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Administration Community Unit School District No. 1

Central Administration:

Mr. Jim Littleford, Superintendent of Schools
Mr. Todd Vilardo, Assistant Superintendent

Board of Education:

Mr. Jason Coe, President
Mr. Ron Miller, Vice President
Dr. Tim Hutti, Secretary
Mrs. Kelly Miller, Treasurer
Dr. Scott Clarke
Mrs. Susan Daniels
Mrs. Brenda Coffey

Building Administration:

Charleston High School-639-5000, Office Hours 7:00 a.m.-4:00 p.m.
Diane Hutchins, Principal
Trevor Doughty, Assistant Principal

Charleston Middle School-639-6000, Office Hours 7:00 a.m.-4:00 p.m.
Brad Oakley, Principal

Jefferson Elementary School- 639-7000, Office Hours 7:00 a.m.—4:00 p.m.
Debbie Poffinbarger, Principal
Rob Ulm, Assistant Principal

Carl Sandburg Elementary School- 639-4000, Office Hours 7:00 a.m.—4:00 p.m.
Chad Burgett, Principal
Rob Ulm, Assistant Principal

Ashmore Elementary School- 639-3000, Office Hours 7:00 a.m.—3:30 p.m.
Terry Diss, Principal

Mark Twain Elementary School- 639-8000, Office Hours 6:45 a.m.—3:15 p.m.
Terry Diss, Principal

Elementary Daily Schedules

Jefferson Elementary School

7:45-8:15	Breakfast is served for those who choose
7:45-8:10	Students arrive and go to designated area
8:10	Students are dismissed to classrooms
8:25	Tardy Bell / All classes begin
11:00	Grade 6 Lunch
11:30	Grade 6 Activity and Grade 5 Lunch
12:00	Grade 5 Activity and Grade 4 Lunch
12:30	Grade 4 Activity
3:05	Dismissal

Carl Sandburg Elementary School

7:35-8:05	Breakfast is served for those who choose
7:45-8:00	Students arrive and assemble in gym
8:00	Students are dismissed to the classrooms
8:10	Tardy bell / all classes begin
10:55-11:55	Grade 1 Lunch & Activity
11:35-12:35	Grade 2 Lunch & Activity
12:10-1:10	Grade 3 Lunch & Activity
2:50	Dismissal

Ashmore Elementary School

7:15-7:45	Breakfast served to those who choose
7:30-7:45	Students arrive and assemble in gym
7:45	Students are dismissed to the classrooms
7:50	Tardy Bell / All classes begin
11:00	Grades K, 1, & 2 Lunch
11:30	Grades K, 1, & 2 Activity & 3 & 4 Lunch
12:00	Grades 3 & 4 Activity
2:30	Dismissal

Mark Twain Elementary School

7:20-7:50	Breakfast served to those who choose
7:30-7:45	Students arrive and assemble in gym
7:45	Students are dismissed to the classrooms
7:55	Tardy Bell / All classes begin

10:45	1/2 day Kindergarten dismissed
11:00	1st Lunch Period
11:30	1st Activity Period
11:35	2nd Lunch Period
12:00	1st Lunch group resumes classes
12:05	2nd Lunch Activity Period
12:35	2nd Lunch group resumes classes
2:10	Early Dismissal Schedules

Early Dismissal Schedules

Half Days

Jefferson Elementary School	8:25-11:25
Carl Sandburg Elementary School	8:10-11:10
Ashmore Elementary School	7:50-10:50
Mark Twain Elementary School	7:55-10:55

2-Hour Early Dismissal

Jefferson Elementary School	8:25-1:05
Carl Sandburg Elementary School	8:10-12:50
Ashmore Elementary School	7:50-12:30
Mark Twain Elementary School	7:55-12:10

Guidelines for Jefferson before School

- All students who arrive at school before 8:10 a.m. are to report directly to the gym.
- Pupils who walk, ride bicycles, or ride with parents/guardians, are not to be at school before 7:45 a.m. unless special permission has been obtained.
- Supervisors are not on duty inside or outside before that time and doors will remain locked until 7:45 a.m.
- Lunch purchases and returning library books should be taken care of between 8:10 and 8:25.
- Students are to be in classrooms at 8:25. Classroom teachers will be on duty outside their rooms between 8:10 and 8:25.

Attendance

Full Day / Half Day Absences Defined

- Fourth, fifth and sixth grade students who arrive at 9:36 or later are considered absent for 1/2 day.
- Fourth, fifth and sixth grade students who arrive at 9:35 or before are considered tardy.
- Students leaving school during the day are counted as follows:
 - Fourth, fifth and sixth grade students who are present 300 minutes total are counted as full day present;
 - fourth, fifth and sixth grade students who are present 150 minutes but less than 300 minutes are counted as 1/2 day present.

Excessive Absences

- After nine (9) absences without a doctor's note during the school year, a doctor's note may be required. If a doctor's note is not received, it will be recorded as an unexcused absence.
- After nine (9) unexcused absences or tardies are accumulated, an attendance specialist from the Regional Office of Education will be contacted and the student will be required to follow their guidelines.

Tardy Policy

Students are tardy to school if they are not in the classroom when the 8:25 bell rings. Parents/Guardians and students need to realize that excessive tardiness affects academic performance, grades, and if habitual, will probably affect future job performance. Students who arrive tardy will be subject to the following consequences:

- 1st and 2nd days parent/guardian will be contacted;
- 3rd day, student will be benched at recess (15 minutes);
- 4th day, student will be benched at recess (30 minutes);
- 5th day, student will be benched in office during recess (30 minutes);
- After 5th day, student will serve one after school AER for each day tardy.

Tardies will be deleted at the end of the semester and students will start with a "clean slate".

Students who have a doctor appointment and bring a note will be counted as an excused tardy and not be subject to the tardy consequences. Tardies will count against perfect attendance. The administration reserves the right to bypass this system.

Attendance Policy

- Illinois has a compulsory attendance law for youngsters between 7 and 17 years of age. It is the responsibility of parent(s)/guardian(s) to see that their sons and daughters attend school regularly. The following policies are in effect concerning attendance procedures:
- Parent(s)/guardian(s) are to report their child's absences by 8:30 am. This may be done by calling the Homework Hotline (refer to page 15) or the school office. Illinois law requires schools to inform parent(s)/guardian(s) if their children do not come to school; therefore, if the school is not contacted, we will contact parent(s)/guardian(s) at home or at work to verify your child's absence.
- Illness of the student, serious illness, or deaths in the immediate family are conditions for a student being absent. Individual vacations, recreational activities, or matters of personal convenience are discouraged during school time and will be counted unexcused or elimination from participation in extracurricular event.
- Students may be pre-excused (see excused absences pg. 13) if (1) an Anticipated Absence form is completed, (2) approval is granted by the principal, and (3) arrangements for make-up work have been made with the classroom teacher prior to the absence. If these conditions are not met, absences will be unexcused. Anticipated absence forms are available from the office.
- A student having excessive absences from school without sending a statement of being under a doctor's care may be subject to a conference with the assistant principal or principal concerning his / her attendance record. A total of more than nine absences during the school year must be accompanied by a doctor's note or will be recorded as unexcused.
- When a student is too ill to attend school, he/she is considered too ill to participate in after-school activities.
- The parent(s)/guardian(s) may request that a child who has been absent because of illness be permitted to remain in the building for a day or two during recess periods. The staff feels, however, that as a rule it is beneficial for the child to be out-of-doors at recess time. If there is doubt about making the request, the child's physician should be consulted. If the child is to remain indoors for a longer period, a doctor's statement should be submitted.
- "Truancy" is defined as an unexcused absence from school. If a student is chronically or habitually truant, as defined in the school code 5/26-2a, further steps may be taken.

Truant - Chronic Truant Procedures

- **Truant Child** is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion of a school day.
- **Chronic or Habitual Truant** is defined as a child subject to compulsory school attendance laws who is absent without valid cause from school for 10 percent (18 days) or more of the previous 180 regular attendance days.
- **Valid cause** for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student.

Progressive Steps to Address Truancy Days

Any Truancy

- Detention / AER assigned to make up time missed.
- Parent/Guardian notification.

5th Truancy

- Wrap-Around Conference held to include, but not limited to Administrator, Counselor, Juvenile Officer, Parent(s)/Legal Guardian(s), Student, Teacher(s).
- Notify Regional Office of Education. (AIM Referral)
- Notify Juvenile Officer for potential legal action.
- Information provided regarding Community Agencies for possible intervention.

10th Truancy

- Second Wrap-Around Conference held to include, but not limited to Administrator, Counselor, Juvenile Officer, Parent(s) / Legal Guardian(s), Student, Teacher(s).
- Notify Regional Office of Education. (AIM Referral)
- Notify Juvenile Officer for potential legal action.
- Information provided regarding Community Agencies for possible intervention

18th Truancy

- Notify Regional Office of Education for Truancy Petition with States Attorney. (Other disciplinary action as deemed appropriate by Administration)

Illness during School

No student may leave school during the day unless he/she has permission from the office. A student who becomes ill during school should report to the office where he or she will be picked up by a parent/guardian. If a student leaves the building for lunch and becomes ill, the school expects a parent/guardian to call and report the illness.

Students Leaving School

Parent(s)/Guardian(s) who pick students up during school hours must report to the office and sign the child out. If the student returns to school on the same day, he or she must be signed back in. The sign-out system allows the school to know the whereabouts of students at all times in case of an emergency.

Excused Absences

Students receive absences and are permitted to make up work or exams in the following circumstances:

- Illness of the student or serious illness of a member of the immediate family.
- Death of a family member/ friend.
- Medical appointment, which cannot be made after school or on weekends.
- Religious holiday/pilgrimage (with a completed anticipated absence form).
- These circumstances above must be defined with the Administration.

Anticipated Absences

The anticipated absence is not recommended by teacher, administrators, or the Board of Education. Hopefully it will be minimally used by students and parent(s)/guardian(s). Planning prior to an absence allows students to make up as much work as possible. Students and parent(s)/guardian(s) may plan absences in advance by filling out an "Anticipated Absence Form" which is available in the office. The form should be returned to the office at least one day in advance of the absence. Other absences not accounted for will be considered unexcused. Excessive absences may cause the student to be referred to the A.I.M.S. program.

Attendance Improvement Matters (A.I.M.S.)

A.I.M.S. strives to improve attendance, attitude, and achievement of students by providing an Attendance Specialist to work together with the student, the school, and the parents. Following are the responsibilities of the schools, the Attendance Specialist, and the parent(s)/guardian(s).

Schools

- Make a parent/guardian phone call
- Send a letter of notification of excessive absences
- Refer to the attendance specialist

Attendance Specialist

- Diagnose causes of school absences
- Provide intervention
- Work with schools, parents/guardians and students to resolve difficulties

Parent/Guardian and Schools

- Be enthusiastic; convey a positive attitude about school.
- Prepare your child for school experiences by explaining what to expect and answering questions honestly.
- Treat school as part of a normal everyday life event, something that is expected of your child and accepted by you.

Homebound Instruction

In the event that a student has a prolonged illness (two weeks or more), the parent/guardian may request homebound instruction. A doctor's note stating the length of time needed for recovery at home will be needed along with your written request. Contact the building principal so this may be initiated. Final approval of any homebound instruction must come from the Superintendent.

Request for Homework when Absent

Requests for daily homework must be made by 10:00 a.m. on the day needed. This allows the homeroom teacher the necessary time to contact other teachers to get work together for the student. Homework may be picked up at the office after school. Students will be allowed the same numbers of days to make up work as they were absent.

Homework Policy

Please contact your child's teacher for detailed information on his / her homework policy and procedures.

Bad Weather School Closing

WEIC, WEIU, WLBH, and WMCI radio stations and WAND, WCIA, and WICD TV stations announce the closing of school soon after receiving the decision of the district. This decision and announcement most often occur between 6:00 AM and 6:30 AM. School may be dismissed early if weather conditions worsen on days school is in session. Parents/Guardians are urged to listen to the radio and/or TV, and call the Homework Hotline for school closings or early dismissal times on days of severe weather conditions.

The following factors are considered when determining a school closing:

- The severity of the weather
- Potential of a drastic change in weather;
- Bus routes - flat roads, curvy roads, hilly roads, narrow roads, turn around problems or any combination of the above;
- Children waiting for buses - applicable to the severity of the weather, temperature, wind chill, etc;
- Consultation with neighboring districts;
- Imposed energy restrictions, state or privately imposed.

Parents/Guardians should inform children about what to do if school closes early. Students are expected to not have to make arrangements by phone.

Outdoor Activities / Wind Chill Consideration

Guidelines have been established to allow children to play outdoors during winter months. Students and teacher will go outdoors during activity periods when the wind chill index is 20 degrees and above.

Parents/Guardians are expected to dress children appropriately during the winter months (hats, heavy coats, gloves) and for the unpredictable Illinois weather all year long. Students will not be allowed to remain in the building during outdoor recess without daily written parental / guardian permission

Discipline

Aggressive Behavior / Bullying

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including bullying, possession of a firearm/weapon on or around school grounds. **(105 ILCS 5/10-20.14)** CUSD#1 Board Policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber-bullying, sexting, or other comparable conduct. Law Enforcement will be contacted if a student threatens an adult.

School Wide Discipline Program

Each student at Jefferson must have a safe, positive environment in which to learn. However, it is each student's responsibility to follow school rules in order to maximize their learning opportunity. The following rules will be followed when students are on school property or in the proximity of school.

Jefferson Rules include but are not limited to the following:

- Students will show respect for other students and all staff.
- Students will not damage the building, equipment, or any property connected with Jefferson.
- Students will follow directions given by any member of the Jefferson Staff.
- Students will not be allowed to display behaviors that jeopardize the safety of other students and staff in the building.

The four rules listed will be enforced by all Jefferson staff. Students who choose not to obey the rules will receive an incident report for each offense. Incident Reports will be issued in and out of the classroom. At the end of each grading period, students will start with a "clean slate". The principal and assistant principal reserve the right to bypass this system in extreme cases.

Consequences

The progression of consequences is as follows:

1st Incident = Student/Administrator Conference

2nd Incident = Removal from Activity Period

3rd Incident = 1 A.E.R

4th Incident = 2 A.E.R.'s

5th Incident = 3 A.E.R.'s

6th Incident = Suspension and upon return the students must meet with the guidance counselor during two activity periods to discuss conflict resolution

Alternative Education Room (AER)

AER assignments will include a late stay from 3:05-4:00. During this time, students will work on classroom assignments in a strictly quiet environment. AER will be supervised by the assistant principal or an assigned teacher. Students who do not follow AER rules will be assigned additional AER late stays. Parents/Guardians will be notified so that transportation can be arranged. Students serving AER are not allowed to participate in extra-curricular activities on the day of assigned AER. Skipping AER will result in another day of assigned AER.

Positive Consequences

Students who choose to follow the rules and do not accumulate any incident reports, has not served an AER, or has not been suspended, or received a class dismissal, will be rewarded with special privileges as designated by the administration. Such privileges will occur at the end of the grading period and may include a movie, roller-skating and picnic at Fox Ridge.

Students who show exceptional behavior will be rewarded with "**Gottchas**". The "Gottchas" are presented during announcements and published in the monthly newsletter to those students that go above and beyond in modeling good citizenship.

Corporal Punishment

Corporal Punishment is forbidden in all schools in the State of Illinois

Out of School Suspension

Serious misconduct, which may lead to suspension or expulsion of a student as outlined in the Illinois School Code, includes any activity, which disrupts or interferes with school activities. This includes activity in school, on school property, on a school bus / bus stop or at a school-sponsored function. In accordance with **School Code 5/10-22.6**, the parent(s)/guardian(s) has the right to a review of the suspension. Upon request of the parent(s)/guardian(s) the school board or a hearing officer appointed by it shall review such action of the superintendent, principal, or assistant principal. At such review, the parent(s)/guardian(s) of the pupil may appear and discuss the suspension with the board. During the review process, the suspension will stand. Students shall be allowed to make up missed work.

Suspension - Suspension is the removal of a student from school for a specified number of days—not to exceed ten (10) days for any one offense. A student's suspension from school is based on two conditions:

Repeated or very severe incidents of breaking school rules and inability to adjust properly to the school community. (Counseling by certified school personnel and conferences assist in adjusting to the school community.)

7 | Discipline

When the safety and health of the student, other students, or staff has been violated.

A student on suspension is not permitted to attend school activities or be on the school campus, for the duration of the suspension. Students are required to turn in written assignments on date due and make up tests.

Expulsion—continued disobedience of school rules and regulations can result in requesting the student and his/her parent(s)/guardian(s) to appear before the Board of Education to show just cause why the student should be granted permission to reenter school. Due process will be observed. The Board of Education may expel a student for gross misconduct or disobedience

Prohibition of Gangs and Gang Activities (Board Policy 7.190)

The Board of Education believes that presence of organized gangs, gang activities, and other undesirable groups have the potential to cause major disruption of and / or material interferences with the school environment and school activities. Therefore, the Board prohibits the existence of gangs, gang activities and undesirable groups through the implementation of student requirements as follows:

No student on, about school property, or at any school activity:

Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;

Shall commit any act or behavior, use either verbal or non-verbal gestures (handshakes, drawings, graffiti, tattoos, etc.) including membership or affiliation in a gang;

Shall use any speech or commit any act or behavior in furtherance of the interests of any gang or gang activity, including but not limited to:

- a. Soliciting others for membership in any gangs;
- b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
- c. Committing any other illegal act or other violation of school district policies;
- d. Inciting other students to act with physical violence upon any other person.

A “gang” is defined in this policy as any group of two or more persons whose purposes include the commission of unlawful acts or violation of school rules and regulations.

The administration is directed to develop a uniform system of specific procedures of punitive action to be taken throughout elementary, middle school, and high school levels in addressing any gang related incidence or activities.

Crime stoppers

May be contacted at 1-888-345-8488.

Search and Seizure

For the safety and supervision of students in the absence of parent(s)/ guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

With the approval of the Board of Education, the Superintendent may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances / illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

Students and Their Personal Effects

Certified employees and school administrators may search a student and/or the student’s personal effects (e.g., cell phones, cameras, purses, wallets, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

Outside the view of others

In the presence of a school administrator or adult witness

By a certified employee or administrator of the same sex

Immediately following a search, the school authority that conducted the search shall make a written report. The report shall be submitted to the Building Administrator, where appropriate, and forwarded to the Superintendent. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

Cell Phones

Cell phones are to be turned off and put away upon entering the school or bus. They must be left this way until leaving the school or the bus. Confiscated phones are secured in the office where a parent/guardian must pick them up.

Sexual Harassment Policy

Board Policy Series 5.20 and 7.20—A Policy to Maintain A School Environment Free of Sexual Harassment of Employees and Students.

It is the policy of the Charleston Community Unit School District Number 1 to regard sexual harassment of its employees and students as a very serious matter and to prohibit it in the workplace and educational setting by any person and in any form. Sexual harassment is a violation of state and federal laws.

The Charleston Community Unit School District No. 1 is committed to a working and learning environment that is free of discriminatory intimidation. The exploitation of authority to sexually harass students or staff members is a form of illegal sex-based discrimination. In addition, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting. Sexual harassment in any form will not be tolerated.

The Charleston Community Unit School District No. 1 endorses the principle that persons should be left free of unwelcome verbal or physical advances, which are sexual in nature. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to the conduct is made either an implicit or explicit condition of employment or academic opportunity;

Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the harassed employee or student; or

The harassment substantially interferes with an employee's or student's work performance or creates an intimidating, hostile or offensive work or academic environment.

The officials of the Charleston Community Unit School District No. 1 will treat all such complaints or allegations with respect and confidentiality regarding the personal privacy of all concerned parties. The building principals, the assistant superintendent of schools, and the superintendent are responsible for implementing this policy and its procedures.

NOTE: Procedures for implementation of a School Environment Free of Sexual Harassment of Employees and Students may be reviewed and/or attained from building principals. Employee complaints shall be initially filed with the building principal or the superintendent. Student complaints shall be filed with a female Complaint Administrator or a male Complaint Administrator responsible for implementing this policy and its procedures.

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered a weapon, or looks like a weapon, shall be expelled for a definite time period of at least one calendar year, but not more than 2 calendar years. The School Board, however, may modify the expulsion period on a case-by-case basis. A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, brass knuckles, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school, and a law enforcement reporting form will be completed.

Videotape Surveillance

Notice

Charleston Community Unit School District No. 1 may employ the use of video surveillance cameras in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, staff, and visitors; and
2. For the detection, reduction, and/or prevention of occurrences of vandalism or theft.

Public Awareness

1. All Charleston Community Unit School District No. 1 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.
2. The school district shall include information regarding the use of video surveillance cameras in the Student-Parent Handbook.
3. Copies of this policy shall be posted in all district buildings for the benefit of district employees.

Jefferson is under 24-hour videotape surveillance.

Student Dress and Grooming

We would like to remind you of the student attire that is appropriate at school. The guidelines below should be followed.

- Clothing should not be offensive or otherwise disruptive to the educational process.
- Clothing is to cover the torso, including, shoulders, back, cleavage, and midriff at all times (standing or sitting). If a tank top is worn, a jacket, shirt, or sweater should be worn over the top of it.
- Clothing is not to display inappropriate language, pictures, symbols, or promote alcohol or tobacco products.
- Hats and other headgear, including scarves and sunglasses are not to be worn in the school building.
- Clothing should be kept clean and free of offensive odors.
- All clothing is to be reasonable in length, using mid-thigh as a standard rule.
- Shoes are to be worn at all times and be free of cleats. Remember that the students are outside running and playing during the day, so make sure that your child's shoes are appropriate for this and will not cause injury to your child. Tennis shoes are best.
- Students have the right to dress and groom themselves according to their (or their parent's/guardian's) personal tastes, as long as such dress and grooming does not present health or safety hazards or substantially disrupt or contradict the educational process.
- **Hats and other types of headgear are to be removed when students enter the building. Headgear may be replaced upon exiting the building. Clothing advertising alcohol, illegal drugs, tobacco products, and slogans / sayings of an offensive nature are prohibited.**

Bus Riding

All school bus riders, while in transit, are under the jurisdiction and control of the bus driver. The bus driver is duly responsible for the safety of both passengers and the bus. Any behavior on the part of school bus riders, which diverts the driver's attention, could result in a serious accident and will not be tolerated. When drivers determine that improper behavior should be brought to the assistant principal's or principal's attention, a "Bus Conduct" form is to be filled out. Repeated violations may result in loss of bus riding privileges.

Types of student behavior which are considered unacceptable on the school bus are as follows: yelling, throwing objects in the bus or out the windows, use of profane language, deliberate damage of the bus, arguing, harassment or intimidation of other riders, extending head or arms out of the windows, tobacco or forbidden substance, or engaging in other behaviors which seriously distract the school bus driver.

Because of safety issues and seating assignments on buses, First Student does not allow written notes from parents authorizing approval for your student to ride on another bus. They will allow notes from parents, in case of emergency that are pre-approved with a signature by your students' building principal and then, only if you are registered through the bus garage as an eligible school bus rider.

Students are forbidden to carry animals, firearms, weapons, explosives, alcoholic beverages, and narcotics on the school buses. Also, all prohibited conduct spelled out in Part II of Community Unit School District No. 1 School Behavior Policy is applicable to school buses.

The bus driver is responsible for maintaining discipline on the school bus. The driver may verbally admonish any student for a violation of rules and regulations, assign seats to any and all bus riders, and take any reasonable action deemed necessary to maintain discipline and safety on the school bus. When in the opinion of the bus driver, behavior is not in compliance with that outlined in "Instructions to School Bus Riders", and when that behavior jeopardizes the safety of the passengers, the driver should report such behavior to the building principal or assistant principal. If the driver is unable to correct unacceptable behavior, the following procedure will usually be followed:

- First / Second Offense - Administrative conference with the student. Copy of the bus report sent to the parent/guardian and the Director of Transportation.
- Third Offense—Temporary suspension of riding privilege not to exceed ten (10) days. Copy of bus suspension letter will be sent to the parent/guardian, Director of Transportation and to the Superintendent of School.
- Fourth Offense—If after three (3) offenses, the student's behavior is still unacceptable, the student may be suspended from riding privileges in excess of ten (10) days.

If a child's behavior is not acceptable, the privilege of riding the bus may be withdrawn, and it becomes the responsibility of the parent / guardian to transport the child.

Enrollment

Enrollment Procedure

New students shall be registered at their designated school, except where other arrangements for their registration are provided. An **official birth certificate**, or hospital record, shall be required for registration and must be presented before the registration is considered final. In the case of first graders who have never attended school, a birth certificate and immunization record must be provided before they will be enrolled. If the official birth certificate or hospital record is not presented within a reasonable time, the parent/guardian will be reported to the local law enforcement agency.

Students who enroll after the beginning of school will begin attending the day AFTER they have registered. This will permit the teacher and the school time to prepare for the student, arranging for books, desks, etc. This will also prevent interruptions to the class and protect the learning time of all students.

Change of Address / Telephone Number

If an address or telephone number changes during the year, please immediately notify the school office of that change.

Transferring to another School In-District

When students change residence within the school district during the school year, they may be allowed to complete the school year in the school they have been attending as long as the parent provides transportation. Other transfers between schools not involving a change of residence shall require the approval of the Superintendent.

Building Transfers

Parent(s)/Guardian(s) may request a transfer from one elementary attendance center to another center depending upon a couple of factors. Transfer request forms are available at each attendance center. **Transfers are for one year only. Parent(s)/Guardian(s) must reapply annually and all requests are due to the proposed receiving administrator by the last day of school of the preceding year.**

Out-of-District Transfers

The School Code of Illinois, Section 5/27-8.1, requires students to have a physical exam with up-to-date immunizations and recommends they have dental and eye exams upon entering kindergarten, fifth grade and ninth grade. **All Illinois students must present a completed Illinois State Board of Education student transfer form from their former Illinois public school district.**

**Please contact the office for a building transfer form.

Out of State Transfers

Students transferring from out of state need to have the physical exam completed on an Illinois Department of Public Health form. Immunizations and immunization forms can be obtained at the Coles County Health Department (825 18th Street, 348-0530) as well as in some physicians' offices. All new students who are first-time registrants (transfer students) shall have 30 days following registration to comply with the health examination and immunization regulations. A kindergarten student is expected to have his / her health examination and immunizations before the first day of school.

- Students will be considered truant from school if these requirements are not met.
- All students transferring into CUSD#1 must provide a copy of their birth certificate.

Waiver of Student Fees

The Superintendent recommends to the Board for adoption the fees that will be charged for the use of textbooks, consumable materials, extracurricular activities, et.al. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent recommends to the Board for adoption any additional fees the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers are available in each school and distributed at the time the parents first enroll their child(ren) in school. Assistance for parents/guardians in completing the application is provided by District staff.

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Transitional Assistance to Needy Families).

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The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

Health

This following information is intended to be included in student handbooks that are provided to the parents/guardians of students upon a student's registration. This information is not intended to replace Board Policy 7:270; it is intended to inform parents and students about our district's policy for administering medicines to students and the steps that are required of parents prior to students taking medication during school hours or school activities. This information may also be distributed in any number of ways in order to best inform parents in advance of their child's need to take medicines at school.

Students are not permitted to carry or store (i.e. in book bags, purses, lockers) medications, either prescription or non-prescription, during school hours unless first approved through the main office as described below.

In accordance with Board Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School 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 the medication's storage by school personnel. Parent(s)/guardian(s) must 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 medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Administering Medicines to Students

Guidelines and Procedures for Parents/Guardians

- A. If at all possible, all doses of needed medication must be given at home rather than at school. Parent/guardians are responsible for the early morning doses at home, unless otherwise specified.
- B. Parent/Guardians are encouraged to come to school to give any necessary medication. They should notify the school office prior to their administering the medication.
- C. Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. "Medications" includes an epinephrine auto-injector ("EpiPen®") and asthma inhaler medication.
- D. If so, ask the health care provider to complete a School Medication Authorization Form. **This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an EpiPen®.**
- E. If a student is on a medication indefinitely, the parent/guardian must file a new School Medication Authorization Form every year.
- F. Bring the medication to the school office. If the medicine is for asthma or is an EpiPen®, a student may keep possession of it for immediate use at the student's discretion.
- G. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:
 1. Student's name
 2. Prescription number
 3. Medication named and dosage
 4. Administration route and/or other direction
 5. Dates to be taken
 6. Licensed prescriber's name
 7. Pharmacy name, address, and phone number
- H. At the end of the treatment regimen or when the student is taken off the medication, notify the school nurse orally or in writing and remove any unused medication from the school within one week after the expiration of the physician's order or before the last day of the school year. Medicine not removed will be destroyed (in the presence of another staff member and documented as such). Bottles containing medication will not be sent home with students.

Non-prescription medications

If a student requires a non-prescription medication for a temporary condition (headache, toothache, etc.), he/she may bring a one or two-day supply of the medication in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. A signed note by the parent/guardian must accompany the bottle. The note needs to include the reason for the medication and the dose, the time of the day doses are to be given and how long the medication is to be given.

The school district retains the discretion to reject requests for administration of medicine either by the school or by the student.

If you need additional information about this topic or have special circumstances that are not covered within the guidelines and procedures outlined above, contact your child's school health care professional or your child's school principal.

Physical Examination, Dental and Immunization Requirements

Physical exams are required.

- Prior to the date of entering kindergarten or first entry to school.
- Prior to the date of entering sixth grade.
- Prior to the date of entering ninth grade.
- For students attending school programs where grade levels are not assigned, examinations shall be completed prior to the date of entering and within one year to the age of 5, 10, and 15.

Dental exams are required

- For those students going into kindergarten, 2nd and 6th grade.

Vision exams are required

- For those entering kindergarten, and those entering an Illinois school for the first time as stated by the School Code of Illinois, Section 5/27-8.1.

Transfer student exam requirements

- Health, dental and vision exams are required for students, who transfer from out of state or out of country regardless of grade level, that do not have a comparable exam at the above specified grade levels. (A comparable health exam will be determined by the school nurse.)

Provisions

- Health exams, immunizations, and vision and hearing screening tests may be objected to only on religious grounds. A parent or legal guardian may make the religious objections by writing and signing a statement detailing the objection.
- Any medical objection to an immunization must be made by a physician licensed to practice medicine in all its branches indicating what the medical condition is and endorsed and signed by the physician, on the health examination form and placed in the child's permanent record. Subject to approval by the Illinois Department of Public Health
- Any child who received a health examination within one year prior to entering the fifth grade for the 2007-2008 school year is not required to receive an additional health examination in order to comply with the provisions of Public Act 95-422 when he or she attends school for the 2008-2009 school year, unless the child is attending school for the first time.

Immunization Requirements

POLIO: OPV or Must receive three or more doses with the last dose

IPV being a booster and having been received on or after the 4th birthday.

DPT Must receive four or more doses of DPT with the last dose being a booster and having been received on or after the 4th birthday.

Td If the child is 6 years old or older when he/she enters school and he/she has not had DPT as a pre-school student, he/she must have 2 doses of Td no less than 4 weeks apart with a booster a year later.

MEASLES Must receive 2 doses of measles vaccine after 12 months of age.

RUBELLA Must receive rubella vaccine on or after 12 months of age.

MUMPS Must have received the mumps vaccine on or after 12 months of age or had the mumps disease verified by a physician.

HAEMOPHILUS INFLUENZA TYPE b (Hib) - The Hib vaccination is required for children two years of age or older entering a school-operated program below the kindergarten level. Any child who has had one Hib vaccination on or after 15 months of age is considered in compliance with the Hib vaccination requirement.

HEPATITIS B (HBV) - The HBV vaccination series is a requirement for all children entering fifth through twelfth grades and children two years of age or older entering a school-operated program below the kindergarten level.

VARICELLA - One dose of chickenpox vaccine (varicella) on or after their first birthday. This is required for kindergarten, first, and second grade students or a physician can confirm past disease history in lieu of vaccination, by having examined the infected child, documenting the parent's/guardian's description of the child's history, or reviewing laboratory evidence.

Immunizations may be obtained from your doctor or they are available at the public health immunization center at 825 18th street. There is a small fee for immunizations; however, no one will be refused. To make an appointment at the next clinic call 348-0530. Be sure you return the required immunization form to your child's school secretary or school nurse. Please make sure that whoever gives the immunization, also signs the form.

PLEASE NOTE: Records should show full dates of immunizations so a determination of whether they are in compliance can be made.

Serious Illness Assessment Forms

If a student is known to have a serious (critical) illness, or a severe medical problem, that student's parent(s) or guardian(s) will be asked to complete a serious illness assessment packet. If your student is in this category and you have not been contacted, please notify the school health office immediately. Processing this packet takes time; therefore, the packet should be completed and returned to the school health office prior to the first week of school. This information is helpful to CUSD#1 staff so your student could receive the best possible care if a serious situation occurs.

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, the Superintendent implements a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. Questions regarding the Food Allergy Management Program should be addressed to the Building Principal's office.

Instructional

Homeroom Placement

Students who enter Jefferson Elementary School are grouped according to the end of the year placement recommendations made by the teachers. Consideration is given to maintaining diverse classrooms.

Textbooks

The Charleston School District is currently using:

SUBJECT	GRADE LEVEL	COMPANY
Health	K-6	Harcourt/Brace
Science	K-6	Houghton Mifflin
Math	K-6	Saxon
Reading/English	K	Letter People
Reading/English	1-2	Scott Foresman
Reading	4-6	Harcourt/Brace
English	3-6	Shurley English
Social Studies	K-6	Houghton Mifflin

If a textbook is lost or stolen, we ask that it be replaced at the replacement cost prior to the last day of school

Library Policies

Books are to be kept for one or two weeks. Overdue notices are sent after two weeks but no fines are charged. Students are required to pay for lost or damaged library materials. Please encourage your child to read by reading to him or her daily. Find out when the class goes to the library and remind your child to return any books that are due. Please call the school Media Specialist if you have any concerns.

Annual Achievement & Ability Testing

The primary concern of the school is to help each pupil develop to the fullest extent of his / her abilities, skills, interests and personalities. Teachers can best help each child when they understand each child as fully as possible — what the child already knows, how fast he / she will learn, what interest the child has and what kind of person he / she is. By simply seeing children in school, however, teachers learn only part of what they need to know to help each student as much as possible. To aid them in obtaining a fuller understanding of the pupils with whom they work, the following tests are given which provide additional information about each child and about the differences that affect what and how the child learns. These test scores will become part of your child's permanent school record. A copy of the test scores will be sent home before the end of school. These test scores will also be analyzed by staff during the May School Improvement Planning day in order to implement instructional procedures to maximize student learning and effective teaching.

Group	Test
Grade K	AIMSweb
Grades 1-8	MAP Test
Grade 3-8	Illinois Standards Assessment Test

Report Cards (4th/5th/6th Grades)

Communication between parent(s)/guardian(s) and the school is essential for understanding and serving children. Report cards are issued four times during the school year. At the close of the first and third nine-week grading periods conferences are conducted and grade reports may be given to parent(s)/guardian(s) at that time. Grade reports are sent home with students the week following the close of each nine-week grading period. Parent(s)/guardian(s) are encouraged to contact your child's teacher for detailed information regarding his / her grading policies / procedures.

90-100	A
80-89	B
70-79	C
60-69	D
59-below	F

Final Grades

An administrator cannot change the final grade assigned by the teacher without notifying the teacher.

Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees that the student may do extra work assignment and its evaluation impacts the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.
- See Board Policy 6.280 and/or School Code 5/10-20.9.

Parent-Teacher Conferences

Parent-Teacher conferences provide opportunities for parent(s)/guardian(s) and teacher to discuss each child's progress on a planned basis. Conferences are held twice a year; fall and spring. The district's current contract specifies that spring parent conferences are optional, either at the request of the teacher or the parent(s)/guardian(s). Teachers contact parent(s)/guardian(s) to set up conference times. It is essential that these appointments be kept.

Purposes:

- To develop the most favorable relationships between parent(s)/guardian(s) and teacher so each may work to the greatest advantage of the child.
- To enable the parent/guardian and teacher to discuss the child's progress at home and at school.
- To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

Preparing for Conferences

Conferences are successful when parent(s)/guardian(s) come prepared to offer thoughts and questions that will aid the parent/guardian / teacher relationship. Advance planning about specific problems, family discussions, and prepared questions are helpful.

Suggestions for Discussion—Parent(s)/Guardian(s)

- Child's reaction to school
- Responsibility he / she assumes at home
- How he / she spends time out of school
- Child's relation with family and neighbors
- Child's response to rules and regulations in the home
- Child's hobbies, special interests, and abilities
- Child's health habits and handicaps
- Problems of the child in the home
- Questions regarding the written progress report

While conference days are days when school is dismissed early for the exchange of ideas, this is not the only time parent(s)/guardian(s) are invited. Parent(s)/guardian(s) are welcome or may request a conference at any time. Please contact your child's teacher for an available conference time.

Promotion and Retention Policy

The Board of Education adheres to the Illinois School Codes prohibition on promotion of a student to the next grade level based on social reasons, such as age. It is, therefore, the policy of this District that students shall be promoted to the next grade level based on the following criteria: successful completion of the curriculum for the assigned grade level (Pupil Progress Report); attendance/tardies; summer school success and state and local assessments. Individual Education Program goals completion will be used for special education students. Students shall not be promoted for purely social reasons.

If a student has not qualified for promotion to the next grade level using the above criteria the District shall provide the student with an individual remediation plan and accompanying services. These services may include a summer school program of no less than 90 hours, special homework, tutorial sessions, increased or concentrated instructional time, modified instructional materials, and other modification in the instructional program. The final decision on promotion/ retention will rest with the building principal.

Free and Appropriate Public Education

All students, including students with disabilities, have the right to a free and appropriate public education.

Preschool Screening

Preschool screening is offered to children between the ages of 2 1/2 and 5 years. The areas to be screened will include vision and hearing, basic learning concepts, communication skills, and development of small and large muscle activities. Parent(s)/Guardian(s) are encouraged to watch the newspaper and weekly bulletins from schools to find out exact dates and location of the clinic. When parent(s)/guardian(s) know clinic dates, appointments for screening should be made by calling the number on the form.

Hearing Impaired Program

The elementary hearing-impaired program serves area children ages 3 to 13. The program serves not only children from Community Unit District #1, but several other districts as well.

Learning Disabilities

Students who have been diagnosed by the school psychologist as having a learning disability may be scheduled to receive service from a special education teacher (LBS1). Learning disability services are provided as stated on the students individual education plan to those students who qualify.

PE Participation

Students are expected to participate in Physical Education classes on a regular basis; exceptions to this must be approved by the building administrator. Repeated requests for non-participation may require a medical excuse from a physician. It is required to wear tennis shoes. If this is a concern, please notify the instructor.

Psychological Services

Psychological services are provided to students in all Charleston Schools. The psychologist's time is devoted to conferences with teachers, parent(s)/guardian(s), and administrators in addition to a diagnostic testing.

Social Work Services

Social work services are provided to students in all Charleston schools. The social worker's time is devoted to consultations with teacher and administrators, and special education evaluations. They also may assist counselors in working with individual students as specified in Individual Education Plans.

Speech/Language Services

Speech and language instruction services are provided from preschool age through sixth grade. Service is also provided by Eastern Illinois University. Practicum clinicians. Speech and Language staff work with individual students as specified in Individual Education Plans.

Counseling Services

A certified Elementary Counselor serves attendance centers. The counselor works with individuals, small groups and classes. Parents/Guardians are notified for permission before a child begins seeing the counselor individually or in small groups on a regular basis. The counselor works with classrooms in the area of conflict resolution.

City of Charleston Recreation Department

Some attendance centers provide a place for a variety of activities in cooperation with the City of Charleston recreation department. For more information, contact the Charleston Recreation Department.

Student Records

It is the responsibility of the school administration to maintain accurate and complete records of school attendance, progress, and participation throughout the student's years in the public schools. These cumulative records are kept in the school where the student is enrolled. They are available with permission of the building administrator to all professional staff members authorized by the Board of Education. The Illinois State Board of Education Regulations on Student Records, Section 4-14, essentially reflect the stipulations of federal court decisions:

- A student and/or the student's parent(s)/guardian(s) have a right to know the contents of the student's file.
- Information contained in the students file is confidential and should not be released to anyone other than school personnel without the express, written consent of the student and/or parent(s)/guardian(s).
- Information contained in the records should be relevant, up-to-date, and objective.
- In some cases, as with psychological testing, social work profiles, and special education placements, parent(s)/guardian(s) and students should seek an interpretation from a person specially trained in the administration and interpretation of such tests.
- Anyone else wishing to see a student's record must obtain written permission from the parent(s)/guardian(s), the student or the courts.

For more specific information, refer to Student Record Procedures approved by C.U.S.D. #1 Board of Education—August 1987.

Field Trips

During the school year, pupils of our district may attend various district events such as concerts, plays, and athletic events. Supervision is provided, but pupils must remember that manners and school rules have not been abandoned. Parent(s)/Guardian(s) can help children reap the full benefits from these cultural and social experiences by reminding them of their responsibilities. If all pupils remember the manners they have been taught, their continued participation and enjoyment of these events will be assured.

There are many facilities of an educational nature in the Charleston area, which may be used to enrich the current school curriculum. Field trips for educational purposes under school sponsorship and supervision will be restricted to a distance, which will permit their completion within a single day unless authorized by the superintendent's office. Field trips are used to broaden horizons for cultural enrichment for the individual student. All field trips require the written consent of the parent(s) or guardian. No verbal permission will be accepted. These trips must be taken in vehicles properly insured against liability, preferably district owned buses that are adequately insured.

The Parent/Teacher Organization requests a \$2 donation to offset the expense of these trips. In addition, some trips may ask for the full amount of the trip to be paid by the parent(s)/guardian(s), with the understanding that some students are not able to contribute.

Charleston Community Unit School District #1

Student Computer/Network/Internet Use Agreement

The purpose of providing computers, network and Internet access in the school environment is to enhance student's educational experiences. The use of the computers/network/Internet allows students a new means of gathering information, collaborating on projects and provides additional learning and research experiences. To that end, the district reserves the right to limit student access to those sites, which are appropriate to educational activities and research. This Computer/Network/Internet use agreement does not attempt to state all required or proscribed behaviors by users. The failure of any user to follow the terms of the Computer/Network/Internet Use Agreement shall result in the loss of privileges, disciplinary action, and/or criminal prosecution. Users shall be subject to disciplinary action under this policy only after they have been given a copy of this policy. Please read this document carefully as the signatures at the end of this document are legally binding and indicate that the parties who signed it have read the terms and conditions carefully and understands their significance.

General Terms and Conditions

Acceptable Use—Access to the district's computers/network/Internet shall be for the purpose of education or research, and shall be consistent with the educational mission and objectives of the district. Using the computers/network/Internet for private financial or commercial gain is not allowed. Using the computers/network/Internet for personal e-mail is not allowed. Accessing, submitting, sending, posting, publishing, or displaying any defamatory, abusive, obscene, profane, pornographic, threatening, racially offensive, harassing or illegal materials, and material of sexual nature that is inappropriate in a school environment is not allowed.

Privileges—The use of the district's computers/network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The building principal and/or district technology coordinator will make all decisions regarding whether or not a user has violated this policy.

Compliance with Copyright Laws—The district and its computer users shall abide by all copyright laws.

Copyright Publishing Rules—

- A. Copyright laws and district policy prohibit republishing of text or graphics found on the Internet or on district web pages without explicit written permission from the copyright owner.
- B. Student engaged in producing web pages shall provide their cooperating teacher or the building media specialist with hard copy permissions authorizing use of the material before the web page(s) is published. Printed evidence or the status of "public domain" documents shall be provided as well.
- 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 Internet site displaying material shall not be considered source of permission.
- D. Student work and/or photos may be published on district web pages upon receipt of this Agreement unless the parent(s)/guardian(s) notify the school otherwise. The parent(s)/guardian(s) will receive notification from the cooperating teacher if their child's work/photo is to be posted on the school web page(s) prior to the posting. Students whose work/photo appears on the school webpage(s) will be identified by first name only.

Vandalism—Vandalism shall result in cancellation of privileges and other disciplinary action. Vandalism shall be defined as any attempt to harm or destroy data of another user, or the computers/network/Internet, or any other computer or network. This includes, but is not limited to the uploading or creation of computer viruses any action that inappropriately hinders, delays, or obstructs others in their use of school computers, networks, and/or files or information contained therein.

Security—Network security is a high priority. If a student identifies a security problem on the computers/network/Internet, the student shall notify the media specialist, building principal, or district technology coordinator.

- A. Users shall keep their account and password information confidential.
- B. Users shall not use the computers/network/Internet for any illegal or improper activity such as theft, fraud, hacking, or transmitting any material in violation of any U.S. or State regulation.
- C. Users shall not use the computers/network/Internet to invade the privacy of individuals.
- D. Users shall neither operate a computer under a false name nor post anonymous messages.
- E. e. Users shall not use or download any file, whether soft- ware or data, for a purpose other than that authorized by the owner of the file.
- F. Unauthorized Access
 1. Users shall not tamper with or attempt to gain access to computer data for which the user lacks security Clearance. This includes, but is not limited to, financial, employee, or student information.
 2. Users shall not use another user's account or password without written permission from that individual.
 3. Users shall not use the computers/network/Internet while access privileges are suspended or revoked.

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

Indemnification—The student and his/her parent(s)/guardian(s) agrees to indemnify the district for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating or arising out of any breach of these or other school rules by the student, in using computers/network/Internet.

Student Supervision—Teachers shall instruct students on acceptable use of the computers/network/Internet and on network etiquette.

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 an individual suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen computer/network/Internet problems or a user's errors or omissions. Use of any information obtained via the computers/network/Internet is at a user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Lunchroom Expectations

- All talking in the lunchroom should be in low voices.
- A quiet signal will be given when it is time for students to stop talking and listen for announcements.
- Students are expected to clean up after themselves before leaving the seating area.
- All trays and utensils will be returned to an assigned place when students are dismissed from tables.
- Food may not be eaten outside of the lunchroom.

Lunchroom Guidelines

- Breakfast and lunch are offered daily, when school is in session, for students.
- Milk is served with both the breakfast and lunch. Additional milk may be purchased.
- Adults are welcome to eat with their children.
- Adult lunches are available at a slightly higher price.
- Monthly menus will be provided by the food service and will be sent home at the beginning of the month.
- Information concerning our prepaid meal system will be distributed at registration.
- Students leaving the building for lunch must be signed out by a parent/guardian and signed back in within 30 minutes. Any student not signed in within 30 minutes will be counted as tardy.

Safety

Traffic at School

Parents/Guardians are urged to exercise extreme caution when driving in areas near the school. Children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children.

A traffic pattern has been developed for the safety of students. We ask that if you pick your child up, you use this system. You are endangering students when you use the church parking lots and the vacant lot to the west of the building. Please drive down to at least 12th street before coming down Jefferson Ave. The further you go down the more successful the line will run and the security of students will be assured. In addition, due to the crosswalk at the front of the building, we ask that you not load your child until after that cross walk as we have had cars pull out of the line and endanger the safety of students as they were crossing. If by chance your child needs assistance getting into the building due to an injury, or what not, you may drop them off at the handicap ramp on the west side of the building. At anytime, no cars are allowed to travel on the east side of building as this is for the buses. Please help us insure students' safety and follow the plan that parents, students and teachers have developed. Thank you!

Accidents and Illness

When a student becomes injured before, after, or during school, the teacher in charge will inform the office. If the accident is serious, an accident report will be filed. If the student requires immediate medical attention, parent(s)/guardian(s) (or the person named for emergencies on the student's information card) will be called. Minor scrapes and cuts will be treated at school.

Safety Guidelines

For the protection of your child, please stress the following rules:

- Remain on sidewalks, cross streets only at corners, look both ways before crossing, and never step into the street from between parked cars.
- Impress upon your child the importance of returning home immediately after classes are dismissed.
- Use the shortest and safest route to and from school.
- Emphasize the proper use of bicycles and safe riding habits.
- All children are to be warned that they are not, under any circumstances, to accept rides with strangers at any time.

Disaster Preparedness

Fire, tornado, and intruder drill instructions are reviewed and practiced periodically by each class in our district. Procedures are posted near the entrance and practiced in each room.

Bicycles, Rollerblades, Skateboards & Scooters

Students may ride bicycles, rollerblades, skateboards, and scooters to school. Students are to dismount from skateboards, bicycles, and scooters as soon as they arrive on school grounds. Rollerblades are to be removed before entering the building. The school assumes no responsibility for rollerblades, skateboards, or scooters.

Bicycles are to be parked immediately upon arrival on the school grounds. All bicycles should be locked, as the school assumes no responsibility for the bicycles or damage to their accessories. Bicycles should never be left at school overnight.

The school encourages bicycle safety and parent(s)/guardian(s) are urged to instruct their children in safe riding procedures.

Miscellaneous

Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such case to the Illinois Department of Children and Family Services.

The employee shall notify the Superintendent or Building Administrator that a report has been made. Any employee hired after July 1, 1986, shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of the Act.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis as those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

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

Agency and Police Interrogation

All requests by agency or police officials to interview a student shall be handled according to the procedures for the interrogation of students developed by the Superintendent.

Electronic Devices

Students are prohibited from the use or possession of laser pointers. Students may possess cell phones at school; however, such devices **must be turned off and out of sight during the school day (stored in book bags, locker, or purses)**. The school is NOT responsible for lost or stolen cell phones or other such devices. A student who allows any electronic device to become disruptive to the classroom or school learning environment may receive discipline consequences (see School-Wide Discipline Program). Continued misuse will result in loss of such electronic devices.

Parent-Teacher Association

The name of this organization is the Joint Parent-Teacher Association for Mark Twain, Carl Sandburg, and Jefferson Elementary Schools, hereinafter referred to as "Joint PTA". The Joint PTA was created in 1997 to coincide with Charleston's adoption of school centers. Joint PTA membership is open to anyone interested in promoting the welfare of our children and our schools.

The objectives of the Joint PTA are:

1. To promote the welfare of children and youth in home, school, and community;
2. To secure adequate laws for the care and protection of children and youth;
3. To assist parent(s)/guardian(s) in developing the skills they need to raise and protect their children;
4. To encourage parent(s)/guardian(s) and public involvement in the public schools;
5. To bring into closer relation the home and the school, that parent(s)/guardian(s) and teachers may cooperate intelligently in the education of children and youth.

Emergency Evacuation

When an emergency/disaster occurs in or around a school building, the school building may need to be evacuated. An emergency temporary housing plan is used to provide safe shelter to students and staff. The emergency temporary housing plan will be implemented in situations that prevent students and staff from waiting inside or outside the school building during an emergency/disaster. If emergency temporary housing is required, students will be directed to the following alternate locations: First Presbyterian Church of Charleston and St. Charles Borromeo Catholic Church. Parents will be notified of the evacuation through the schools' phone service and/or the emergency notification system.

Insurance

Student insurance is entirely optional. The school has made arrangements with a group plan providing low-cost coverage. For those who take out the policy the claims must be filed immediately after an accident at the school office.

Teachers are required to file a report in the office at the time of the accident or as soon as possible after the accident.

Non-Discrimination

All students are provided equal opportunities in all education programs for all services. No person shall be discriminated against on the basis of race, color, creed, national origin, gender, sexual orientation, age, ancestry, marital status, citizenship status, or mental or physical disability in any of its programs, activities, services, or benefits. All students are guaranteed equal access to educational and extracurricular activities as required by Illinois PA79-597 and Title IX of the 1973 Educational Amendments.

No person shall, on the basis of gender, be limited in the exercise of any right, privilege, advantage, or opportunity. The board does not discriminate on the basis of actual or potential marital or parental status, and no person in the district shall be subjected to sexual harassment by any school employee, or by other students, or by the effect of any school policy or practice.

Additional information and forms for filing complaints relative to gender, racial, ethnic, religion, age, or handicap discrimination may be obtained through the office of the Superintendent at 345-2106. A local grievance procedure exists to resolve grievances. However, if either the grievant or the party charged is dissatisfied with the School Board's decision, further appeal may be made to the Regional Office of Education, 730 7th Street, Suite A, Charleston, IL and ultimately to the State Superintendent of Education, Springfield, IL. Appeal outside the district should be made in a timely fashion.

Pets and Animals

Animals may be brought into the classroom for educational purposes only, and only with the permission of the building principal. Such animals are to be kept in the classroom for the time necessary for their study.

Birthdays/Class Parties

We ask that parents please contact the teacher for specifics on this. So not to hurt others feelings, we ask that treats are not handed out during the lunch hour.

Pictures / Yearbooks

All children have their pictures taken individually at the beginning of the school year. Parents are notified prior to picture day. A picture of each child is attached to his/her cumulative folder. Buying school pictures is optional. Yearbooks may be purchased separately and are sold at a later date.

Sex Equity

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

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

Messages to Your Child

Parents please make sure you phone the office and not the teacher if there are messages that need to be delivered to your child. You must phone these in by 2:15 so the office is given ample time to deliver them. Please understand that not all messages will make it to your child, therefore plan ahead and make sure your child knows what to do before he/she leaves home that morning.

Student Deliveries

The elementary schools discourage the delivery of flowers, balloons, candy, etc. during school hours. Items delivered during the school day will be kept in the office and may not be permitted to be transported on the bus

Student Directory Information

- "Directory Information" may be released to the general public, unless the parent/guardian requests that any or all such information not be released on his/her child.
- Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;
- Academic awards, degrees and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Period of attendance in the school.
- Unless parent(s)/guardian(s) notify the principal in writing not to release directory information about their child, such information will be released at the discretion of the principal.

Telephone

Students are to use the telephone in the office/classroom when calling home. Students must have teacher permission to make phone calls. Long distance phone calls are permitted only for emergency reasons or if a student's family lives outside the local dialing system.

University Participants

Since Eastern Illinois University is located in Charleston, all Charleston schools have a number of EIU pre-service teachers working in each building. University students in preparation for teacher certification are under the direct supervision of the classroom teacher and the EIU coordinator.

Visitors

Any person or persons, other than students and staff, entering the school grounds or any school building is required to report to the principal's office identifying himself/herself, the purpose of his/her visit and to pick up a "Visitor" badge. Badges are to be returned prior to exiting the building. All school employees are authorized to request the above information and ask that visitors report to the principal's office. Siblings may accompany a visiting parent(s)/guardian(s) to eat lunch. Supervision is the responsibility of the parent/guardian. If, in the judgment of the principal, or a designated representative, the visitor's presence and purpose interferes with the smooth operation of the school, he/she will be asked to leave. In the event he/she refuses to leave, the principal, or designated representative, is to request the assistance of law enforcement officers, Illinois School Code 5/24-25.

Students not enrolled in CUSD#1 will not be allowed to accompany another child to school due to liability concerns.

Honor Roll

To qualify for the Jefferson honor roll, a student must have a minimum of 16 points (A=4, B=3, C=2) with no Ds. Five subject areas are used to determine eligibility: Reading/Spelling, Math, English, Science and Social Studies.

Honors	16-17 points
High Honors	18-19 points
Straight A's	20 points

Those students who go up a grade level in two subjects without going down in any subject will be recognized on the Jefferson Improvement Honor Roll (those names will not be published in the Newspaper).

Lockers

Lockers are the property of Jefferson Elementary School. They must be kept in order so they can be easily opened and closed. Locker doors must not be slammed or kicked open or shut. Locks are not provided. If a student brings a lock to school, they are encouraged to keep an additional key or combination at school.

Special Offerings

Band

The band program for Jefferson students begins at the fifth grade level and continues through the sixth grade. All band rehearsals are held between 8:10 – 8:40. Sectional practices are scheduled throughout the day depending on the instrument played. At least two concerts are scheduled during the year — one at Christmas and one in the spring.

Basketball Program

A comprehensive basketball fundamentals program is available to all interested boys and girls in grades five and six. Volunteer coaches are required for the program. Each team plays several scheduled games. A tournament at the end of the program is optional.

**These programs rely solely on volunteer sponsorship.*

Cheerleading

This program is offered to 5th and 6th grade students and runs simultaneously with the boys' basketball program.

**These programs rely solely on volunteer sponsorship.*

Chorus

A chorus program is provided for fifth and sixth grade students. The Chorus practices twice each week during the activity period. At least two concerts are scheduled during the year — one at Christmas and one in the spring.

Student Council

Offered to students in Grades 4, 5, & 6. The Student Council members are elected to represent each fourth, fifth and sixth grade homeroom. Being a Student Council member is an honor and a privilege, which also carries some responsibilities. Council members participate in and sponsor numerous activities each year. Students elected agree to:

Demonstrate leadership by setting a good example

- a. In the classroom;
- b. In the halls;
- c. In the lunchroom and on the playground;
- d. In the extracurricular activities.

Be a responsible member by

- a. Attending meetings;
- b. Participating and working at Student Council functions;
- c. Relating Student Council news to homeroom;
- d. Bringing suggestions from homeroom to meetings;
- e. Participate on building/grounds cleanup committee;
- f. Maintain a B average/progress on standards;
- g. not receiving more than 2 incident reports during the current school year (If you do, you will be replaced by an alternate from your classroom);
- h. Be a courteous student.

**These programs rely solely on volunteer sponsorship.*