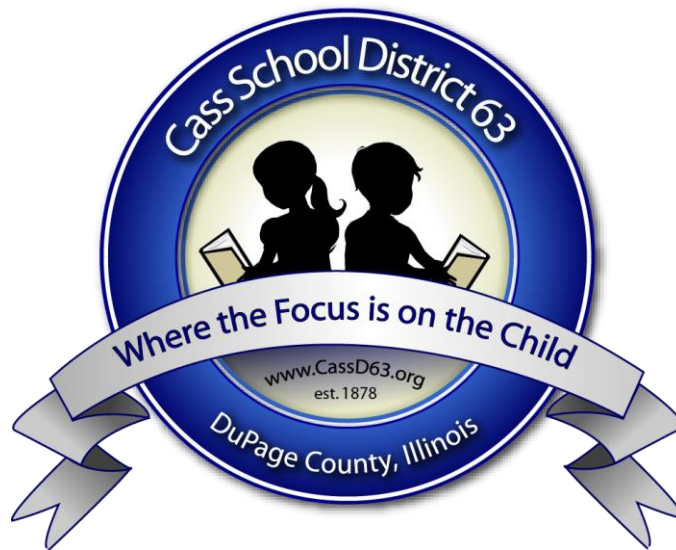


Concord Elementary School Cass School District 63

Parent/Student Handbook



*Concord Elementary School
1019 Concord Place
Darien, Illinois 60561*

PHONE NUMBERS

Concord Elementary School Office: 331/481-4010

Fax: 331/481-4011

Attendance: 331/481-4015

Anonymous Tip Line: 331/481-4045

www.CassD63.org

**Concord Elementary School
Parent/Student Handbook**

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Dear Students and Parents,

Welcome to Concord Elementary School. I hope you are as excited as the faculty, staff and I am to begin a new school year. We work to make every year the best it can be by building on our past successes. This promises to be another great year.

Effective communication is essential to a successful school experience. This handbook includes information about school procedures and expectations that are important to know. Teachers will be going through this handbook with students during the first week of school. I also encourage parents to read and talk about the information in the handbook with their students.

At Concord Elementary School, we are committed to making each student's school experience intellectually stimulating and emotionally supportive. Student experiences at Concord will also involve discovering more about themselves, working on service projects, building friendships, and getting along with others. We encourage all students to work to their full potential, celebrate differences, and have a wonderful school year.

Sincerely,
Laura Anderson, Ed.D.
Concord Elementary School Principal

MISSION STATEMENT FOR CASS SCHOOL DISTRICT 63

Cass School District 63 exists to promote the worth, dignity and learning capabilities of its Community of Learners, Staff and Leadership.

Everyone within the District is charged with providing encouragement, guidance and an environment to develop the full potential of all learners.

This school district will provide knowledge that can be applied effectively throughout life for each person to maintain human values, contribute to society and apply functional skills for self-support and personal success while being responsible fiscal stewards.

VISION STATEMENT FOR CASS SCHOOL DISTRICT 63

Develop a rigorous instructional blueprint, which supports critical thinking, problem solving, real life skills, social emotional development and creativity that provides a supportive structure for the diversity of learners and challenges students to become successful and productive contributing members of the community and global society.

Implement and assess exemplary instructional practices that utilize all available resources, promote positive participation and engagement and use creative techniques and differentiated methods to create a student-centered culture while supporting educators by providing opportunities to enhance optimal effectiveness while maintaining an annual balanced budget.

Foster a climate that maintains a safe, nurturing student-centered environment and establishes effective two-way communication that instills pride and enhances a positive partnership with the community.

ACADEMICS

EXPECTATIONS: Concord Elementary School has a proud tradition of outstanding student achievement. The Concord community strongly believes that all students can be successful. In order to be successful, students are expected to:

- Be on time (to school and classes)
- Pay attention
- Be prepared (have appropriate materials in class)
- Complete assignments and all homework
- Study for tests
- Do your best
- **Ask for help!**

GRADES: Students are graded on a letter grade system as follows:

A	90% +
B	80 – 89.9%
C	70 – 79.9%
D	60 – 69.9%
F	Below 60%
I	Incomplete

Report Cards are sent home on a quarterly basis. Teachers are expected to update their online grades on a weekly basis. Parents and students are encouraged to check academic progress through the PowerSchool Portal via our website. If you need to obtain your username and password, please contact the school office.

PROMOTION: In order to be considered for promotion to the next grade, a student should receive a majority of passing grades (D or better) in four or more core subjects. A student should also have satisfactory attendance and perform successfully on testing which is mandated by the State of Illinois. Failure to meet these requirements will result in a remedial plan of action determined by teachers, administration and the student's parent/guardian.

ATTENDANCE

The system for reporting student absences at Concord Elementary School utilizes the voice mail system. When a child is absent, the parent should call **331/481-4015** and leave the child's name, parent name, telephone number, where parent can be reached and the reason for the child's absence. Parents should call the school voice mail system no later than 8:30 a.m. the day of the pupil's absence. 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 will have one day for every day of excused absence to make up assignments. The school office may send attendance letters home when a student accumulates 5 or more absences.

If the child is absent because of flu virus, whooping cough, chicken pox, mumps, measles, or streptococcal infection including scarlet fever or other communicable illness, a doctor's note indicating the child is well enough to return to school may be required. In addition, a doctor's note may be requested for students with excessive absences (three or more days).

TRUANCIES: The Illinois School Code defines a “truant” as a child who is absent without valid cause from school. Valid causes for a child being absent from school include illness, religious observances, and family emergencies. Vacations are considered unexcused absences in accordance with Illinois State Board of Education guidelines. **A chronic truant is defined as a student who has missed 5% of the previous 180 school days (which translates to 9 of the previous 180 days).** Those parents of students who are experiencing attendance problems will be contacted at the occurrence of the concern so as to explore reasons for the absences. If all interventions at the school level prove to be unsuccessful, he/she will be referred to the DuPage County Superintendent of Schools Truancy Office.

TARDINESS: If a child is going to be late to school, parents should **call the main office (331/481-4010) or send a signed note** with an explanation in order for that child to be excused. Students must report to the main office when tardy. Teachers may not admit a student without a pass signed by the office. Students who are excessively tardy without legitimate excuses will be subject to the school’s disciplinary/truancy policy.

UNEXCUSED ABSENCES: Students who are absent without an excuse will be treated as truant. Students guilty of this will be subject to the school’s disciplinary policy. Students determined to be chronically truant will be referred to the appropriate authorities.

EARLY PICKUP: It may be necessary for a child to leave school early for a medical appointment or other reason. Students with such appointments should **bring a note of explanation, signed by a parent or guardian, to the office upon arrival.** In the event of a **family emergency**, a parent or guardian should contact the school by phone, if possible. Parents should pick up and sign out their children in the office. The Superintendent and Principal are the only persons authorized to dismiss your child from school, and they will do this through the school office, with established procedures.

VACATIONS: Our District discourages vacation when school is in session and encourages parents to limit vacations to the times when school is not in session. If it becomes absolutely necessary for a student to be out of school for an extended period, the Principal and the student’s teachers should be notified in advance. Students will be responsible for completing work as per teacher instructions, in order to receive credit. Vacations are considered unexcused absences in accordance with Illinois State Board of Education guidelines.

STUDENT BEHAVIOR

We share with parents a desire that students will achieve to the best of their ability. We share too, in the parent's responsibility for their child's conduct while attending school. It is expected that all students cooperate with and exhibit attitudes of respect and courtesy towards other children, teachers and any other school personnel at all times. Proper care of school property is expected. This means we expect each student to demonstrate proper behavior and compliance with all school rules. Failure to comply with these rules will result in consequences outlined below. Discipline is an important and necessary part of each student's school experience. These guidelines are devoted to explaining the general school rules and procedures. In addition, each teacher establishes rules for and maintains discipline within his/her classroom.

DRESS CODE: Students are expected to present themselves in a manner which is appropriate for their age level. If a student is found not to be in compliance with the school dress code policies, the student will be asked to change into alternative clothing that is here at school or a call will be made home in order to get the appropriate clothing. If a student is non-compliant with dress code on a consistent basis, disciplinary action may be taken. 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.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the science laboratories or during physical education class.
5. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting (i.e. too tight or revealing), showing skin and/or undergarments may not be worn at school.
6. The length of shorts or skirts must be appropriate for the school environment. Appropriate is considered the length of the out stretched arms to the fingertips.
7. Footwear must be worn at all times. All students are expected to wear gym shoes for PE classes and F.A.R. every day.
8. 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.

LUNCHROOM RESPONSIBILITIES: Good manners and appropriate conduct are expected of everyone in the lunchroom. The lunchroom is an extension of the classroom and **all general school regulations apply.**

1. Students shall keep their lunch area clean and assist with cleanup at the conclusion of the lunch period.
2. Students shall walk to lunch and shall be orderly throughout the entire lunch period.
3. Washroom needs should be tended to prior to arriving at the lunchroom.
4. Students who need assistance in the lunchroom should raise their hand and wait for a lunchroom supervisor to respond.
5. Students enrolled in the lunch program must select the lunch they requested.
6. Loud talking, yelling, screaming, profanity, and other disruptions are prohibited.
7. Students shall keep their hands and feet to self at all times.
8. Bullying, name calling, putdowns, intimidation, or physical aggression is not permitted.
9. Students shall not throw food, milk cartons or other items.
10. Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.

LUNCHROOM RESPONSIBILITIES (continued)

11. Students shall remain seated while in the lunchroom except to return to the lunch line, dispose of trash, or assist with cleaning the lunchroom.
12. Students shall report spills and broken containers to lunchroom staff immediately.
13. Students shall be dismissed from the lunchroom by the lunchroom supervisor.
14. Accommodations for students with food allergies are available.

GENERAL SCHOOL REGULATIONS:

1. Students are expected to be in school and their scheduled class on time unless excused for illness or other appropriate reasons. Failure to do so (skipping class, truancy) may result in disciplinary action.
2. Passes - Students shall be allowed in the hallway or restrooms during class only with an authorized hall pass. It is the student's responsibility to request passes from the classroom teacher before leaving any room.
3. Students are expected to be courteous and respectful at all times. Talking back to staff members will not be tolerated. Insubordination will also not be tolerated. These behaviors may result in disciplinary action.
4. Students are not allowed to eat any food in any area of the building except the lunchroom. Gum chewing is not permitted.
5. Bullying, name calling, putdowns, intimidation, or physical aggression is not permitted.
6. The personal use of cellular telephone, tablets and other personal electronic devices on school property is limited to before and after school hours. During the school day (8:05 a.m. to 2:45 p.m.) such devices must be turned off and stored in lockers.
7. Students shall keep their hands and feet to self at all times.
8. Loud talking, yelling, screaming, profanity, and other disruptions are prohibited.
9. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing is prohibited.
10. All drugs, look-alike drugs, drug paraphernalia, prescription drugs, weapons, and look-alike weapons are prohibited on school property.
11. Gambling and possession of gambling paraphernalia (playing cards, dice) are prohibited. Students involved in gambling or found to be in possession of gambling paraphernalia will be subject to disciplinary action.
12. Intentional damage to, loss of, destruction of, theft of, or any attempt to damage, deface, or destroy school property or property of school personnel or other students will result in disciplinary action.

DISCIPLINARY PROCEDURES/PROHIBITED CONDUCT: In order to provide a caring school with a safe environment where we can be ourselves and enjoy learning, students, staff, parents and the community have to be assured there are procedures in place for dealing with serious safety and behavior issues. Cass District 63 does not tolerate behaviors that contribute to an unsafe environment and/or a negative school climate. The conduct listed below may result in an immediate referral to the Principal's office and may also result in discipline including, but not limited to a 1-10 day suspension or possible expulsion hearing before the Cass School District 63 Board of Education. Prohibited Conduct may include, but is not limited to the following:

Academic Dishonesty: 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.

Aggressive Behavior: Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct is strictly prohibited. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber-bullying, or other comparable conduct. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, or be pledged to become a member of an unauthorized public school fraternity, sorority or secret society.

Alcohol: Using, possessing, distributing, purchasing, selling, or offering for sale alcohol materials is strictly prohibited. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

Assault of a Teacher: Any assault on staff will result in a referral to a local law enforcement agency.

Battery/ Assault/ Fighting: Any student who participates in, or is responsible for a fight in the school or on the school grounds, will be subject to discipline including, but not limited to suspension and a parent conference. Students continually involved in fighting or violent behavior will be subject to expulsion.

Bullying/ Cyber-Bullying: Bullying is any aggressive or negative gesture, written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying or intimidation most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Bullying, Cyber-Bullying, Hazing, or intimidation of others includes, but is not limited to:

- any behavior that does physical or psychological harm to another student or staff member
- encouraging other students to engage in bullying behaviors
- violence (pushing, hitting, or other physical contact)
- intimidation
- force
- noise
- coercion
- threats
- stalking
- harassment/ name calling
- sexual harassment
- public humiliation
- theft or destruction of property

Cyber-Bullying is bullying through the use of technology or any electronic communication. This behavior also extends to actions on social networking 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.

Disruption of School Environment, Function, or Operation: 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.

Drugs: 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.

False Alarms: Each school is equipped with a central fire alarm system which activates alarms at both the police and fire stations. Our police and fire departments automatically respond to all such alarms and cannot be recalled until they arrive at the school. False alarms include contacting emergency personnel in the absence of a reasonable belief that an emergency exists, such as: 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.

Gangs: "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 nonverbal 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.

Insubordination and/ or Disrespect Towards Staff or Administration: Failure to comply with directives from school staff members or engaging in defiant and/ or disrespectful behaviors.

Personal Electronic Devices: 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 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.

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) academic dishonesty; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person 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.

Sexual Activity: Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure, and sexual assault.

Technology Misuse: When students are using technology, they will be subject to disciplinary action for the inappropriate use of such items. This includes, but is not limited to, unauthorized and inappropriate use of computers, projectors, printers, scanners, software, laser pointers, email, and the internet. Students are not allowed to use or load any unapproved software at school. 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.

Theft: Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

Threat to a Staff Member or Student: Any explicit verbal or written threat (including threats on Internet websites) against a school employee, a student, or any school-related personnel that could be reasonably interpreted as threatening to the safety and security of the individual.

Trespassing: Entering school property or a school facility without proper authorization.

Tobacco: Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

Unapproved Clubs or Organizations: Involvement with any public school club fraternity, sorority, or secret society.

Unmanned Aerial Vehicles: Operating an unmanned aerial vehicle, or drone, for any purpose on school grounds or at any school event unless granted permission by the building principal.

Vandalism: The faculty, community and student body should take pride in our school. The cooperation of the entire student body is required to keep the school and its equipment in the best condition. Any student guilty of intentional damage to, loss of, destruction of, theft of, or any attempt to damage, deface, or destroy school property or property of school personnel or other students will be held responsible for the cost and repair. This includes all books and classroom related materials. Further, the student will be subject to discipline including, but not limited to suspension from school and possible contact of local law enforcement agency.

Violating Criminal Law: Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

Weapons: A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be subject to discipline including, but not limited to expulsion for a definite time period, but no more than two 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, shotguns, brass knuckles, and billy clubs, or “look-alikes” of these objects. Such items including, but not limited to 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.

General Information Regarding Prohibited Conduct: 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.

School Incident Reporting System (SIRS): The School Incident Reporting System (SIRS) was created by the Illinois State Board of Education and the Illinois State Police to compile data related to incidents involving battery, firearms and drugs that occur at schools. Each incident involving battery, firearms, and/ or drugs will be reported to SIRS.

Grounds for Disciplinary Action: These grounds for disciplinary action 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 other time when the school is being used by a school group.
2. Off school grounds, at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
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.

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 alternative learning opportunity, which 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 remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or designee is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of behaviors including, but not limited to the behaviors outlined in this handbook, 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.

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.

Disciplinary Measures may include, but are not limited to (in no particular order):

- Disciplinary Conference
- Peer Conferencing
- Withholding of privileges (i.e. extra-curricular activities, technology privileges, social activities, field trips)
- Seizure of contraband
- Return of property or restitution for lost, stolen, or damaged property
- Private dining
- Loss of Recess
- Suspension of school activities
- Assigned seats on school bus
- Suspension of bus riding privileges, provided that appropriate procedures are followed
- Notification of parents/ guardians
- Parent Conference with the Principal
- Notification of juvenile authorities or other law enforcement
- Temporary removal from classroom
- Alternative Learning Opportunity
- Restorative Activities
- Suspension
- Expulsion per Board of Education Policy
- Community Service
- Transfer to an alternative program if the student is expelled or qualifies for transfer under state law

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.

Alternative Learning Opportunity: A student may be provided an alternate learning opportunity during the school day. This may include modified school hours and activities. Appropriate interventions will be included in this learning opportunity. The student's parent/guardian will be notified as soon as possible. During this alternative learning opportunity, the student will be able to complete assignments for credit.

Out of School Suspension (3 days or less): A student may be suspended from school for up to three (3) days for a behavior that poses a threat to school safety or a disruption to the other students' learning opportunities, as determined on a case-by-case basis. Administration will make all reasonable efforts to resolve threats, address disruptions and minimize suspensions to the greatest extent practical. Ultimately, the decision is left to the administration. Students have the opportunity to make up any missed work for equivalent academic credit.

A student involved in a serious offense will have the opportunity to explain his/her involvement in the offense. The student's parent/guardian will be notified as soon as possible. There will also be a written follow-up. Please see Board of Education Policy pertaining to the process to appeal a suspension. A suspended student is prohibited from being on the school grounds. A re-engagement parent conference may be necessary before a student is readmitted to school.

Out of School Suspension (4 days): A student may be suspended from school for four (4) days only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's presence in the school poses a threat to the safety of other students, staff, or the school community or substantially disrupts the operation of the school, as determined on a case-by-case basis.

Administration will make all reasonable efforts to resolve threats, address disruptions and minimize suspensions to the greatest extent practical. Ultimately, the decision is left to the administration. Students have the opportunity to make up any missed work for equivalent academic credit.

A student involved in a serious offense will have the opportunity to explain his/her involvement in the offense. The student's parent/guardian will be notified as soon as possible. There will also be a written follow-up. Please see Board of Education Policy pertaining to the process to appeal a suspension. A suspended student is prohibited from being on the school grounds. A re-engagement parent conference may be necessary before a student is readmitted to school.

Out of School Suspension (5-10 days): A student may be suspended from school for up to ten (10) days only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the administration determines that there are no other appropriate or available interventions. The student's presence in the school poses a threat to the safety of other students, staff, or the school community or substantially disrupts the operation of the school, as determined on a case-by-case basis. Available support services are to be provided to the student.

Administration will make all reasonable efforts to resolve threats, address disruptions and minimize suspensions to the greatest extent practical. Ultimately, the decision is left to the administration. Students have the opportunity to make up any missed work for equivalent academic credit.

A student involved in a serious offense will have the opportunity to explain his/her involvement in the offense. The student's parent/guardian will be notified as soon as possible. There will also be a written follow-up. Please see Board of Education Policy pertaining to the process to appeal a suspension. A suspended student is prohibited from being on the school grounds. A re-engagement parent conference may be necessary before a student is readmitted to school.

Expulsion: Please refer to the Board of Education Policy for details. Expulsion may only take place at a hearing held by the Board of Education. The student's parent/guardian will be notified as soon as possible, in writing, of the expulsion hearing. Students expelled from Cass Junior High School may not be present at school or attend any events on District grounds. A student who is subject to expulsion may be eligible for a transfer to an alternative school program.

Re-Engagement of Returning Student: 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 a student who have been suspended to complete or make-up missed work for equivalent academic credit.

BICYCLES

Students' bicycles are permitted on school grounds and should be parked and locked in the bike racks by the northeast corner of the school. Bicycles are not to be ridden in the parking lot in front of the school. Cass School District 63 is not responsible for lost or stolen bicycles.

BULLYING

Bullying is prohibited. Bullying or intimidation of others includes, but is not limited to, any aggressive or negative gesture, written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying or intimidation most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal contact of a belittling or browbeating nature. This behavior also extends to actions on social networking websites.

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 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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 district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. **Anonymous reports are also accepted by phone call or in writing.**

Complaint Manager: Ms. Helen Park, School Counselor, 331/481-4016, HPark@CassD63.org

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.

BUSING/TRANSPORTATION

DROP-OFF/PICK-UP: Those parents wishing to drive their child to and from school are asked to follow some basic traffic guidelines in and around the school building. At Concord Elementary School, the only way that vehicular traffic can gain entrance is by way of the access road from Concord Place. Concord Place is the main east/west street running through the Hinswood subdivision. Upon entering the school driveway, please pay close attention to the one-way, speed limit and no parking signs. It is imperative that signs are obeyed. Parents who drop off their children at Concord Elementary School should do so along the sidewalk curb. Parents who

pick up their children at bus dismissal time should do so only after the buses have been loaded and pulled out. Concord Elementary School students who are not bused will be dismissed only after all buses have left the school driveway (This is approximately 2:50 p.m.).

BUS GUIDELINES: Bus service is available only for those students who have paid for it. A list of bus stops will be published at orientation day at the beginning of the school year. Parents must select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

The bus is an extension of the classroom and all general school regulations apply.

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

- Be waiting at your bus stop on time.
- Enter and exit the bus only when the bus is fully stopped.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Use emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Keep all parts of the body and all objects inside the bus.
- Keep the bus neat and clean.
- Eating is not permitted on the bus.
- Keep book bags, books, packages, coats, and other objects out of the aisle. Keep all body parts clear of the aisle when seated.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in discipline including, but not limited to suspension from bus services.
- All school rules and district policies apply while on the bus, at a bus stop, or waiting for the bus.
- Students shall keep their hands and feet to self at all times.
- Bullying, name calling, putdowns, intimidation, or physical aggression is not permitted.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Crowding, pushing, scuffling, and other needless commotion is not permitted.
- Tampering with, damaging, or defacing anything in or on the bus, or any of the bus or school equipment is not allowed.
- Parents will be liable for any defacing or damage students do to the bus.

Behavior deemed by the principal to threaten the safe operation of the bus and/ or the safety of its occupants may result in discipline including, but not limited to suspension from bus services.

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.

Students who fail to obey the rules of conduct on the bus will be subject to the appropriate disciplinary measures. These measures may include warning communications, missed recess, suspension from the bus, suspension from the school, and possible revocation of all bus riding privileges. The administration also reserves the right to alter students' assigned seats for all or part of the school year.

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

COMMUNICATION

If a parent has a concern and/or issue regarding a teacher or their student, the path of resolution shall be followed as noted (1) Teacher, and/or Teacher and Principal, (2) Principal, (3) Superintendent, and (4) Board of Education. Complaints initiated at the wrong level will be redirected to the appropriate level.

Students, parents and community members are urged to regularly visit the **Cass School District 63 website** (www.CassD63.org) to keep current with the latest information and communication from teachers, administration and the Board of Education.

DATA AND INFORMATION

To evaluate its educational programs as authorized under Section 6(a)(4) of the Illinois School Student Records Act, Cass School District #63 may disclose student testing information (specifically, test results for NWEA Testing) to authorized representatives of Hinsdale Township High School District #86 without parental consent. The District will only disclose this information for the purpose of research, statistical reporting, and/or planning for improvement of student instruction.

DIABETES - CARE OF STUDENTS

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.

STUDENTS WITH DISABILITIES

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

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 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.

Behavioral Interventions: Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

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

Special Education Exemption From PE Requirement: A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact:

Mrs. Filomena Manna-DeChiara, ELL Teacher, 331/481-4929, FManna@CassD63.org .

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.

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 main office at 331/481-4010.

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.

HEALTHY SNACKS

It is your option to provide your child with a nutritious snack to curb hunger and assist in concentration. We ask that these snacks be pre-cut and not require the use of utensils or preparation. In this way, we can provide your child with time to refresh those brain cells and continue with the learning process. Recent legislation and initiatives support the role of the school as being the agent for endorsing nutritious snacks. In addition, we do have several children that have severe allergies to certain foods. These allergies extend beyond the intake of certain foods to touching an object or surface in which foods such as peanuts or milk have left residue. While it is your parental discretion to determine what type of healthy snack is appropriate for your child, it becomes our responsibility as a school to facilitate medical/health plans. For this reason, you may receive periodic notes from classroom teachers relative to snacks/birthday treats as well as classroom procedures. We thank you, in advance, for your cooperation with such requests. More specific information will be provided throughout the school year.

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.

MEDICAL REQUIREMENTS

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 prekindergarten, kindergarten or the first grade;
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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.

VISION 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 and second grade 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.

MEDICATION

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" which may be obtained from the school office or district website.

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 auto-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 auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

STUDENT RECORDS – TEMPORARY AND PERMANENT

Please refer to the Board of Education Policy for details. Each student in the District has a permanent and a temporary record to which parents have access. The Family Educational Rights Act of 1974 states that parents of students under 18 years of age have the right to inspect students' records. Requests to inspect student records should be made in writing to the District Office. Access to records by people other than parents without written parental consent is prohibited.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills.

SCHOOL HOURS

Classes are held from **8:15 a.m. – 2:45 p.m.** Students will not be allowed into the building unsupervised before 8:00 a.m. The main office to the building is open until 3:30pm. Students and their families should not expect to be admitted into the building after this time, unless there is an after school activity taking place. In the event of an **emergency closing**, please visit the Cass School District 63 website, www.CassD63.org.

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 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 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 officials 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.

SEXUAL HARASSMENT

The Board of Education has determined that sexual harassment in the educational environment may interfere with a student's performance; create an intimidating, hostile learning environment and diminish the respect and dignity of the School, its faculty, staff, and students. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the District shall not be permitted.

Examples of sexual harassment include, but are not limited to: inappropriate or unwelcome touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, indecent exposure (including mooning), and spreading rumors related to a person's actual or alleged sexual activities.

Students who are the victims of or witness to conduct which may be sexual harassment are encouraged to notify the School District. Reports may be made to any staff member, who will direct the issue to the appropriate School District official for investigation. Such incidents are subject to the consequences for improper behavior.

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.

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.

Complaint Manager: Ms. Helen Park, School Counselor, 331/481-4016, HPark@CassD63.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades three and four will take standardized tests. Parents 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.

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. Information can be obtained from the school office. If you have concerns about suicide or depression, please contact **Ms. Helen Park 331/481-4016 or HPark@CassD63.org**

TECHNOLOGY

Personal Device Expectations: The personal use of cellular telephone, tablets and other electronic devices on school property is limited to before and after school hours. During the school day (8:15 a.m. to 2:45 p.m.) such devices must be turned off and stored in lockers. Violation of this policy will subject students to disciplinary consequences as outlined in the handbook. Students are to keep all cell phones off and in lockers during school hours. If there is a need to call home during school hours, the office assistants will facilitate your call.

If a student is in possession of a cell phone during school hours, the phone will be confiscated and returned only to the student's parent. Students found to be repeat offenders of this policy will be subject to further disciplinary action.

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) academic dishonesty; 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.

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 site 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.

District Provided Device Expectations: Your district provided device is an important educational tool to be used daily. It is your responsibility to bring it fully charged to school each and every day. Your device has been provided as an educational tool. The expectation is that your device will be used in only an educational capacity. Students MAY NOT visit social media sites, play games, text, email, or engage in any other activity not related to the scope of the assignment. Any violations will be subject to disciplinary action.

1-1 STUDENT TECHNOLOGY DEVICE AGREEMENT: Every parent consented to this agreement with registration.

1. Cass School District 63 will provide each student a device (i.e., laptop, Chromebook, or iPad), which the student is to use as a positive learning tool in coordination with the District's curriculum. Although this Agreement authorizes the student's use of the device for the year, the device is the property of the District and must be returned upon the District's request or on the last day of the student's attendance for the school year.
2. **Prerequisites to Receive:** To receive a device to use, the student and his or her parent/guardian must sign and submit to this 1:1 Student Technology Device Agreement.
3. **Applicable Policies:** In using the device, the student is subject to and must comply with District's Board of Education Policies, Authorization for Internet Access Student Policy and Student Handbook Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology and their associated administrative procedures and regulations. A violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion.

Expectations

1. **Students may not:**
 - a. Disrupt the educational process of the school district through non-educational use of the device;
 - b. Endanger the health or safety of themselves or anyone else through the use of the device;
 - c. Invade the rights and privacy of others at school through the use of the device;
 - d. Engage in illegal or prohibited conduct of any kind through the use of the device; or
 - e. Violate the conditions and rules of acceptable use of electronic network/technology.
2. **Maintenance of device.** Student must keep the device in good and working condition. In addition to following the manufacturer's maintenance requirements, students should:
 - a. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used;
 - b. Insert and remove cords and cables carefully to prevent damage to connectors;
 - c. Not write or draw on the device or apply any stickers or labels that are not property of the District;
 - d. Handle the device carefully and ensure others do the same;
 - e. Not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;
 - f. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, a desk, or other location where someone else might take it;
 - g. Use a protective carrying case with the device.
3. **Daily Use of device.** Unless otherwise instructed, the device is intended for use at school every day. If students are permitted to use the device at home, they are responsible for bringing it to school every day, fully charged.
4. **No Unauthorized Software or Data.** Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval.

Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), or remove or modify the District-installed device configuration.

5. **No Right to Privacy.** The devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

Additional Terms

1. **Damage to or Loss of device.** Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.
 - a. **Accidental Damage:** In the event of the first instance of accidental damage to the device which is greater than \$50, the parent is responsible for the first \$50 of the cost of repair. Cass School District 63 will fund the remainder of the repair. For any further incidents of accidental damage during one school year, the parent is responsible for full cost of device replacement.
 - b. **Theft:** In the event of theft, upon presentation of a filed police report, the parent is responsible for the first \$50 of the replacement cost. Cass School District 63 will fund the remainder of the replacement cost, for a single occurrence.
 - c. **Loss:** In the event that the device is lost, the parents are responsible to cover the entire replacement cost.

The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.

2. **Hardware or Functionality Problems.** If a problem arises with the functionality of a student's device, the student must notify his or her classroom teacher of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom teacher, who will report it to the District's Technology Department.
3. **Failure to Return the Device.** If a student fails to return the device and any assigned accessories as directed, the District may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.
4. **Internet Filter Outside of School.** Although the District employs Internet filters and monitors students' Internet activity at school, it may not filter or monitor students' Internet access at home or off school grounds. By signing this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child's use of the Internet on the device at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.

5. **Data as Records.** Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
6. **Waiver of Device-Related Claims.** By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against District 63, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.
7. **Indemnification for device-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless District 63, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

VIDEO AND 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. However, due to student confidentiality, recordings may not be otherwise shared.

VISITORS

Visitors are welcome to our school during appropriate times. In order to maintain a safe and secure environment, it is mandatory that visitors present themselves to the school office and follow visitor procedures. **Please be aware that all visitors must present a valid ID which will be processed via The Raptor System to obtain a visitor's pass.** All visitors must wear a visible visitor's pass. Visitors should not go to classrooms or anywhere else in the building without permission from the office. Visits by siblings, relatives and friends from outside of the District are discouraged in order to promote and maintain the educational environment.

If a parent wishes to speak to a teacher **in person**, the parent must make an appointment, preferably 24 hours in advance. The advance appointment allows the teacher to make necessary arrangements so as not to deprive students of instruction (which can result from a drop-in appointment). Please call or email the teacher to prearrange the conference.

Visits by former students must be prearranged with the teacher and conducted **after** the regular school hours.

VOLUNTEER EXPECTATIONS

As a volunteer in the school and classrooms, you may have the opportunity to observe the different learning levels and styles of the students. For this reason, we would like to emphasize the importance of confidentiality and following the procedures and guidelines as outlined for below.

Volunteer Guidelines

1. The volunteer is to adhere to the classroom, school rules and district policies. (This information is printed in the calendar for Cass School District 63.)
2. All volunteers work under the direction of the certified faculty members. Volunteers should stay in work areas designated by the faculty members.
3. When working directly with students, the classroom volunteer must be under the direct physical and visual supervision of a certified faculty member.
4. Please be prompt and dependable. If absence is necessary, please notify the school office or the teacher with whom you work. If you are ill, we understand, just let us know.
5. Please sign in at the office and collect your name tag prior to beginning your work. If you are unfamiliar to the office staff, you may be asked to show photo identification.
6. Please maintain professional ethics in regard to confidential information pertaining to a child or a classroom of children. Do not comment publicly on the performances of other volunteers, students or school personnel. Concerns should be promptly and frankly expressed to the building principal or the teacher with whom you work.
7. Volunteers do not have access to student records.
8. Volunteers should never try to address personal problems or the discipline of students. Please refer all concerns to the teacher.
9. No child may leave the building with a volunteer unless prior approval has been secured for field trips, etc.
10. No volunteer should incur any expense for the school program without prior administrative approval.
11. A volunteer should dress comfortably in business casual clothing and in accordance with the school dress code.