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CARLYLE CUSD#1
Unit Office
1400 13th Street
Phone 594-8283
Fax 594-8285

<http://www.carlyle.k12.il.us>

Located on the west side of Carlyle High School; houses the superintendent's and business offices. Board of Education (BOE) meetings are held in the Unit Office on the third Wednesday of each month at 6:30 P.M. The handbook is adopted at the May meeting of the Board of Education.

STAFF

Dustin Bilbruck, Superintendent
Marc Smith, Technology Coordinator
Janice Hempen, Bookkeeper
Linda Scott, Bookkeeper, Secretary Board of Education
Kevin Stanowski, Transportation Supervisor
Vicki Hall, Assistant Transportation
Connie Geoffray, Food Services Supervisor

DISCLAIMER

Please note that during the year due to legislation or other requirements, policies may change. Such requirements could result in changes being made in the handbook. Students and parents will be informed of such changes as they take place.

**The following forms and applications are available in all Carlyle CUSD#1 building offices:
Textbook Rental and Fees, Free and Reduced Lunch Applications, Textbook Fee Waiver, Internet Usage Agreement, Chromebook Policy and Health and Dental Exam forms.**

Mission Statement

The mission of Carlyle CUSD#1
Is to serve the communities of
Carlyle, Hoffman, Posey, Keyesport,
Shattuc, Boulder, Huey and Ferrin
By

Challenging All to Learn “Expecting All to Achieve”

School District Philosophy

The Carlyle CUSD#1, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

General Information

ACCREDITATION

Carlyle High School, Carlyle Junior High School, and Carlyle Grade School are fully accredited by the State Board of Education. All Carlyle CUSD #1 schools are in full operational compliance, meet the standards of student performance and school improvement, and meet the standards of state assessment pursuant to the standards for public schools set forth in the School Code and State Board of Education Rules.

ATTENDANCE

Illinois school law requires that all persons between the ages of 6 and 17 must be in regular school attendance. The major responsibility for this rests with each child's parent or guardian who is subject to prosecution under the law for non-compliance.

Regional Office of Education (ROE) #13 Truancy Procedures

1. After 5 unexcused absences a letter will be sent to the student's parents that state the student is now close to the ROE#13 Truancy violation.
2. After 9 unexcused absences, the district will report the student to the ROE as chronically truant.

A. If a Student is Absent:

1. A parent or guardian shall phone the school office before 10:00 A.M. on the date of the absence. If the absence is due to illness, the report by phone will constitute an excused absence for that day. Thus, if a parent or guardian phones, no written excuse is necessary. The teachers will be notified of the excused absence by the office. It is the responsibility of the district to telephone parents if a student in grades K-12 is absent and no notification has been received by the office by 10:00 A.M.

2. If phoning the office before 10:00 A.M. is not possible, upon return to school, the student needs to bring a written note from a parent or guardian stating the reason for the absence. It is the student's responsibility to bring this excuse to the office. This should be done early enough so that tardiness to 1st period class will be avoided.

3. Only students with excused absences will be given an opportunity to make up the work missed while absent. It is, however, the responsibility of the student, and not the teacher, to make arrangements for make-up work.

4. Students missing more than 10 days during the school year, will require a doctor's excuse and will receive unexcused admits for any additional absences without doctor's excuse.

B. Anticipated Absence:

If a student knows in advance of a family situation or commitment which necessitates he/she being absent from school, arrangements should be made for completing an anticipated absence form. This calls for a note stating the reason for the request, the date the absence is to occur, and approval of the school principal. It is understood that, after an anticipated absence has been approved, all make-up work will be completed before returning to school.

C. Leaving School:

No student may leave school during the day, unless he/she has permission from the office. If a student becomes ill, he/she should report to the office. If a student needs to leave school for any reason, he/she must report to the office before leaving the building. If a student is home for lunch and becomes ill, the school expects the parent to call and report the student ill.

D. Tuancy:

Tuancy shall be defined as the missing of one or more class hours a day without the permission of the school or parent. Discipline of students who are truant will be as per policy of the individual school. Teachers will not admit a student to class unless the parent has previously phoned or the student has an admit slip from the office.

E. Unexcused Absences:

Unexcused absences are those reasons for missing classes that the school does not find acceptable. Some absences that are deemed beyond the student's control may receive a warning as determined by the principal.

F. Cancellation of School:

School cancellation or notices of change in starting or ending times will be announced by the following methods; District Connect 5 and TV Channel, 4. Clinton County schools will cancel school together. Only under the most extreme circumstances will school be dismissed early.

*** BLACKBOARD CONNECT - a service for all students. It is mandatory that students provide emergency phone numbers to the district schools so that all guardians will be notified of school cancellations and other emergency school situations.**

TEXTBOOK RENTAL/FEES/TRANSFERS/TUITION

A. Textbook rental, technology fee, and class activity fees

Carlyle CUSD#1 has a book rental plan for all textbooks used in the district. The school board establishes the rental fee. All textbooks issued to the students remain the property of the school district. Students are responsible for all books issued to them by the school or checked out of the library. Appropriate fees will be charged for lost or damaged books.

Fees will be charged for certain classes and activities. Students eligible for free or reduced price meals may apply for a waiver of book rental.

Any student with outstanding bills for textbooks or activity fees will not be eligible for field trips or extra-curricular activities.

B. Transfer student admittance policy

Transfer students are admitted to Carlyle CUSD#1 schools, pending the receipt of records from the sending school and necessary information for enrollment. Those records and information include:

1. Complete transcripts must be received.
2. Copy of birth certificate must be made available.
3. All health records including immunizations must be received from the previous school.
4. Students who have been suspended or expelled from a previous school must complete the suspension and/or expulsion time before admission to Carlyle CUSD#1.
5. Students entering Carlyle CUSD#1 who cannot produce previous school documents will be placed in the appropriate grade level based on district administered tests, age, and other conditions that might effect grade placement.
6. Students will be required to show proof of residency.
7. Enrolling adult will be required to show proof of custody to enroll the child.

C. Home Schooling

Students who are between the ages of 5 and 17 are eligible to enroll in the Carlyle CUSD#1 entering from home schooling. The following conditions must be met for the entrance:

1. Present certified copy of a birth certificate or other reliable proof of identity and age.
2. Proof of residence in the district.
3. Health immunizations as required by state law.
4. Physical examination.

5. Documentation of ROE Home Schooling Registration.

Students will be placed in the classroom by the building principal. The building principal, by Board Policy 7.30, has the right to assign students to a class. The following areas will be considered regarding student placement:

1. Age
2. Health immunization compliance.
3. Achievement for equivalency test scores.
4. Speech screening.
5. Written summary of home school training.
6. Written request from parent regarding grade placement.

The procedure used for placement will be determined by building and grade level consistent with that outlined in Board Policy 7.55. All students enrolling at Carlyle CUSD #1 will be required to meet graduation requirements in order to receive a diploma. Students cannot participate in any school-related activities until they have been officially enrolled in the district. This is stated in Board Policy – Extra-curricular Athletics 7.300.

D. Tuition

Tuition for non-resident pupils will be established yearly by the BOE. The cost will be based upon the yearly district cost to educate a single child in the school district. Non-resident pupils attending the schools of the district for less than the school term shall have their tuition apportioned; however, pupils who become non-residents during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident pupils. The district will not be responsible for transportation of the student from the new residence.

RESIDENCY

A student must establish residence within the District's boundaries in order to attend a District school without a tuition charge, except as otherwise provided by law. The administration may require proof of residence.

Homeless Children: A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged between the two school districts according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community.

STUDENT INSURANCE

The district does not have insurance for student accidents. Families who are interested in supplemental coverage may purchase school day or 24 hour accident insurance. The insurance agent is responsible for all claims. The school district shall not assume any responsibility for compensation for a claim. School district personnel will assist students in completing the claim form.

Any student who comes to school and then leaves the school grounds, forfeits insurance coverage during that period of time unless he/she has 24-hour coverage.

STUDENT RECORDS

Student records kept by CUSD#1 include permanent and temporary records. Permanent records include name, birth date, gender, parent's name, address, telephone number, grades, grade levels, attendance records, health records and state required scores. Temporary records include family background information, test scores, and teacher evaluations. Parents may inspect and copy records, control access to the records, and challenge contents of the records. Directory information - name, address, phone number or other identifying information may be released unless written request denying permission is on file in the school office. Only authorized persons may access

student records without parental permission. Temporary records are to be destroyed 5 years following graduation, transfer, or permanent withdrawal from school. Parents or the student (if age 18) may request custody of the records at such time. The principal of each school has the responsibility for administering the rules and regulations concerning the Illinois Student Records Act.

GRADUATION

Only students that attend Carlyle Elementary, Carlyle Junior High and Carlyle High School will be allowed to participate in graduation ceremonies. Students that attend Bronson, SAFE, Alternative Education, home-schooled, home-bound or any other school will not participate in graduation ceremonies.

Disclaimer: Unless administration approves under special circumstances.

GRIEVANCE PROCEDURE

Students or their parents, employees or community members may file a complaint in accordance with this grievance procedure, if they believe that the BOE, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statutes or Board Policy including, but not limited to, the following:

- (a) Title II of the Americans with Disabilities Act;
- (b) Title IX of the Education Amendments of 1972;
- (c) Section 504 of the Rehabilitation Act of 1973;
- (d) Claims of Sexual Harassment under the Illinois Human Rights Act;
- (e) Title VII of the Civil Rights Act of 1964.

The BOE will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. All complaints regarding this issue at Carlyle CUSD#1 should be addressed to Mr. Joe Novsek, Superintendent, Carlyle CUSD#1, 1400 13th Street, Carlyle, Illinois (618-594-8283). The right of an individual to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the individual's pursuit of other remedies. However, use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

POLICE INTERVIEW PROCEDURE

No student will be interviewed by the police without the Administration attempting to contact the parent or guardian or a documented attempt to contact has been conducted. No interview will be conducted without an administrator or appointed designee present during the interview. The District will make every attempt to cooperate fully with the police at all times, but also protect student rights as well. 7:150, 7:150-AP

TELEPHONE

School phones are for school business and should not be used for personal use by students. School phones may be used by students in an emergency. Reminders of various types of appointments, information concerning students coming right home after school and similar messages are not considered to be urgent or an emergency. Students will not be called to the phone except in an emergency. If parents have urgent messages, the office personnel will take the message and deliver it to the student.

VISITORS

All Carlyle CUSD#1 schools have established School Safety Programs. All visitors are required to immediately report to the school office. Violators will be considered as trespassers on school property. The building principal may restrict visits that might interfere with the educational setting of the building. Students are not allowed to bring visitors with them to class or school.

CELL PHONES, CAMERAS/VIDEO, LAPTOP COMPUTERS, SMART WATCHES AND SIMILAR DEVICES

Students may possess cellular phones and other mobile telecommunication devices during regular school hours and/or during school-sponsored activities, so long as the cellular phone or other mobile telecommunication device is (1) stored in the “off” mode (2) stored out of sight in the student’s purse, pocket, backpack, fanny pack, locker or automobile. In cases of emergency or extreme need, a teacher or administrator may approve students carrying of cellular phones and other mobile telecommunication devices. If an emergency or extreme need exists and it is not possible for a student to obtain such approval, he/she may use his/her cellular phone or other mobile telecommunication device only if there is a severe threat to either (1) his/her health or safety (2) the health or safety of another individual. Cell phones may not be used on school bus transportation unless conditions 1 and/or 2 (above) exist or permission is granted by driver, teacher, coach, or monitor.

Before or after regular school hours, students who are not participating in a school-sponsored activity are free to use cellular phones or other mobile telecommunication devices. Students who participate in school-sponsored activities may, at the conclusion of the activity, freely use cellular phones or other mobile telecommunication devices. Any student, who uses a cellular phone or other mobile telecommunication device under this policy, shall exercise common courtesy during such usage so as not to disturb others or disrupt the education process. Students who violate this requirement may lose their cell phone privileges at the discretion of any teacher or administrator.

School authorities may not require a student or their parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website even if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule of procedure.

Without prior approval by a faculty member or administrator, students may not use other electronic signaling devices not specifically mentioned herein, on school property or during a school-sponsored activity. Faculty members or administrators may approve students’ use of such devices only when such use will serve a school-related purpose.

Students who violate any of the foregoing provisions shall be subject to disciplinary consequence. The BOE acknowledges that each Principal may adopt procedures for implementation that are consistent with the policy. It is not recommended that these items and electronic games be brought to school due to the possibility of theft. The district will not be responsible for theft.

Taking Pictures

Students are not permitted to use a camera, cell phones, or any other device to take pictures on school grounds or aboard school transportation. Students who use such devices to take pictures are in violation of the electronic device policy.

Students who use a camera, cell phone, or other device to take pictures or video of other individuals in compromising situations (restrooms, locker rooms, etc.) will be subject to disciplinary action that exceeds that of a regular electronic device violation.

Teachers have discretion to allow students to take pictures when the act is supervised and serves an instructional purpose.

SPECIAL PROGRAMS

GUIDANCE/COUNSELING

The school counseling program is an integral part of the total educational system. Our developmental school counseling program consists of activities that are organized by credentialed school counselors in collaboration with teachers, administrators, special services professionals, parents, and students.

The program strives to meet the needs of all students K through 12th grade by helping them: 1. become more aware of who they are and how to interact effectively with others, 2. develop competencies in career development and life planning, and 3. achieve success in school.

These goals are addressed through a program which consists of school counseling curriculum, individual student planning, responsive services, and system support.

STUDENT ASSISTANCE TEAM

The Student Assistance Program (SAP) is a school-based early intervention program for students who are having difficulty being successful in school. The goal of SAP is to identify and assist students whose behavior, attendance, health and/or academic performance indicate that they may have problems threatening their success at school. Staff and parents can refer student to SAP.

SOCIAL AND EMOTIONAL DEVELOPMENT will be incorporated in to all academic courses at Carlyle CUSD#1 at all grade levels. Every teacher will address social and emotional development in their curriculum area.

TITLE I

The Carlyle CUSD#1 Title I program provides additional assistance in reading and mathematics for those students who qualify in grades K-8. Computer assisted instruction, and individualized instruction are some examples of our Title I programs.

SPECIAL EDUCATION

All disabled students have a right to a free and appropriate education. CUSD#1 follows state and federal guidelines concerning the identification, programs, and related services necessary for providing this appropriate education. The students in these programs have an Individualized Educational Plan (IEP) for their learning goals. All placements are based upon the least restrictive environment for that student. The district provides services for students with learning disabilities, behavior disorders, mental, physical, visual, and hearing impairment, developmental delays, and autism. If you believe that your child has a disability of any kind, notify the administration for referral information.

FIELD TRIPS

Educational field trips are a vital part of the school curriculum and must be educational in nature. Parents opposed to their child's participation on a field trip must submit a written explanation for why they cannot participate. Alternative learning experiences may be arranged. *Students who are considered chronic truants or have fees owed to CUSD#1 may not attend.*

PARENT CONFERENCES

Parent-teacher conferences are held at the end of the 1st quarter of the school year. Parents are welcome to make appointments with staff members at any time throughout the school year. Parents are encouraged to become actively involved in their child's educational program.

TESTING

Students will be tested at appropriate Grade Level as determined by Illinois State Board of Education.

RESPONSE TO INTERVENTION

Part of the state mandate is to provide all students with a response to intervention when one is needed for students. Some students may need extra assistance and others may not. If a student falls into a tier 2 or 3 category based upon the Aims' Web testing then those students will receive extra assistance and tutoring. Tier 2 and 3 students will also be progress monitored every monthly. Progress monitoring will consists of students taking very short assessments to assess their progress over time. The data provided will allow staff to make appropriate decisions to assist students.

AUXILIARY SERVICES

TRANSPORTATION

Transportation services are provided free of charge for students residing at least one and one-half miles from the attendance center or less than one and one-half miles and in a state approved hazardous zone. The hazardous zones apply to students K-4 only. Certain special education students may be picked up at their homes. Bus stops are identified based upon population centers, safety considerations, and efficiency.

Students requesting any deviation from the prescribed routine must have a signed note from their parent or guardian, approved by the building principal, and submitted to the driver for approval on a space available basis.

Each bus is equipped with a two-way radio for necessary communication. Parents may call 594-4493 when a student will not be riding the bus, or for other pertinent information.

SCHOOL BUS SAFETY

Students shall be instructed in safe riding practices at least twice each school year. The instruction shall include operation and use of the emergency door, roof hatches, windows (as means of escape) and fire extinguisher. Evacuation drills from the front door and from the back door of the school bus are required at this time and are encouraged to be practiced by route drivers. 4:110-AP3

RULES/ REGULATIONS/ ASSOCIATED BEHAVIOR

Bus students are under the jurisdiction of the bus driver. Buses are equipped with cameras that may be used to monitor and verify student behavior.

Rules:

1. Observe classroom conduct; be courteous, no profanity
2. Cooperate with the driver, refusal to do so is insubordination
3. No eating or drinking on the bus; help keep the bus clean
4. Speak in a normal voice
5. Board and depart at assigned location
6. Stay seated when the bus is moving
7. Keep hands, feet, and objects to yourself; no throwing
8. Open windows with permission, keep head, hands, and feet inside the bus
9. No live animals except guide dogs
10. No matches or flammable materials or explosives
11. No fighting, bullying, play fighting
12. No vandalism to the bus or another's property
13. No use or possession of tobacco products, alcohol, illegal drugs, weapons, or guns
14. Cell phones may not be used on School Bus transportation unless permission is given by driver, teacher, coach, or monitor.

Consequences:

First offense - written warning

Second offense - written warning and conference with driver, principal and student

Third offense - conference with driver, principal, and student with suspension from riding bus for one day

Fourth offense - suspension from riding bus for 3 days, mandatory conference with driver, principal, student, and parents (**student will not be permitted to ride bus until the parent/guardian has attended the mandatory meeting**)

Fifth offense - suspension from riding bus for 5 days, conference with driver, principal, student, and parents

Sixth offense – suspension from riding bus for 7 days, mandatory conference with driver, principal, student, and parents (**student will not be permitted to ride bus until the parent/guardian has attended the mandatory meeting**)

Seventh offense – Student will be suspended from the bus for the rest of the year
Other school consequences as deemed appropriate by school administrator

Students will be required to pay for any vandalism. In the case of alcohol, tobacco, and weapons, the district policy and the Gun Free Schools Act will apply. Bus suspensions are assigned for calendar dates and are not contingent upon attendance at school to be counted. The administration may suspend a student from the bus without following the process of consecutive offenses if circumstances warrant. Upon request, parents will have a right to review of any suspension decision.

In addition to the above listed disciplinary measures, disciplinary measures for similar conduct occurring in school may be imposed for conduct occurring on the bus.

FOOD SERVICES

Breakfast and lunch are served daily in the school cafeterias. A computerized Cafeteria Payment Plan has been installed in the district; each student in the district will have an account. Payments will be credited to the student account, and lunch and breakfast charges will be debited from the account. Parents will be able to request an account balance, as needed, and may also deposit more money into the student account whenever necessary. Students may apply for free and reduced price meals. Applications are available in each building office. Ala Carte items are also available for purchase.

HEALTH AND SAFETY SERVICES

A Certified School Nurse is available for all health-related questions. Her office is located in the Carlyle Grade School, but she will travel to the other buildings in the District as needed. Health cards for each student must be on file at registration.

Physical exams and immunizations are required by School Code for all students enrolled in pre-school, kindergarten, 5th grade, or 9th grade. All Illinois children in kindergarten, 2nd, and 6th grade must have an oral health examination on file with the school by May 15 of the school year. A transfer student must have a completed health card on file within thirty (30) days of enrollment.

When in doubt about your child's health, keep your child at home and contact your doctor. Students who become ill at school are to notify their teacher and report to the office. It is essential that you fill out the emergency form correctly at registration. Please make prompt corrections on this form as changes occur.

Teachers and other non-administrative school employees, except certified school nurse personnel, shall not be required to administer medication to students. Parent(s) / guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and wellbeing of the student. Parent(s) / guardian(s) may authorize their child to self-administer a medication according to the District's procedures (as listed below) for student self-administration of medication. The BOE authorizes school personnel to render additional emergency medical assistance when necessary to protect the students' health, safety, and welfare.

School employees shall not administer to a student or supervise a student's self-administration of prescription or over-the-counter medication in non-emergency situations unless the following authorizations shall have been obtained:

1. A written order from the student's physician, dentist or other person legally authorized to prescribe medication. The written order shall contain: student's name; date of birth; licensed prescriber's name, signature, and phone #; name of medication; dosage of medication; route of administration of medication; frequency and time of administration of medication; date of prescription and order; discontinuation date; diagnosis requiring medication; intended effect of medication; possible side effects; other medications the student is receiving.

2. A written request and waiver of liability from the parents and/or guardian requesting the administration of medication by school employees.

All cases of injury occurring at school should be reported to the building principal. The student's parent or guardian shall be contacted as soon as possible after the injury giving rise to the need for emergency medical assistance. All cases of impetigo, scabies, and head lice must also be reported to the building principal.

CPR & AED TRAINING VIDEO

In August of 2013, the Public Act 098-0305 took effect. The act encourages parents and students to view the CPR and AED training videos made available on the IHSA website. A link to that page is: <http://ihsa.org/Resources/SportsMedicine/CPRtraining.aspx>

FREEDOM OF INFORMATION

A. Freedom of Information Act (FIA)

It is the policy of the BOE to permit access to and copying of public records in accordance with the Illinois FIA

B. Hazardous Materials

Each school has been inspected for asbestos. An inspection plan and management plan is available at each office for public viewing.

NO NIT POLICY

Head lice among American school age children have reached epidemic proportions. Because of this situation we have adopted a NO NIT policy in our schools. This is not to punish the child or parents but to benefit our entire community by trying to eliminate the problem.

1. The child will be excluded from school until treatment has been completed.

2. The student will be treated with a pediculicide such as Nix, Rid, or Pronto which may be purchased at any pharmacy or discount store. (Treatment with these products will result in a hatch rate of 5% to 30 %.)

3. ALL lice, lice eggs, and egg cases must be removed manually to prevent reinfestation.

4. A receipt, box lid, or empty bottle from treatment must be sent with the student to school to help ensure treatment and for documentation purposes.

5. The School Nurse or Principal will examine the student's hair for lice, eggs, or shells.

If any are present, the student will be sent home again.

ASTHMA MEDICATION POLICY

Students can self-administer asthma medication as necessary with approval of the administration based upon a written request by parent or guardian and completion of necessary forms. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year based upon the fulfillment of a written request and completion of forms.

A student with asthma may possess and use his/her asthma medication while at school or a school-sponsored activity while under the supervision of school personnel or before or after normal school activities on school property. District employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication by the student.

SCHOOL SAFETY PLAN

Each building in the Carlyle CUSD#1 has a Crisis Management Plan. The plan was reviewed and adopted by the BOE. The intent is to provide a safe atmosphere for learning for all students in Carlyle CUSD#1. Information regarding each building plan can be obtained at each school office by contacting the building principal.

EMERGENCY DRILLS

Periodic fire and storm drills are required by law. Information is posted in each room by the door, giving information to follow in an emergency. Drills will be conducted in each building at least three times each year.

Students should remain quiet, no talking, no pushing, walk rapidly, leave books, do not wait for others to join you, keep away from the building, do not block roadways, and do not re-enter the building until the all clear is sounded.

In a storm drill, students should move to an interior hallway wall away from glass, crouch down, covering the head.

If a student accidentally turns in a false alarm, he must report to the office immediately and give the location of the broken box. If a student deliberately turns in a false alarm, the school officials will report this individual to the police. Any student guilty of setting off a fire alarm will be suspended.

SCHOOL ATTIRE

A student's attire and grooming shall be in the best interest of the school with respect to health, welfare, and safety of the individual and student body and must not interrupt the orderly process of education. Shoes, sandals, or equivalent shall be worn to prevent the spread of disease. Protective attire shall be worn in those classes that require protection for the safety and well being of the student. Schools are to be proper models of society, and as such must maintain higher standards than exist in many communities. We, therefore, expect our students to dress in an appropriate manner at school. Clothing that is distracting, indecent, or has obscene or improper insignia on it should not be worn to school.

Specifically:

a. Students shall not wear halter, tube, or midriff shirts unless worn under a proper shirt, blouse or other attire. Tops should not expose any skin below a line that extends from arm pit to arm pit. No underwear shall be exposed at any time. All shirts shall be long enough that they could be tucked into pants.

b. Shirts, tops, dresses may not expose the midriff or have a overly plunging neckline. Guide line to follow: Any skin exposed below an imaginary line running from arm pit to arm pit would be questionable.

c. Mesh or net shirts may be worn only over another shirt.

d. Bandanas, scarves or other materials that cover a significant portion of a student's head are not to be worn in the building.

e. Clothing that advertises or promotes drugs, alcohol or tobacco shall not be worn at school.

f. Clothing having slogans of a vulgar or obscene nature, or which advocates disruptive behavior, racial or ethnic intimidation, or other criminal behavior is improper and shall not be worn at school.

g. Wallet chains (or any other decorative chains, ropes, or cables) of any length or style that may pose a safety hazard are inappropriate and may not be worn at school.

h. Students shall have no skin exposed on their legs, thighs, hips, or backsides above their finger tips when naturally extended at their sides.

i. Hats, caps or sunglasses shall not be worn in the school building on any regular school day from the time students arrive at school until the time they leave the building.

The school administration will make all final judgments of what is considered inappropriate. If a student is considered to be wearing clothing or attire of any unacceptable nature (either by its form, message, general appearance); they will be asked to change into acceptable clothing or attire. If alternative clothing or attire is unavailable, the student will be asked to call home and arrange for a parent to bring alternative clothing or the student will be provided alternative clothing to wear while at school if possible.

STUDENT BEHAVIOR

Appropriate student behavior is a vital part of the education process. It is imperative that students learn to practice self-discipline. The vast majority of Carlyle CUSD #1 students display

appropriate behavior and are a credit to themselves, their families, their school, and the community. However, occasionally a student will use poor judgment and violate one of these procedures established to insure an appropriate learning environment. When this occurs, the student will face consequences for the action based on the severity of the offense.

Disabled students whose IEP's contain behavioral management plans shall have behavioral interventions implemented in conformance with the plan. No disabled student's special education placement may be changed as a result of a suspension or expulsion without first convening a multidisciplinary conference.

STUDENT BEHAVIOR

STUDENT'S RIGHTS AND RESPONSIBILITIES

Rights:

1. Each student has the right to pursue an education.
2. Each student has the right to express opinions verbally or in writing.
3. Each student has the right to dress in such a way as to express the student's personality.
4. Each student has the right to expect that the school will be a safe place for all students to gain an education.
5. Each student has the right to expect to assist in making decisions concerning his/her own educational goals.
6. Each student has the right to be represented by an active student government selected by free school elections.
7. In cases of suspensions and expulsions, the student who is disciplined has the rights provided by The School Code; the right to a notice of reasons for the suspension, an opportunity to be heard before the BOE, and the policies and procedures adopted by Carlyle CUSD#1. Any suspension hearing request or expulsion hearing will be conducted by the BOE as a whole. If student witnesses testify in a disciplinary case, the student witnesses' names shall not be made public.

Responsibilities:

Along with the rights afforded each student, we believe that a responsible student will display the following behaviors:

1. Each student must not hamper any other students from pursuing an education.
2. Express opinions and ideas in a respectful manner so as not to offend or slander others.
3. Dress so as to meet recognized standards of health and safety and not be a detriment of the educational process.
4. Be aware of all rules and expectations regulating student behavior and conduct and to follow the guidelines established in this code.
5. Participate positively in learning situations.
6. Take an active part in student government by running for office, or conscientiously voting for the best candidates and making the students' concern known to the administration through the student representatives.
7. Be willing to volunteer information in disciplinary cases should the student have knowledge of information in such a case.

PUBLIC CONDUCT ON SCHOOL PROPERTY

To maintain public order on real property owned, leased, or otherwise used by the school district, the district requires that no person on school property shall:

1. Injure or threaten to injure another;
2. Damage property;
3. Smoke or use tobacco products in school buildings, or on school property when such property is being used for school purposes;

4. Consume, possess or distribute alcoholic beverages at any time
 5. Conduct oneself in such a manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the school district or any other activity taking place on school property which has been authorized by the BOE, superintendent, building principal, or other authorized school district administrator;
 6. Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the board;
 7. Willfully violate other rules and regulations adopted by the board which are designed to maintain public order on school property;
 8. Violate any provision of the penal law of the state of Illinois or ordinance of the communities or counties of Clinton and Bond.
- Appropriate action may be taken, as circumstances warrant, up to and including proper authorities being notified.

DANGEROUS INSTRUMENTS

Any student guilty of possessing a dangerous instrument, including but not limited to a knife, explosive device, or any instrument deemed to be a weapon, which may inflict bodily injury will be suspended and reported to law authorities. Expulsion may result with anyone possessing a firearm on school property. The resulting expulsion will be for one calendar year minimum, with the possibility of expulsion for up to two calendar years following the 1994 Gun Free Schools Act.

BULLYING

Bullying is defined as negative actions deliberately initiated by one or more students. Physical or psychological intimidation occurs repeatedly over time to create an ongoing pattern of harassment and abuse. These actions may also be considered as “bullying” if they occur through email, text messages, chat rooms, instant messaging, Web sites, blogs, and on-line games. Any offensive or disrespectful postings that are reported and/or affect the operations of a school day will be considered bullying and handled by the administration. Students who are the victims of bullying, at anytime by anyone, are encouraged to notify any school district employee who in turn, reports the alleged incidents to a building administrator who may contact parents, school counselors, Student Assistance Team, or other appropriate school personnel. Grounds for disciplinary action apply whenever “bullying” is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any other time the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

When there is substantial evidence of violation of this policy, the administration and/or BOE shall take appropriate action that may include, but not limited to, warning, detention, suspension, police contact and report, expulsion, and/or such other disciplinary action(s) as may be warranted.

TEEN DATING VIOLENCE

Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to teachers, support staff, and/or district administration. School staff shall respond to incidents of teen dating violence by following the district’s established procedures for the prevention, identification, investigation, and response to bullying and school violence. (7:185)

GANG POLICY

The BOE believes that youth gang activity is contrary to a proper educational environment for students and other members of our school community. CUSD#1 finds that gang, gang-like or gang-related activities can disrupt the safety, welfare and well being of students, staff and community and can detract from the positive educational environment conducive to learning. Therefore, any gang-related activities taking place in our schools, at school sponsored activities or off school grounds if such activity is reasonably related to school or school activities are prohibited.

A “gang” means any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining, in law or in fact, of 3 or more persons with an established hierarchy that, through its membership or through the agency of any member:

1. engages in a course or pattern of criminal activity;
2. engages in conduct that is inimical to the public good; or
3. engages in conduct that interferes with or disrupts the District’s educational process or programs.

VANDALISM

Students damaging school or student property are responsible for damages. Parents are legally responsible for the acts of their children.

SUSPENSION OR EXPULSION

Students suspended or expelled are not permitted to be on school property, participate in, or attend any school-sponsored activities during the period of suspension or expulsion.

Students suspended out of school will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

The basic differences in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed 10 school days; an expulsion is for a period up to two school years.
2. The principal or the district superintendent may suspend a student; only the local BOE may expel a student.
3. A student may be suspended before a hearing once parental notification of due process rights has occurred. A student may not be expelled until after a hearing. Upon request, parents will have a right to a review of any suspension decision.

ALCOHOL, SUBSTANCE ABUSE and ANABOLIC STEROIDS

While on school grounds, at a school activity, or whenever student conduct is reasonably related to school or a school activity, students are not to possess, use, or distribute or attempt to use or distribute tobacco in any form, or any illegal or controlled substance including alcohol, drugs, steroids or any "look-alike" drug. Students who violate this rule may expect consequences of their behavior. In all cases of suspension or expulsion, the parents have a right to a notice of the reasons for the action and the right to a hearing before a hearing officer or the BOE.

I. Disciplinary actions for possession and/or use of tobacco, including smokeless tobacco. Any type of electronic cigarette, vapor cigarette, or similar devices will be considered the same as any form of tobacco product.

First offense:

1. The student shall be suspended in-school for 3 school days.
2. District personnel will offer to meet with the students and/or parents/guardians.

Second offense: (occurs within 3 years of the 1st offense)

1. The student shall be suspended for 3 school days.
2. District personnel will offer to meet with the students and parents/guardians.
3. The parents/guardian shall be provided with information on qualified substance abuse treatment resources.

4. The student may be reported to the police.

Third offense: (occurs within 3 years of the 1st offense)

1. The student shall be suspended for 5 school days.
2. The student shall be reported to the police.

II. Disciplinary actions for possession and/or use and/or distribution of illegal drugs/alcohol or drug paraphernalia or attempt to possess, use or distribute

First offense:

1. The student shall be suspended for 7 school days.
2. District personnel will offer to meet with the students and parents/guardians.
3. The administration may, at its discretion, institute expulsion proceedings. However, within the discretion of the administration, the student and parents/guardian may agree that the student be placed on probation (see item C).
4. The student shall be reported to the police.

Second offense: (occurs within 3 years of the 1st offense)

1. The student shall be suspended for 10 school days.
2. Expulsion proceedings may be initiated against the student.
3. The student shall be reported to the police.

Extra Curricular Code Policy

The following policy will be enforced if students are in violation at any time. This is separate from the above violations on school grounds or school activities.

- III. **In addition to the consequences pertaining to all students, a student participating in extra curricular activities will receive the following disciplinary actions for each activity they shall participate in for one calendar year from the date of the incident. This policy will be enforced for all sports, clubs and organizations.**

A. Possession and/or use of tobacco, including smokeless tobacco at any time.

First Offense: All suspensions are to be served immediately following the infraction.

- a. Football/Cheerleading: 1 game
All other athletic teams: 2 games
- b. Not eligible for the Prom or Homecoming Court
- c. All clubs and organizations: one event

Second Offense: (occurs within 3 years of the 1st offense)

- a. Football/Cheerleading: 2 games
All other athletic teams: 4 games
- b. Not eligible for the Prom and Homecoming Court
- c. All clubs and organizations: 2 events

Third Offense: (occurs within 3 years of the 1st offense)

- a. All sports: Suspension from all sports for one calendar year immediately following the infraction.
- b. Suspension from all club and organizational activities for one calendar year, including Prom and Homecoming courts.

4. Reinstatement/Practicing/Participation

- a. All consequences must be served, and then a conference with the parents, student, coach/sponsor of the activity in which the student is participating, athletic director (if applicable) and principal will be required before reinstatement.
- b. Practicing may be allowed when the student returns to school following the school suspension.
- c. Participation (dressing out: wearing uniform on the bench) will not be allowed while the student is suspended from the game(s), match (es), and/or event(s).

B. Possession and/or use and/or of illegal drugs/alcohol or possession of drug paraphernalia at any time.

First Offense:

- a. Football/Cheerleading: 2 games
All other athletic teams: 4 games
- b. Not eligible for the Prom or Homecoming Court
- c. All clubs and organizations: 2 events

Second Offense: (occurs within 3 years of the 1st offense)

- a. Football/Cheerleading: 4 games
All other athletic teams: 8 games
- b. Not eligible for the Prom and Homecoming Court
- c. All clubs and organizations: 4 events

Third Offense: (occurs within 3 years of the 1st offense)

a. Suspension from all sports, clubs and organizations for the remainder of the student's tenure at CHS/CJHS

4. Reinstatement/Practicing/Participation

a. All consequences must be served, then a conference with the parents, student, substance abuse specialist who has assessed the student, coach/sponsor of the activity in which the student is participating, athletic director (if applicable) and principal will be required before reinstatement.

b. Practicing may be allowed, with the coach's consent, when the student returns to school following the school suspension.

c. Participation (dressing out: wearing uniform on the bench) will not be allowed while the student is suspended from the game(s), match (es), and/or event(s).

C. Disciplinary actions for students engaged in selling or distributing drugs/alcohol or drug paraphernalia at any time.

First Offense:

a. All sports, clubs and organizations: suspension for the remainder of the student's tenure in high school/grade school.

D. Students convicted of/ or plead guilty to any misdemeanor or felony offense.

First Offense:

- a. Football/Cheerleading: 2 games
All other athletic teams: 4 games
- b. Not eligible for the Prom or Homecoming Court
- c. All clubs and organizations: 2 events

Second Offense:

a. All sports, clubs and organizations: suspension for the remainder of the student's tenure in high school/grade school.

Other considerations:

1. The right to participate in any and all school activities is forfeited if the BOE votes to expel a student.

2. Voluntary admission of possession, and/or under the influence of drugs or alcohol and possession of drug paraphernalia or conviction of serious misdemeanor or felony by the student to an administrator within 48 hours following the first offense may result in a reduction of disciplinary action. Voluntary admission to a certified treatment program may result in a reduction of disciplinary action for the first offense.

3. Offenses that occur during the summer between the 8th grade year and the ninth grade year will be considered as a high school offense.

4. Canceled games, matches, activities or events shall not count as part of the suspension.

5. Student receiving a suspension shall not participate at any level of competition or activity. The suspension should be for the highest level of participation when applicable.

6. Students who participate in interscholastic athletics are prohibited from using illegal drugs at any time. Such prohibition is necessary not only to protect the health, safety and welfare of the student athlete, but also due to the student athlete's unique standing in the community as a

representative of his / her school and as a student leader at school. Because alternative methods of investigation would not adequately serve the Carlyle CUSD#1 interest in detection and deterrence in drug abuse, the administration is authorized to administer a random drug-testing program.

Cancellation of Extra-Curricular Events

- **No School No Play-** When school is cancelled due to weather conditions there will be an automatic cancellation of any schedule extra-curricular activities for that day.(Only state competitions will hold exceptions to policy)

