy.

The administrator shall make an independent determination as to whether or not the facts, as reported to him, constitute grounds for a reasonable suspicion that a particular student is in violation of this policy. Whether or not reasonable suspicion exists will depend upon the totality of the circumstances, including, but not limited to, information known about the student, the circumstances in which the information became available, the context (i.e. time, place, and manner) in which the information became available, and all other pertinent information. In any case, however, reasonable suspicion cannot be found upon intuition, speculation, or hunch, but must be objective and articulable to others.

If the information is not, in the independent judgment of the administrator, sufficient to constitute reasonable suspicion, he shall immediately cause additional information to be gathered. Such information may include, but is not necessarily limited to, contact with other staff members, students, and the school nurse who may utilize a

checklist of physical symptoms and interview to determine if the student is under the influence. All such efforts shall be directed toward determining whether there is reasonable suspicion to believe that the student is in violation of this policy.

If the administrator or the principal determines, as a result of the reports received by him or investigation conducted by him, that the student is in violation of this policy, he shall conduct an interview of the student. The purpose of this interview shall be to confront the student with the information known to the administrator and, in addition, if possible, to obtain further information.

If there is reason to suspect that a student may have drugs or other evidence on or about his/her person, he/she shall be directed to produce the same, and, if necessary, to empty his/her pockets, the contents of any bag or purse, and the like.

If the student refuses any reasonable directive concerning the presence of drugs or other evidence on his person, the assistant principal may cause the student to be "patted down." However, any pat-down shall be conducted only by a certified employee of the same sex of the student. The purpose of the "pat-down" shall be to determine if there is reason to conduct a more thorough search. If the pat-down does not reveal the presence of this article suspected, and such article would be felt through a pat-down, no further search shall be conducted.

If the pat-down search reveals that the student has or may have drugs or other evidence upon his/her person, the student may be searched. In addition, a student may be searched if the substance would not be felt through a pat-down, and the risk of failure to find the substance is great. By way of example and not limitation, reasonable suspicion of the presence of LSD "tabs" might not be felt through a pat-down, but would justify a more intrusive search.

All searches of the student shall be conducted in a private area, shall be conducted exclusively by a certified employee and observed by another certified employee; and all such employees shall be the same sex as the student. If necessary, the student may be physically restrained to conduct the search, and the police may be called in to assist in the search. There shall be no strip searches.

The purpose of any search shall be to determine the presence of drugs or materials related to drugs and not for other purposes. It shall be deemed an independent act of gross disobedience or misconduct for a student to fail to submit to a search when reasonable suspicion exists that the student may have drugs or other evidence on or about his/her person, locker, or automobile.

If, as a result of any search, a substance believed to be drugs or alcohol is discovered, an inventory of the same shall be made by the administrator. The administrator shall contact local police authorities and inform them of discovery of any illegal substances.

Drugs Not on the Student's Person

A. **LOCKERS.** If there is reasonable suspicion to believe that drugs or other evidence may be contained within a student's locker and that drugs are currently present in the student's locker, the administrator, or his designee, is directed to search the locker. If practicable, the search shall be conducted in the presence of the student, but outside the presence of other students.

B. **AUTOMOBILES.** In the event there is a reasonable suspicion to believe that a motor vehicle located on school property contains drugs or other evidence, the vehicle, if practicable, shall be kept under observation. The assistant principal shall attempt to confirm that the vehicle belongs to a student by any appropriate method, including the personal knowledge of staff members or other students.

The administrator shall seek permission of the student to voluntarily search the vehicle. However, if the student does not voluntarily agree to a search, the administrator shall be authorized to open the vehicle with any key in the student's possession and search the vehicle for drugs or alcohol.

If there is reasonable suspicion to believe that an unattended automobile on school property contains drugs or alcohol but the automobile is not that of a student, the administrator shall contact local authorities immediately. If possible, the vehicle shall be placed under observation.

- C. **OTHER PERSONS.** The first staff member to come in contact with the indication of possession of drugs or alcohol by a person other than a student while on school property, shall document the facts surrounding the situation upon obtaining all information possible. Such information should include the person's name, location of the building or grounds where the evidence of possession was discovered, and a brief summary of the facts surrounding the situation. In the event the staff member has reasonable suspicion to believe that a person other than a student is in possession, delivering, or distributing drugs or alcohol while on school property, at a school-sponsored activity, or in or around school grounds, that person shall immediately contact the administrator who shall contact local police officials. The staff member shall additionally document the facts surrounding the situation, including, if possible, the name of the person, the location of the building or grounds where the evidence was discovered, and a brief summary of the facts surrounding the situation. The documentation shall be submitted as soon as possible to the principal, or, if unavailable, the assistant principal.
- D. **DRUG DOGS.** The Carmi-White County Community Unit District No. 5 board of education supports the use of trained and certified search dogs as a prevention tool in the board's continued efforts to provide a safe, drug free environment for Unit 5 students. A search may be called any time at the discretion of the superintendent or his designee. Students will be held responsible for the contents of their lockers and vehicles as well as items on their person. Students found in violation will be held accountable to the provisions of this policy.

DISCIPLINARY ACTIONS AND PROCEDURES

Those students found to have violated the school's substance use/abuse policy shall be subject to the following disciplinary actions and procedures under the direction of the principal or designated administrative staff.

A. DISCIPLINARY ACTIONS FOR POSSESSION/UNDER THE INFLUENCE

1. First Offense

- a. The student shall be suspended for ten school days
- b. District personnel will offer to meet with the student and parents or guardians.
- c. The administration may, at its discretion, institute expulsion proceedings. However, within the discretion of the administration, the student and his parent and guardian may agree that the student be placed on probation.
- d. If the student is found to be in possession of drugs, he/she shall be reported to the police.

2. Second Offense

A second offense is one which occurs within three years of the first offense.

- a. The student shall be suspended for ten school days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parent/guardian will agree to probation.
- d. The parents shall be provided with information on qualified substance abuse treatment resources.
- e. The police shall be informed.

3. Probation

For the purposes of this policy and within the discretion of the administration, a student and his parents or guardians may agree that the student be placed on probation including, but not limited to, the following provisions:

- a. Upon the first offense, the administration is authorized to reduce the suspension to five days provided the student agrees to be screened by the District's Student Assistance Program and to follow in a meaningful way all terms, conditions, and recommendations set forth by the Student Assistance

- Program team. If the student fails to follow the Student Assistance Program team recommendations, he/she shall be deemed to have committed a separate act of gross disobedience.
- b. Upon the second offense, the administration is authorized to allow the student to return to school following a suspension of ten days provided the student agrees to undergo assessment by a qualified substance abuse specialist and submit proof of an assessment by the specialist before being allowed to return to school. The student must agree to fulfill those recommendations made by the substance abuse specialist. Failure to undergo assessment by a qualified substance abuse specialist and to fulfill his/her recommendations will be considered a separate act of gross disobedience or misconduct.
 - c. By agreeing to probation, the student admits the offense occurred.
 - d. The terms and condition of probation shall be established by the administration and shall be placed in writing and signed by the student and parent/guardian.
 - e. If the student violates probation, the student may be punished for the offense for which he/she was placed on probation and for violating the probation.

4. Third Offense

A third offense is one which occurs within three years of the first offense.

- a. The student shall be suspended for ten school days.
- b. Expulsion proceedings shall be initiated against the student.
- c. The police shall be informed.

B. DISCIPLINARY ACTIONS FOR STUDENST ENGAGED IN SELLING OR DISTRIBUTING DRUGS OR ALCOHOL

1. First Offense

- a. The student shall be suspended for ten school days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. The administration shall consider whether expulsion proceedings shall be commenced.
- d. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parents/guardians will agree to probation in the same fashion established in the section entitled "Disciplinary Actions for Possession/Under the Influence", Part A, of this policy except that no reduction in the length of suspension offered to the student.
- e. The police shall be informed.

2. Second Offense

- a. Second offense is one which occurs within three years of the first offense.
- b. The student shall be suspended for ten school days.
- c. Expulsion proceedings shall be initiated against the student.
- d. The police shall be informed.

RELATION TO STUDENT ASSISTANCE PROGRAM TEAM

Nothing herein shall require any member of the Student Assistance Program team to make a report as required herein based upon information learned from a student as a result of that student's participation in the Student Assistance Program. However, should any employee obtain information outside such program, or not as a result of information learned from that student as a result of such program, such employee shall make a report as required herein.

Students involved with alcohol or other drugs may seek help through the H.O.P.E. Team through a faculty member or other professional source prior to a reported violation. However, violation of the activity policy during or after participation with the H.O.P.E. Team will result in the same penalties as stated in the student athletic policy.

Prescription Drugs

All students are required to report to the office when in the possession of prescription drugs. All prescription drugs shall be maintained in that office and the taking of such drugs shall be monitored by the principal or his designee. All prescription drugs shall be retained in the office for student use, and students shall be provided with passes so as to obtain drugs when necessary. It is the purpose of this policy to prevent theft or loss of student medication and to preclude the carrying of illegal drugs in containers which appear to be, but are not, legitimate prescription containers.

Medical Attention for Students who Appear to be Under the Influence of Drugs

In a situation where it appears that a student is under the influence of drugs and who appears to be in immediate need of medical attention, the school staff member shall report the situation to the principal or his designee by whatever means practicable; request medical aid to include a doctor, nurse, and/or ambulance, as the case may be; if feasible and safe to the student, place the student in a quiet and comfortable environment; apply or arrange for first aid as necessary; attempt to determine without force what drug was taken, by what method, and in what quantity; contact the student's parents or guardians immediately unless the principal or his designee indicates that such contact will be made by another member of the staff; and prepare a written statement of the situation and submit the same to the principal as soon as practicable.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

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

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

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

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

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

Complaint Managers:

Jarrold Newell- CWCHS Principal 800 W. Main Street, Carmi, IL 62821 618-382-4661	Amy Dixon- Director of Instruction 800 W. Main Street, Carmi, IL 62821 618-382-4661
--	---

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

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

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

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual

activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

TEEN DATING VIOLENCE PROHIBITED

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Lunch & Cafeteria Rules

Students may leave campus or proceed to the cafeteria during lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to the school building on-time.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.

- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

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

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

STUDENT USE OF ELECTRONIC DEVICES

In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronics and cellular radio-telecommunication devices while at CWCHS upon entering the building to 3:15 pm and at CWCHS school sponsored activities unless authorized and approved by the Administration or supervising faculty member. CWCHS expects students to exercise due care and common courtesy when using cell phones during extra-curricular time.

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

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing,

receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

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

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

Part VII

Internet, Technology, & Publications

INTERNET POLICY

USE OF INTERNET

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the district's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. 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, 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

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-media center materials. Staff members may, consistent with the superintendent's implementation plan, use the Internet throughout the curriculum.

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 network 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. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the district's electronic network or district computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* 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

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by 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 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. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and,
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each staff member must sign the district's Authorization for Electronic Network Access 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.

All users of the district's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REFERENCE:

No Child Left Behind Act, 20 USC Section 6777 Children's Internet Protection Act, 47 USC Section 254(h) and (l) Enhances Education Through Technology, 20 USC Section 6751 et seq. 720 ILCS 135/0.01

ADOPTED: May 19, 1997

REVISED: June 18, 2007

Letter to Parent(s)/Guardian(s) Regarding Student Use of the Internet

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- ◆ Limited electronic mail communications with people all over the world
- ◆ Information from government sources, research institutions, and other sources
- ◆ Discussion groups, and
- ◆ Many libraries, including the catalog to the Library of Congress and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Electronic Network Access* and discuss it together. The use of inappropriate material or language or violation of copyright laws may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The district takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On any unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the school district supports and respects each family's right to decide whether to authorize Internet access.

Please read and discuss the *Authorization for Electronic Network Access* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Authorization for Electronic Network Access

Each staff member must sign this *Authorization* as a condition for using the district's electronic network connection. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the district's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and conditions

1. ACCEPTABLE USE

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

2. PRIVILEGES

The use of the district's electronic networks is a privilege--not a right--and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His/her decision is final.

3. UNACCEPTABLE USE

The user is responsible for his/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 devirused;
- C. Downloading 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-
- M. oriented, threatening, racially offensive, harassing, or illegal material; and
- N. Using the network while access privileges are suspended or revoked.

4. NETWORK ETIQUETTE

You are 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 your messages to others.
- B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- C. Do not reveal the personal information, including addresses or telephone numbers of students or colleagues.
- D. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. 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.

5. 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, nondeliveries, 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 your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. 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 breach of the authorization.

7. SECURITY

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. 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.

8. 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.

9. 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.

10. COPYRIGHT WEB PUBLISHING RULES

Copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district web sites or file servers, without explicit written permission.

- A. For each republication (on a web site 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 and staff engaged in producing web pages must provide library media specialists with e-mail 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 web site displaying the material may not be considered a source of permission.
- D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- E. Student work may only be published if there is written permission from both the parent/guardian and student.

11. USE OF ELECTRONIC MAIL

- A. The district’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- B. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail 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 name is a registered domain 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 this school district. Users will be held personally responsible for the content of any and all electronic mail 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 electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this authorization, and otherwise follow this authorization.

Staff members shall supervise students while students are using district Internet access to ensure that the students abide by the terms and conditions for Internet access contained in this authorization.

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

The system administrator and building principals shall monitor student Internet access.

Part VIII
SEARCH & SEIZURE

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

STUDENTS

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

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

SEIZURE OF PROPERTY

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

PART IX
ATHLETIC & EXTRA-CURRICULAR ACTIVITIES

ATHLETIC & ACTIVITY ELIGIBILITY

Students who participate in athletics or other activities must be passing six (6) credit courses per week to be eligible. P.E. does count toward participation eligibility. This requirement does fulfill the Illinois High School Association (IHSA) standards for participation. Students must pass six (6) courses at the end of the semester & be on track for graduation to be eligible for the ensuing semester.

NCAA CLEARINGHOUSE

DO YOU WANT TO BE A COLLEGE ATHLETE

Here's what you have to do to be eligible:

- Graduate from high school
- Complete a minimum 14* core courses
- Present a minimum grade-point average (GPA) in core courses
- Present a qualifying test score on either the ACT or SAT test

Division 1

2008 and beyond

16 Core Classes

- 4 yrs English
 - 3 yrs Math (Alg 1 or higher)
 - 2 yrs of Natural/Physical Sci. (1 year of lab)
 - 1 yr additional English, Math or Physical/Natural Science
 - 2 years Social Science
 - 4 years additional courses (from any area above, Foreign Language or non-doctrinal religion/philosophy)
- If you have any questions see the NCAA website at www.ncaa.org.

EXTRACURRICULAR AND ATHLETIC ACTIVITIES CODE OF CONDUCT

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, Extracurricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form,

offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.

4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, Student Athlete Concussions and Head Injuries.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, Equal Educational Opportunities, and (2) shall maintain the necessary records to ensure student compliance with this policy.

ILLINOIS HIGH SCHOOL ASSOCIATION

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

ACADEMIC ELIGIBILITY

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

In order to be eligible to participate in extracurricular and athletic activities, a student must pass six classes per week. Students must pass (6) courses at the end of the semester to be eligible for an ensuing semester. Any student failing to meet academic requirements will be suspended from the sport or activity for until all academic requirements are met.

ABSENCE FROM SCHOOL ON DAY OF EXTRACURRICULAR OR ATHLETIC ACTIVITY

A student who is absent from school in the afternoon is ineligible for any extracurricular or athletic activity on that day as a participant or spectator unless the absence has been approved in writing by the principal.

Further, students who are consistently tardy or absent the day following a co-curricular activity (i.e. football game, volleyball game, play practice, etc.) may be removed from the activity or suspended from school.

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

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities.

TRAVEL

When traveling to athletic events out of uniform, athletes are to wear nice clothes (collared shirts and no holes in pants). No hats and no alcohol or tobacco apparel. Athletes will travel to and from athletic events with their team. Athletes may be dropped off or picked up at pre-approved locations (i.e. Crossville, Mill Shoals, and/or Brownsville) if it is prearranged with the athlete's parents

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

CODE OF CONDUCT

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

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;

11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

EXTRACURRICULAR ATHLETIC DRUG AND ALCOHOL TESTING PROGRAM

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular athletic activity. Failure to sign a Random Drug and Alcohol Testing Consent Form will result in non-participation.

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

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

A. ATHLETICS/CHEERLEADING

Carmi-White County High School offers a wide variety of athletics for its students. Participation in such activities is considered a privilege, not a right. For this reason, students, with the support of their parents, must understand and abide by the standards set forth in school policy.

The coaching staff of CWCHS, the Faculty, the Administration, the Board of Education, and Community have high expectations of athletes who represent our schools. **AT ALL TIMES** student athletes are expected to conduct themselves in a manner that reflects integrity on themselves, their team and teammates, and the school, and which is in compliance with this code.

1. The use, possession of, or the sale or distribution of, or the act of being under the influence of tobacco, alcohol and/or drugs at any time will result in a suspension from competing in the following percentages of contests scheduled allowable by the I.H.S.A.:

Drug/Illegal Substances = 88%

Alcohol = 44%

Tobacco = 22%

A student may have the suspension reduced by ½ (44%, 22%, 11%) if the student agrees to be screened by the District’s Student Assistance Program and to follow in a meaningful way all terms, conditions, and recommendations set forth by the Student Assistance Program Team. During the suspension, the student will be expected to continue to participate in the athletic program, but will not be allowed to dress for any athletic competitions. A parent conference must be held before reinstatement. (NOTE: As per board policy 710.13, no reduction is allowed for selling or distribution.)

2. A second violation of #1 will result in a one calendar year suspension from athletic competition in any sport. If a student wishes to remain in the athletic program, he/she will remain under the supervision of the coaching staff during athletic physical education for the duration of the suspension.
3. A third violation will result in expulsion from athletics for the remainder of the athlete’s high school career.
4. Appeal Process: Athletic Expulsion (3rd offense)

An Athlete who has committed a third violation may appeal expulsion if the following conditions are met:

 - A. The athlete completes a H.O.P.E. Team approved Drug/Alcohol Residential Rehabilitation Program.
 - B. The athlete receives a recommendation to reinstate from his/her Drug/Alcohol Counselor.
 - C. The appeal will be heard by an Appeals Committee consisting of the coaches involved, the Athletic Director, the Unit Five Substance Abuse Coordinator, the H.O.P.E. Team mentor, and the Administration.
 - D. The committee’s decision is final.
 - E. An athlete is allowed 1 appeal in his/her career. Another violation will result in an immediate expulsion.
 - F. All previous suspensions must be served in full before an appeal can be considered.
5. Any athlete present at a gathering without a parent or guardian where alcohol or drugs are present will receive a one contest suspension. This policy is not cumulative and will be served each time an athlete is identified as being at a gathering where alcohol or drugs are present.
6. A two year grace period will apply to all suspensions.
7. All other school policies regarding alcohol, drug, and tobacco use also apply.

Contest suspensions by Sport:

SPORT	88%	44%	22%
Football	8	4	2
Volleyball	16	8	4
Cross Country	16	8	4
Tennis	16	8	4
Golf	16	8	4
Basketball	16	8	4
Wrestling	16	8	4
Track	16	8	4
Baseball	32	16	8
Softball	32	16	8
Cheerleading	32	16	8

The cheerleading season is considered one season comprising of home and away varsity football, home and away varsity boys basketball, and home varsity girls basketball.

Individual tournaments or “opens” (where an athlete represents the school as an individual) will count as two contests.

Team tournaments will be counted by the actual number of contests the team participates in.

Any suspension that cannot be completed in the course of a single season will be carried on to the next season the student participates in. All contest suspensions will be counted at the level of play the student last participated in that season or normally expected to participate in the upcoming season.

Athletes quitting a team will not be able to join another team until that sports season has concluded, unless mutually agreed upon by the coaches of both teams involved.

A student who is absent from school due to illness or suspension cannot participate in any co-curricular activities, as a participant or spectator, during the day or evening of the absence. Further, students who are consistently tardy or absent the day following a co-curricular activity (i.e. football game, volleyball game, play practice, etc.) may be removed from the activity or suspended from the school.

NOTE: Athletes and their parents should understand that this code does not contain a complete list of inappropriate behavior. A coach has the right to establish and maintain additional criteria for participation in his/her sport.

B. CO-CURRICULAR ACTIVITIES

The staff of CWCHS, the Administration, the Board of Education, and the Community has high expectations of students who represent our schools. Participation in an activity is defined as the involvement in an organized group (other than regularly scheduled classes), including band and choir. Students are expected to conduct themselves in a manner that reflects integrity on themselves, the organized activity, and the school.

1. The use, possession of, or the act of being under the influence of drugs or alcohol at any time will result in a one school month suspension (not more than 20 school days) from the activity. A student may have the suspension reduced to ½ school month (not more than 10 school days) if the student agrees to be screened by the District’s Student Assistance Program and to follow in a meaningful way all terms, conditions, and recommendations set forth by the Student Assistance Program team. A parent conference must be held before reinstatement.
2. A repeat offense of #1 will result in a one calendar year suspension from the activity.
3. All other school policies regarding alcohol, drug, and tobacco use also apply.

Students and their parent should understand that this code does not contain a complete list of inappropriate behavior. Activity sponsors have the right to establish and maintain additional criteria for participation in their particular activity.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

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

CO-CURRICULAR ACTIVITIES

The educational opportunities offered through the academic program are supplemented by various clubs, organizations, and activities. Students are encouraged to take part in at least one activity to further their personal development. Some students will want to belong to several organizations. These individuals must learn to budget their time and always maintain a priority of classroom work FIRST.

SOCIAL FUNCTIONS

The rules of this school will govern all social functions, such as dances, parties, dinners, etc. A faculty member must be present at any school related social function.

Attendance of special guests must be sanctioned by the Administration. The school has the right to deny attendance by any non-student. Guests must be freshmen or above. Guests over 20 years old will not be allowed to attend dances.

Once a student leaves a function, he/she will not be permitted to return. This includes athletic events.

Students representing the school in activities or students present at social functions must have been present in school the day of that activity or function. Exceptions may be granted by the principal in advance of the absence.

As a disciplinary measure, a student's privilege to attend a social function may be revoked at any time. The administration will rule on such cases.

ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 20 years old or under.

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

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

DANCE RULES

1. All school rules will be enforced for students and guests.
-

2. Students must arrive within ½ hour of beginning of dance. Students who arrive later must be accompanied by a parent.
3. Coronation will be no earlier than 8:00 p.m.
4. No one may go back to their car after entering the dance without being escorted by a sponsor or receiving permission.
5. Those attending the dance who are not CWCHS students must be approved by the administration. Students should register guests in the attendance office. A student requesting to bring a non-CWCHS student must also fill out a Guest request form that can be picked up in the Attendance Office. This form must be completed and returned to the Attendance Office prior to the day of the dance. The school retains the right to deny attendance by any non-student.
6. If adult sponsors confirm that a student or guest is in possession or under the influence of drugs or alcohol, that person will be removed from the dance. Parents and/or police will be contacted as soon as possible, and arrangements will be made for transportation home. Students will be suspended from school per Board Policy
7. Any student suspended from school or any school function for the use or possession of drugs or alcohol will not be eligible to attend the next dance that follows the suspension.
8. Sexually suggestive or lewd dancing (grinding) is prohibited at school dances.
9. Guidelines for Public Display of Affection (PDA), as mentioned in this handbook, also apply.
10. The Principal or his designee will rule on any exceptional cases.

ASSEMBLIES

School assemblies are for your entertainment and to enhance your education. Courtesy and respect must always be employed, even if you do not particularly care for a certain program.

Following is a list of the different activities, clubs, and athletic teams available at CWCHS.

Choir	Math Team	Art Club
Band	NHS	Plays & Musicals
Archery Club	Bulldog Barks (Newspaper)	Student Council
Carmian (Yearbook)	Thespians	Cheerleaders
Drama Club	One-Niter Plus	Baseball
Girl's Athletic Club	Cross Country (Boys & Girls)	Football
Fellowship of Christian Athletes	Golf (Boys & Girls)	Softball
Future Farmers of America	Basketball (Boys & Girls)	Volleyball
Key Club	Track (Boys & Girls)	Wrestling
Tennis	Maroon Platoon	Book Club
Stem Club	Bass Fishing	

NHS

The National Honor Society is an organization that selects members based on the four criteria of outstanding scholarship, leadership, service, and character. At the end of the fifth semester (January of junior year), students with a cumulative GPA of 3.4 – 4.0 receive a letter and information sheet. If a student is interested in seeking membership in the NHS, he or she submits the form to the NHS advisor. A list of prospective candidates is forwarded to the faculty for evaluation, and a selection committee then meets to vote in the final selection process. Letters are given to each NHS member who applied informing the candidate of selection or denial.

PART X- SPECIAL EDUCATION

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

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

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

For further information, please contact:

Mr. Jarrod Newell
CWCHS Principal

PART XI- STUDENT RECORDS & PRIVACY

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a

district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying

but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **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.

4. **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.

5. **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.

6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts program
- Academic awards, degrees, and honors• Information in relation to school-sponsored activities, organizations, and athletic.
- 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.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.²

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. 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.

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington DC 20202-4605

STUDENT BIOMETRIC INFORMATION

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

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students’ names, addresses and telephone numbers. Parents who do not want their child’s name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

STUDENT RECORDS

Permanent and Temporary records will be maintained by Carmi-White County Community Unit #5 for each student.

Information contained in the Permanent Record will include the following:

1. Basic identifying information
2. Academic information
3. Attendance record
4. Record of release of Permanent Record

Temporary records shall include the following:

1. Intelligence test scores
2. Aptitude test scores
3. Achievement level test scores
4. Teacher anecdotal records
5. Disciplinary information
6. Special education files
7. Health record

Parents may inspect and request copies of either the Permanent or Temporary Records by appointment. The school shall set an appointment date and time no later than 15 days from the date of request. Thirty cents (30) per page will be charged for copying.

Students may inspect and request copies of only their Permanent Record. No charge will be assessed for copies. In order for records to be transferred, parents (or students 18 years old) must sign a release in the guidance office.

CWCHS may maintain students' records in accordance with the Illinois revised Statutes, Chapter 122, Section 50, 1-10. These rules and regulations are available in the principal's office upon request.

PART XII **NOTIFICATIONS**

TEACHER QUALIFICATIONS

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:¹

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

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

HOMELESS CHILD'S RIGHT TO EDUCATION

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For Assistance and support for homeless families please contact the Guidance Office.

ENGLISH LEARNERS

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Administration at 618-382-4661.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences.

PESTICIDE APPLICATION NOTICE

District Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

ASBESTOS PLAN

CWCHS has an Asbestos Management Plan on file for public inspection.

MANDATED REPORTERS

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

STUDENT PRIVACY

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

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website.

The ISP website contains the following:

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

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

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

UNSAFE SCHOOL CHOICE OPTION

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.carmischools.org

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

VI. Student Privacy

Students have certain privacy protections under federal law.

VII. English Learners

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

VIII. Homeless Students

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



Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature Date