



FAIRFIELD
DISTRICT #112
STUDENT HANDBOOK



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Fairfield Public School District #112
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WELCOME

The Board of Education and the staff of the Fairfield Elementary Schools believe that the more understanding there is between parents and the school, the better the education will be for each individual student.

The Students' Handbook has been written to better inform parents of the philosophy of the school district, some of the rules and regulations, and to bring more uniform practices in the district. The Board's policies are kept in the district administrative office at North Side. The Board's policies will be enforced so as to provide structure conducive to a positive educational environment.

The Board of Education, the teachers, and the administrators invite you to visit and talk with the teachers or administrators as to the progress of your son or daughter in school.

Yours in Education,

Kristina Gardner, Superintendent

GENERAL SCHOOL INFORMATION

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

| | |
|--------------------|----------------|
| Amy Sager | President |
| Jamie Jones | Vice President |
| Jessica Oliver | Secretary |
| Karen Baker | Member |
| Rachel Ewing | Member |
| Trinity Fry | Member |
| Caleb Higginbotham | Member |

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

| | |
|------------------|--------------------------------|
| Kristina Gardner | Superintendent |
| April Smith | Principal-North Side School |
| Rhonda Clark | Principal-Center Street School |

DISCLAIMER

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of all school procedures. The Fairfield School District #112 Board of Education and administration reserve the right to add/delete information and/or policies listed in this handbook at any time throughout the school year. As new, unforeseen situations arise, it may be necessary to adjust the handbook regulations within the overall framework of existing Fairfield School District #112 procedures.

The Board's comprehensive policy manual is available for public inspection at the District office.

**DIRECTORY OF INFORMATION
CONCERNING THE PARENT/GUARDIAN'S CHILD**

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by the first day of the current school year or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' names and addresses.
2. Academic awards, degree and honors
3. Information in relation to school-sponsored activities, organizations, and athletics
4. Period of attendance in the school.

USE OF FEDERAL GRANT FUNDS

IASA Title I, Title II, and Title IV funds are used to improve teaching and learning in accordance with the National Education Goals, Illinois State Goals for Learning, and the local School Improvement Plan. In accordance with federal guidelines and School District Policy, parents,

school personnel and other interested parties are encouraged to provide input into design, planning, implementation, and financial distribution of all federal programs and federal grants. Please feel free to contact the district Superintendent for more information.

TITLE I STUDENT/TEACHER/PARENT/COMPACT

Parent/Guardian Agreement

I want my child to achieve, therefore, I will encourage him/her by doing the following:

- See that my child is punctual, attending school regularly with the proper supplies,
- Support the school in its effort to maintain proper discipline,
- Establish a time and place for homework and see that it is completed everyday
- Attend all classroom and Title I conferences.

Signature _____ Date _____

Student's Name _____

Student Agreement

It is important that I work to the best of my ability: therefore, I will strive to do the following:

- Come to school every day with my supplies and assignments,
- Obey school rules,
- Ask my teacher(s) questions when I do not understand,
- Complete and turn in my homework daily.

Signature _____ Date _____

Teacher Agreement

It is important that students achieve; therefore, I will strive to do the following:

- Provide homework assignments for students,
- Encourage students and parents by providing information about student progress,
- Communicate with each parent to ensure the best possible education for each student,
- Provide motivating and interesting learning experiences in the classroom.

Signature _____ Date _____

Title I Teacher Agreement

It is important that students achieve; therefore, I will strive to do the following:

- Explain my expectations and instructional goals to students and to parents,
- Communicate with each parent to ensure the best possible education for each student,
- Endeavor to discover what techniques and materials work best for the student.

Signature _____ Date _____

All Title I Activities are funded with Title 1 Grant Money

**NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND
SECONDARY SCHOOLS**

Notification of Rights of Parents and Students

Rules concerning student records at Fairfield Public School District #112 are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in District #112 administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the building principal.

Permanent and Temporary Records

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health records.
5. Record of release of permanent record information

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
9. Any verified reports of information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the students.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

During periods of emergency educators are permitted to disclose without consent education records "to protect the health or safety of students or other individuals." Such records may be released to appropriate parties, such as law enforcement officials, public health officials and trained medical personnel. FERPA also permits institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

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

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

Limitation on right of access where court order of protection exists

No person who is prohibited by court order of protection, or any other such court order, from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

Other protections

A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

STUDENT RECORDS

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

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

permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

Throughout the school year, the District may release directory information regarding students, limited to:

Name
Address
Gender
Grade level
Birth date and place
Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

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

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

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

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

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue. SW
Washington, D.C. 20202- 8520

ENROLLMENT REQUIREMENTS

Upon enrollment of a student for the first time in a particular elementary or secondary school, that school shall notify in writing the person enrolling the student that within 30 days he/she must provide either; a copy of the student's birth certificate; or other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and age shall include a passport, visa or other governmental documentation of the child's identity. Upon the failure of a person enrolling a student to comply, the school shall immediately notify the State Police or local law enforcement agency of such failure, and shall notify the person enrolling the student in writing that he has 10 additional days to comply. The school shall immediately report to the State Police any affidavit received which appears inaccurate or suspicious in form or content.

SCHOOL PLACEMENT OF INCOMING STUDENTS

School placement of incoming students shall be based on one of the following factors: Transfer grades or results of a standardized test administered by District personnel and/or age for Pre-K and Kindergarten students.

HOMELESS

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

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

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

To acquire assistance and support of District #112, such as the waiving of fees, the procurement of school supplies and clothing, contact the school's Homeless Liaison, Beth Richards at 618-842-2679.

TEACHER QUALIFICATIONS

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

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

SEX OFFENDER NOTIFICATION

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

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

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

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

A violation of this law is a Class 4 felony.

CHILDREN'S PRIVACY PROTECTION AND PARENTAL EMPOWERMENT ACT

It is the duty of the Board to disseminate information concerning the Children's Privacy Protection and Parental Empowerment Act. The Board shall (i) prepare and disseminate to the local educational agencies and the regional offices of education materials advising parents of their rights under the Children's Privacy Protection and Parental Empowerment Act and (ii) add notice to its website advising parents of their rights under the Children's Privacy Protection and Parental Empowerment Act. (pursuant to 105 ILCS 5/1A-9)

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.

3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military

status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

For complete school policy see sections 2:260 of school policy.

Complaint Managers

| | |
|-------------------------|-------------------------------|
| Center Street School | North Side School |
| Rhonda Clark, Principal | April Smith, Principal |
| 200 W. Center St. | 806 North 1 st St. |
| Fairfield, IL 62837 | Fairfield, IL 62837 |
| 842-2679 | 842-6501 |

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

No person, including a district employee or agent, or students, shall discriminate, harass, or intimidate another student based upon a race, color, or national origin, as well as student's sex, religion, creed, ancestry, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate discriminating, harassing, or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any

employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Complaint Managers

| | |
|-------------------------|-------------------------------|
| Center Street School | North Side School |
| Rhonda Clark, Principal | April Smith, Principal |
| 200 W. Center St. | 806 North 1 st St. |
| Fairfield, IL 62837 | Fairfield, IL 62837 |
| 842-2679 | 842-6501 |

NOTIFICATION OF RIGHT OF STUDENTS WITH DISABILITIES

All students in District #112 have the right to a Free and Appropriate Public Education (FAPE). This right is protected by the Individuals with Disabilities Education Act (IDEA) of 1997. The district also meets requirements of the Americans with Disabilities Act (ADA). All activities are open to anyone who may want to attend regardless of disabilities. All facilities are available for parents/guardians with disabilities to attend school meetings and activities. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

A brochure outlining Parent Rights and Behavioral Interventions for students is available from the District's Special Education Coordinator, 618-842-6501. For questions or more specific information concerning services and accommodations that might be available to you or your child contact the District Superintendent.

PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES) DATABASE INFORMATION FOR STUDENTS AND PARENTS OR GUARDIANS

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

Special Education Coordinator
200 W. Center Street
Fairfield, IL 62837
618-842-2679

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will

provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

DISCIPLINING STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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.

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 informed how they can: (1) be involved in the education of their children (2) Be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Kristina Gardner at (618) 842-6501.

VIDEOTAPE SURVEILLANCE POLICIES

School/student safety is a concern and will be protected for everyone's benefit. Video surveillance cameras are operated 24 hours a day at the North Side and Center Street Schools. Video surveillance cameras are in operation on all district buses while student passengers are present. 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.

FINES, FEES, AND CHARGES: WAIVER OF STUDENT FEES

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

Applications for fee waivers may be obtained from the school office and submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. If you have questions regarding the fee waiver process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. You may contact the building principal at North Side at 842-6501 or the principal at Center Street at 842-2679.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating

- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chat line at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

SCHOOL VOLUNTEERS

All long-term school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available at the school office. Some teachers utilize parent volunteers in the classroom. Individual teachers make this decision. Teachers who desire parent volunteers will notify parents.

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

SCHOOL SUPPLIES

Textbooks are furnished to the student by the school district.

Consumable materials, such as: workbooks; art supplies; weekly readers; etc. are included in the book rental fee. A supply list will be made for the primary, intermediate and middle school and will be in the report card issued in the spring and will be handed out at registration. If other needs arise during the course of the school year, you will be notified.

The student is responsible for having supplies in class. Teachers are not responsible for school supplies.

LOST OR DAMAGED BOOKS

It is the responsibility of each child to care for the books issued to him/her. Students will be required to pay for replacement or repair of books that have been lost or damaged.

PESTICIDE NOTIFICATION AND RIGHTS

The Pesticide and lawn care application schedules are available for public inspection in the main office at North Side and Center Street Schools. If parents/guardians or any other person would like to be notified prior to the application dates, a written request for notification must be submitted to the Superintendent, North Side School, 806 North First Street, Fairfield, IL 62837.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Fairfield Public School District #112, Wayne County, is in compliance with the Asbestos Hazard Emergency Response Act. A Management Plan has been prepared by Environmental Consultants LLC for the school. Information regarding the development of the plan can be obtained by calling 618-343-3590.

Copies of the Management Plan are available for review at the Office of the Superintendent, 806 North First Street, Fairfield, Illinois 62837. Telephone: (618) 842-6501

DISTRIBUTION OF NON-CURRICULAR MATERIALS

Students shall not distribute any non-curricular literature at school.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is

obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

VISITORS

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

Each year the school receives requests for permission for relatives and other visiting student friends to spend the day in class with a North Side or Center Street student. This practice is disruptive to the learning process of the host student, teacher, and other classmates. In the best interest of each school, the daily classroom routine, and the concentration of all students, our students may not bring student visitors during school hours.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.

4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

PARKING

North Side has visitor parking available in front of the school along 1st Street. The parking lot north of the school is reserved for staff. Center Street has visitor parking available at select spots along Center Street. These spots are marked "VISITOR" in the parking spot.

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

SCHOOL VISITATION RIGHTS

The school Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

ANIMALS ON SCHOOL PROPERTY

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

Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see

www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Lunch and Breakfast

The district maintains lunch and breakfast facilities in each building. Breakfast is served in the cafeteria each morning beginning at 7:30 AM. Lunch periods fluctuate from grade to grade due to the number of students using the cafeteria facilities. Check with the individual grade for lunch time schedules.

Children may bring lunches to eat in the cafeteria. Students may not bring fast food or soda beverages in their lunches. Canned-good food items and/or items that must be heated up are not allowed. Except in extreme weather, children who eat in the cafeteria are expected to spend part of their lunch period outside on the playground.

If the pupil's conduct so warrants, lunchroom privileges may be revoked by the principal or superintendent.

Procedures for Purchasing Meals

All meals are currently free to students and staff through FY2026 through the Community Eligibility Provision.

CLOSED CAMPUS

North Side and Center Street Schools have closed campuses for the entire school day. No student may leave campus for lunch unless a family member(s) comes to the office and signs him/her out of school. The family members must sign the student back in upon his/her return to school.

TEACHER IN-SERVICE DISMISSAL

Teacher in-services will be held throughout the school year. School will be dismissed at either 12:00 P.M. or 2:00 P.M. at North Side and 12:10 or 2:10 P.M. at Center Street.

STUDENT SURVEYS/NOTIFICATION OF SEXUAL ABUSE COURSE WORK

No student will be required to submit to any survey, analysis or evaluation that reveals the kind of information specified in 20 U.S.C. paragraph 1232h without prior written consent of parents. Copies of the law which are referenced are available in the District office for inspection during regular business hours.

Course work such as Body Boundaries and The Game Plan (sex education/ abstinence) are presented to help students recognize and avoid sexual abuse. Parents/guardians may request that their child be exempt from these instructional materials.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

Students who have been excused from physical education shall return to the course as soon as practical.

BAND and CHOIR

Students participating in band and choir who wish to drop the course(s) may do so through the first five days of school for the first semester, or through the first five days of school at the beginning of the second semester. A note or phone call from the parent or guardian is required to drop the student from the class(es). Other exceptions may apply with administration approval only.

ENRICHMENT PROGRAM

Students in grades 4-8 are eligible for the enrichment program if they meet the criteria listed below.

- Composite IQ score over 120 (taken from results of the COGat Test administered at the end of 2nd grade **or the shortened COGat administered upon moving into the district.**
- Meets or exceeds on the Spring Reading and/or Math Comprehensive assessments.
- Teacher evaluation rubric.

Violating the student code of conduct could be grounds for dismissal from the program.

Students will be evaluated each year to determine eligibility.

PARENT/TEACHER CONFERENCES

Individual conferences with teachers, social workers, psychologist, principal, and/or superintendent may be arranged by calling the school's office. Parent/teacher conferences are scheduled each year during the fall. Activities for the parent/teacher conferences are funded with Title I monies.

PROGRESS REPORTS

At the end of each grading period report cards are issued. The primary purpose of the card is to give a progress report on the student's achievement, effort, and behavior. Parent/teacher conferences are also scheduled during the school year. If an individual conference is desired, please contact the teacher to set up an appointment.

Grading Scale: A=100-93 B= 92-85 C= 84-77 D=76-70 F=69-0

Center Street

As a courtesy to the parents we will send deficiency reports to parents during each quarter to keep parents informed of students that are having difficulty. Should you receive a deficiency report, jointly develop a plan of action to improve the grade with your student.

4th-8th Grades will be based on the accumulation of points. Total point accumulation will determine percentage. Percentage will be arrived at by dividing each student's points by the total possible number of points which can be achieved for the semester to the nearest hundredth. The percentage, not the letter grade will be used on report cards and in determining class Valedictorian and Salutatorian. The Valedictorian, Salutatorian and Honor Graduates are determined by grades from all 3 years of middle school. The 7th grade honor ushers will be chosen using the same criteria and from 2 years of middle school. Students considered for valedictorian and salutatorian must have completed over half of their 6th, 7th, and 8th grade years at Center Street School.

Center Street Honor Roll/GPA

4th-8th GPA

GPA will be configured in the 4th-8th grades. Students can earn Honors or High Honors recognition for marks earned at grade-level. In addition, students will not be considered for High Honors recognition if they earn a D or below on any grading period report. Honors/ High Honors recognition shall be determined using the following scale:

| Grading Scale Range | GPA Configuration Scale | |
|---------------------|-------------------------|---|
| 100 | 4.0 | A |
| 98-99 | 3.9 | |
| 95-97 | 3.7 | |

| | | |
|-------------------------|-------------------|---|
| 93-94 | 3.5 | |
| 90-92 87-89 85-86 | 3.2 2.9 2.6 | B |
| 82-84 79-81 77-78 | 2.4 2.1 1.8 | C |
| 74-76 71-73 70 | 1.6 1.3 1.0 | D |

To determine Honor students, the following scale will be used:

High Honors= 4.00-3.50 Honors= 3.49-3.00

The eighth grade students who earn "Honor Graduate" status will wear a gold tassel during graduation. The yearly average must be "high honors".

Students who are not working at age equivalent grade level independently at traditional pace will be recognized for honors or high honors if received, however, they will not be considered for honor graduate, scholastic banquet, beta club, valedictorian or salutatorian.

North Side Grading

For K-3 students, the standards-based grading system is implemented. This grading system allows teachers, parents, and students to see where students excel or need more work by each skill. Standards-based grading employs a rating system of each standard as follows:

Rating of 3- Mastery of the standard

Rating of 2- Approaching the standard

Rating of 1- Does not meet the standard

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

Fairfield District #112 understands and recognizes that homework plays a key role in education. Homework that is assigned should be meaningful and it should promote students' abilities to master the skills and concepts taught in the classroom. We believe that the purpose of homework is to promote achievement. Homework should not be an extension of a student's school day. Instead, it should complement the student's academic experience. Fairfield District #112 defines homework as meaningful and quality work assigned to students that is intended to be completed during non-instructional hours.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe and according to school policy.

PROMOTION AND RETENTION POLICY

New Illinois law prohibits social promotion. Students must earn the right to be promoted, instead of promotion due to their age or grade level. A student may be retained should he/she not have reached a standard of achievement necessary for satisfactory progress in the next grade. Retention shall be considered only after all other options have been pursued and parents have been fully informed and involved over a reasonable period of time. Having the support of parents for the retention of a student is essential to the success of the program. In all retention cases that are being considered, the main concern must be the best interests of the student's emotional, social, and academic needs.

Philosophy

When considering the possibility of retention, school personnel will carefully consider:

- The potential effect of promotion on the student's academic performance.
- The potential effect of retention on the student's self-esteem and future academic career.

The following principles are established to guide decision making regarding promotion/ retention of students:

- Retention in grade level should be a last resort.
- Retention should only be considered after remediation strategies and specific interventions have proven unsuccessful.
- Retention should only be considered if remediated skills are not within the reach of the student's ability with interventions in place.

Retention Criteria for Consideration

- Completion of the adopted curriculum
- Attendance
- IEP status
- Previous retentions
- Age and maturity
- Socialization
- Psychological effect of retention student
- Benefit of retention
- Benchmark/ progress monitoring assessments
- Interventions and supports

Procedure

Beginning with the first nine week grading period and continuing throughout the school year, letters will be mailed to parents whose children are at risk of academic failure and are possible candidates for retention. The letter will contain notification of a conference in which an intervention plan is to be devised by the teacher/team, parent/guardian, and the building principal to remediate deficiencies. Interventions must occur before retention decisions are made. Interventions may include but are not limited to the following; in-class academic intervention, extended learning opportunities, or other alternative programs. Documentation of the intervention and the effect on learning opportunities is required. After appropriate documentation of academic interventions, the following procedures should be followed for consideration of retention:

1. Retention discussions should begin at the scheduled grade level meetings.
2. As a guiding rule for retention consideration:
 - Standards-based Reporting- Consistently earning a rating- below 2.
 - Traditional Grade Reporting- Earning a combined average of less than 70 percent in academic subjects.
3. The building principal will be notified.
4. A parent/guardian conference will be held at the end of the third quarter.
5. If retention of the student is decided, the parent/ guardian and homeroom teacher will be notified in writing.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades three (3) through eight (8) will take the Illinois Assessment of Readiness (IAR) exam during the spring of each year. Second (2) grade students are assessed with the CogAT exam. The Illinois Science Assessment (ISA) will be given at 5th and 8th grades.

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.

ACCIDENT INSURANCE

The student insurance plan is designed to provide a scheduled amount of protection for pupils in route to, during attendance, and returning from school. Our only participation in this program is limited to the distribution of information and enrollment materials. District #112 in no way acknowledges liability nor responsibility for providing the protection. Participation is optional in the insurance program. Information about the student insurance program is distributed on registration days.

EMERGENCY TELEPHONE USAGE

In an emergency situation, a student or teacher may be called from class to the telephone. Messages will be taken by the secretary and delivered when it will not interrupt class proceedings. Students are permitted to use the office telephone for emergency purposes only.

EMERGENCY SCHOOL CLOSING

In the event of an emergency, the superintendent, in consultation with the drivers or custodians, shall make the decision to cancel school.

There may be occasions when it becomes necessary to close school for the day, to close early, or delay opening school as the result of weather or malfunction of utilities such as water; electricity; or gas for the school building. These emergency closing or delays will be relayed to the radio stations WFIW 1390 AM or WFIW 104.9 FM. Finalsite will also provide parents with a text message announcing school closings or delays. With the possibility of this type of closing, plans should be made for your children to have an alternate place to go to ensure your child does not have to go home alone.

In case school is canceled or delayed due to inclement weather, the information will be available by 6:30 A.M.

Parents must supply the school with two emergency numbers for such school closing. When weather conditions warrant school to be closed early, it is imperative for student safety that children are delivered to a supervised shelter and environment until such time as the conditions allow parents to reach their children.

Weather and road conditions may allow busses to run a majority of their routes. In this situation the District will announce via the radio the changes in bus routes, pick-up and drop off points. Parents, if possible, will be asked to bring their children to the pick-up points and meet the bus at the end of the day. Should conditions prevent parents from meeting the bus; students will be counted as an "excused absence" and be allowed to follow make-up work procedures. Parents must call the school to report that conditions prevented the child from attending school.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

DRILLS

During each school year all students will experience lockdown, disaster, fire and bus evacuation drills. These state-required drills will familiarize children with proper safe procedures to be followed.

TRANSPORTATION POLICY

The state of Illinois and the Fairfield Public School District #112 require that all children living **one and one half (1½) miles or more** from the

school they attend be provided transportation to that school. Parents or guardians of students living less than one and one half (1 ½) miles and not in a "hazardous area" may apply for transportation and pay a fee of \$80.00 for a full year for the first child and \$40.00 for a full year for each additional child. At the beginning of the second semester the fee is \$40.00 for the first child and \$20.00 for each additional child. There will be no daily, weekly or monthly fee. Full payment must be made **before** the child will be allowed to ride the bus.

The transportation fees paid by the parents or guardians of students living less than one and one half (1 ½) miles are refundable **only if the student is moving out of the district**. If the student moves out of the district prior to the completion of the first semester, one half (½) of the fees will be refunded. There will be no refund if the student moves out of the district after the first semester is completed, during the second semester or moves to a location more than the one and one half (1 ½) miles or a "hazardous area".

Students living less than one and one half (1 ½) miles from school may be eligible for transportation if "hazardous conditions" occur between the home and school. If you have a question about this eligibility, please check with the school office.

ALL fees must be paid before the first day of school. Therefore, the fee must be paid in full prior to the child riding the bus.

Bus Regulations: Transportation and Procedures, Pick-up & Delivery

School bus riders, while in transit, are under the jurisdiction of the school bus driver. To ensure the safest possible transportation services for our students and parents, Fairfield Public School District #112 has implemented the following procedures for pick-up and delivery of all eligible bus students.

It is recommended that all riders, parents of riders and teachers become thoroughly familiar with the following regulations governing school bus riders.

The bus ride to and from school is an extension of the school day. Students are expected to display the same good behavior on the bus as is required during the school day. Although each bus driver will establish other specific rules for riders, the following procedures apply to all District #112 buses at all times.

1. Students declared eligible for bus transportation will ride their assigned bus on their assigned routes (no guests).
2. At registration parents/guardians must complete a form that lists an address for pick-up and an address for drop-off. This pick-up and drop-off are permanent for the year.
3. Emergency transportation arrangements must be approved by the building administrator.
4. The bus driver will make one (1) attempt to deliver the student to the address, if no one is home then the student will be delivered back to the school and it is then the responsibility of the parent/guardian to pick up the student.
5. A **written note, email, or phone call** from the parent/guardian is required any time someone is picking your child up from school and he/she will not be riding the bus. This note must be in the office by 2:00 PM. If a written notification of a pick-up is not delivered to the instructor, the student will be placed on the bus as normally scheduled.

See **Exhibit B School Bus Safety Rules**

North Side phone number: 842-6501

North Side email contact: emolt@fairfieldcolts.com

Center Street phone number: 842-2679

Center Street Email contact: jtombs@fairfieldcolts.com

Center Street Pick-Up

- All students are required to exit out of one of the east end doors (Lobby, Old Gym, or E4 Double Doors)
- Parents/Guardians are not allowed to drive through bus loading zone on 2nd street from 8:10 - 4:30.

- Parents and guardians may choose to park along the side street during pick-up. Students will walk out from the east end sidewalks.

Student Travel

Students will be transported to all out of town school activities. Parents may transport students home provided the appropriate parental form has been signed. Forms will be available during registration and in the office during the school year. New forms must be signed annually.

ATTENDANCE

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

Students who miss more than 10 days (excused or unexcused) per year may be required to show doctor verification stating the child was too ill to be in school to receive an excused absence. The administration has the final authority in classifying each absence as excused, unexcused, prearranged, truant, and/or as a tardy.

Excessive absenteeism will also be considered a factor in possible retention.

Truancy

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

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

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

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

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

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

Truant students in District #112 are subject to the Wayne County Truancy Intervention Plan listed below.

The goals of the Wayne County Truancy Board are:

- to interrupt the cycle of unacceptable attendance behavior of the student and his/her parent,
- to enforce the Illinois Truancy Law,
- to provide support and instruction for parents and students where needed,
- to improve family interaction,
- to reduce juvenile delinquency and other criminal conduct and finally,
- to promote the values of education as a key factor to a successful life.

The Wayne County State's Attorney is serious about ending truancy and is adopting the Wayne County Truancy Board's guidelines. By working in partnership with school administrators, teachers, parents, students and the Regional Office of Education, the Wayne County State's Attorney will intervene at the very beginning of the truancy cycle to obtain school attendance through early intervention without resorting to prosecution of the parent/guardian, student or both.

When a student is in violation of the local school's attendance policy the school district may begin **Level I Action**. This level will include a letter of first notification of a possible truancy problem being sent to the parents. It may also include any or all of the following: contacting the Wayne County Truancy Officer, a conference with child and parent, involvement of the counselor/social worker, a home visit, referral to community agencies and any other action deemed necessary. A letter may be sent to any or all of the four community agencies acting as directories of support service for the Wayne County Truancy Board. A letter will also be sent to the parents stating that the letter was sent to the agency and the parent may contact the agency.

If the student continues to miss school, **Level II Action** will be taken. The Regional Office of Education will send a letter to the parents notifying them of a hearing that will be held. The purpose of this hearing is to determine actions to be taken by the parent/guardian to prevent legal proceedings.

If the problem continues after the hearing, **Level III Action** will be taken. Level III includes involving the court system.

For parents/guardians or custodians of children, a failure to comply with the law may result in the following:

1. A fine up to \$1500 and/or
2. A possible jail sentence of up to 30 days or both
3. Loss of Human Resource Assistance (Public Aid)

For students, a failure to comply with the law may result in:

1. Jail time
2. Monetary fines
3. Loss of driver's license
4. Public service work
5. Loss of academic credit

Tardy

Our school day begins at 8:10 am. Students will be considered tardy if he/she arrives after the tardy bell rings at 8:15 am. Students are required to check in at the office when he/she arrives late. For the safety of the student, parents are encouraged to sign in students when he/she arrives late. Tardiness inhibits learning time and is unacceptable. All students are responsible for work missed when tardy. Study session may be used for repeated unexcused tardiness. Students missing more than 15 minutes of a class period will be counted absent for that class period. An accumulation of 3-5 class absences will result in a half-day absence. An accumulation of 6-9 class absences will result in a full day absence. The accumulated absences do not have to be in the same class.

ABSENCES

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider) observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-8), attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or

deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused.

Make-up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. If a student's absence is unexcused, the student must complete the missed work. The student will have 2 days per day absent to complete the assigned work. If work is not completed the student may receive a 0.

Pre-arranged excused absences must be approved by the building principal.

Prearranged Absences

Parents should call the office 24 hours in advance of the absence. The student should then obtain advance assignments from his/her teachers and complete as much work as possible in advance. Any tests missed must be made up within 2 days after the student returns to class. In order for credit to be given for work completed it must be turned in within 2 days. Prearranged absences should be limited to 5 days per school year and must be requested 24 hours prior to the absence.

The school may require documentation explaining the reason for student absences.

In the event of any absence, the student's parent/guardian is required to call or email the school at 618-842-6501 (North Side) (emolt@fairfieldcolts.com) and/or 618-842-2679 (itoombs@fairfieldcolts.com) (Center Street) before 9:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Procedure for Reporting Absences

It is the responsibility of the parent/ guardian to request work for any absence, partial or full day. At Center Street School missing 2, 3, or 4 periods is counted as missing half of the day, missing 5 or more periods is counted as missing a full day. On full days when it is necessary for your child to be absent from school, please follow the procedure listed below for students returning to school:

Parents are requested to phone or email school by 9:30 a.m. on the day of the absence.

On partial day's absence, please follow the procedure listed below:

- A. If leaving or returning to school during the school day, the student must sign out/in at the office. Work may be requested at this time.
- B. The next morning upon arriving at school report to the main office with a note.

A student must be in attendance at school during the last half of the day (from end of lunch through the last period), in order to participate in or attend any extra-curricular activities during the day or evening. A student who attends school in the morning but goes home ill in the afternoon will not be allowed to participate. Exceptions may be made for doctor appointments, funerals, and family emergencies. Also, students will not be permitted to participate in any extra-curricular activities if he/she was in the BCC Room for an in-school suspension

during the afternoon (end of lunch through last period) on the day of the activity.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

HOME AND HOSPITAL INSTRUCTION

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction. 2. For up to three months after the child's birth or a miscarriage. 3.. When a student must care for his or her ill child if: a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period. 4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in

writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact:

April Smith, North Side Principal
Rhonda Clark, Center Street Principal

WITHDRAWAL FROM SCHOOL

Any student who finds it necessary to withdraw from school must report to the main office and give the reason and the address of the school where the student will be transferring. All debts such as meal fees, library fees, and textbook fees must be paid at the time of withdrawal. All school property such as textbooks, library books, etc. must be returned at the time of withdrawal.

PERFECT ATTENDANCE

In order for the student to establish a perfect attendance record for the year, he/she must be in attendance each day of the year. A student will be regarded as eligible for the perfect attendance award if they have no more than two (2) cases of being tardy on their record for the year. These cases of being tardy must be no later than 8:30 a.m. Signing in after school starts or signing out before school ends due to doctor appointments will not be considered for perfect attendance, if no longer than 1 class period is missed and proof of the appointment is received from the doctor.

STUDENT DELIVERIES

Fairfield District #112 is concerned about the educational process and disruption that may occur during the school day. To avoid any unnecessary interruptions, we ask that students not have flowers, balloons, or other deliveries made to school for other students. Have the deliveries made to the home.

Parents wishing to have such deliveries made to school may do so. **If a student receives a delivery, the student will not be allowed to carry the delivery on the bus. The delivery will need to be picked up by a parent/guardian.** Any deliveries made to school will be given to students at the end of school. Students will be called to the office as they leave school to pick up deliveries. Beta Club Holiday Grams will also be delivered at the end of the school day. **Again, we prefer that the deliveries be made to your home.**

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

HEALTH INFORMATION

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:

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by **October 15**, the student must present, by **October 15**, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:
Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
Health examination or immunization requirements on medical grounds if a physician provides written verification;
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
Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENT MEDICATION

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at

the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

ASTHMA INHALERS

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I agree to indemnify and hold harmless the School District and its employee: and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian printed name: _____

Address (if different from Student's above): _____

Phone: _____ Emergency Phone: _____

Parent/Guardian signature: _____

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

KINDERGARTEN HEALTH REQUIREMENTS

According to the Illinois School Code, your child must have a physical examination, an updated immunization record, and a lead screening completed prior to the first day of school. **A dental and vision examination are required.** THESE EXAMINATIONS MUST BE COMPLETED BEFORE THE FIRST DAY OF SCHOOL.

Physical

The Illinois Child Health Examination form is the only form accepted. The examination must be dated within 1 prior year to August 12, 2025 to be valid for the school year 2025-2026. The section marked medical history must be completed and signed by the parent/guardian or it will be returned home with the student.

Immunizations

The month, date, and year must be filled in completely. If the dates are not complete the immunizations will have to be administered again.

DPT – Four or more doses, with a booster after the 4th birthday. OPV – Three or more doses, with a booster after the 4th birthday. MMR – Two doses
HIB- At least one dose by 15 months or older.
Three doses. Hep B –
VARICELLA – (Chicken Pox vaccine), One dose on or after the 1st birthday or proof of immunity

MENINGOCOCCAL CONJUGATE – One dose entering 6th grade

LEAD SCREEN – To be completed

Please make an appointment at The Wayne County Health Department at 842-5166 to update your child's immunizations. You may also contact your physician regarding this information. **IF ALL THE REQUIRED INFORMATION IS NOT TURNED IN ON OR BEFORE THE FIRST DAY OF SCHOOL YOUR CHILD WILL NOT BE ABLE TO ATTEND KINDERGARTEN UNTIL THE REQUIRED INFORMATION IS PROVIDED TO THE SCHOOL NURSE OR TURNED IN TO THE OFFICE.**

HEAD LICE

The school will observe the following procedures regarding head lice.

- 1. Parents are required to notify the school nurse if they suspect their child has head lice.
- 2. Infested students will be sent home following notification of the parent or guardian.
- 3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- 4. A student excluded because of head lice will be permitted to

return to school only when the parent or guardian brings the student to school to be checked by the school nurse or other school personnel and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

Example of Parental Letter Regarding Head Lice

To the Parents of _____,
Your child's head was examined at school today and found to have evidence of head lice. This is your child's ___ incident this school year. **Your child may not return to school until the next school day after his/her hair has been washed with a medicated shampoo.**
For your child to remain free of head lice, all household members should use this shampoo. Clothing, towels, bedding and hair care items (brushes, combs, head bands, barrettes, etc.) should be washed in hot, soapy water. Complete instructions are provided with the medicated shampoo. **Each student must report to the office with this form and shampoo label to be checked before being allowed to return to class.** Each student in the family must return a form and a label; one does not cover all family members sent home. After 2 incidents the student will be checked daily for 5 days to help alleviate this problem. After 3 incidents the parent(s) are required to meet with the nurse and principal/superintendent. The student will be checked for the next 10 school days to ensure the student is head lice free. If you have questions please call North Side at 842-6501 or Center Street at 842-2679

Parent Statement:
I received the head lice procedure packet and have shampooed _____ with medicated shampoo for head lice on _____.
Label from the shampoo must be returned with this signed form for your child to be admitted back into the classroom.
Parent/Guardian Signature _____

Exhibit A– Student Medication Authorization Form

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office. **See form, Exhibit A in the back of the handbook.**

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the building principal.

Authorization to Provide Diabetes Care

As provided by the Care of Students with Diabetes Act, I hereby authorize [School District] and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release

of information about my child's diabetes and treatment by my child's health care provider(s), [child's health care provider(s)], to representatives of [School District]. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

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 North Side building principal at 842-6501 or Center Street building principal at 842-2679 for implementation of the district's Food Allergy Plan.

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.

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

WATER BOTTLE POLICY

Only clear plastic water bottles will be allowed at school during the school day. Water bottles should be filled only with water.

TREATS AND PARTIES

At North Side instead of individual classroom parties or treats, all students will be recognized during the month of their birthday. A birthday pencil will be given to recognize the students who have celebrated their birthday. Students are not to distribute personal birthday party invitations at school that exclude any class member.

For grades K through 5 parents are encouraged to volunteer to help with the holiday parties for Halloween, Christmas, Valentine's Day and Easter. Parents may volunteer to send in items requested for the parties.

Due to allergies, sanitary guidelines, and safety concerns, only store bought/bakery bought treats are allowed for parties. Please adhere to the following guides for treats:

- **Treats must be individually wrapped, for example granola bars, Hostess, Little Debbie treats, etc.**
- **Bakery or store bought boxes must be sealed**
- **No treats with peanuts**

Treats may be dropped off in the office or the student may bring them to school.

No favors such as toys, balloons, or any item to be taken home as treats are to be brought to school at any time.

GENERAL BUILDING CONDUCT

Pre-k A.M. 8:00-10:45 Pre-k P.M. 12:00-2:45

Pre-k students should arrive no earlier than 7:45 for the morning session, and 11:45 for the afternoon session.

North Side 8:10-3:00 Center Street 8:10-3:10

K-8 students should not arrive at school prior to 7:30 a.m.

The following rules shall apply, and failure to abide by the rules may result in discipline.

- **Hats and bandanas when worn as head coverings shall not be worn in the building. Any hat brought to school shall be removed before entering.**
- **Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.**
- **Students shall not write on walls, desks or deface or destroy school property.**
- **Skateboards are not permitted at school.**
- **Water guns, play guns, and/or real guns are not permitted at school.**

DRESS CODE AND PERSONAL APPEARANCE

A neat and attractive appearance encourages a child to do his/her best school work and maintain good relations with fellow students. School is the student's "place of business". The student's dress and personal appearance must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body and must not be disruptive to the orderly process of education in the school at any time.

Appropriate standards of dress and appearance should be maintained not only during the school day, but also at all school activities.

The Board of Education finds it in the best interest of the School District to establish and enforce a Dress Code applicable to all students in the district. **All staff must take a leadership role in enforcing the dress code.**

Dress Code

1. All clothing worn by students must be clean, in good condition, safe, and well fitting. No undergarments may be visible at any time. This includes dark undergarments under tight fitting light colored clothing.
2. Clothing that may contribute to the substantial disruption of the orderly operation of the school or classroom is prohibited.
3. All shirts and blouses must cover the back, midriff, and chest. Spaghetti string tops, tank tops, tube tops, halters, muscle tops, and open split-side shirts are not permitted. If leggings are worn, the shirt must cover buttocks.
4. Short shorts and miniskirts are not permitted. Shorts and skirts must be of sufficient length to reach the tip of the index finger when the student's arms are extended straight down at his/her side. Jeans or shorts may not have rips or cuts above the defined sufficient length.
5. Clothing may not reveal undergarments, chest, abdomen, or buttocks. Ex. Spandex, biker shorts
6. Oversized, extremely baggy, sagging pants or shorts or coats are not permitted.
7. Clothing that advertises or displays obscenities, alcohol, tobacco, illegal substances, violent behavior, lewd, vulgar, obscene or plainly offensive language or symbols is not acceptable for school.
8. No hats, **bandanas when worn as head coverings**, caps, scarves, handkerchiefs, or plastic hair covering may be worn in the building during school hours. An exception may be made due to a medical condition or religious belief.
9. Appropriate shoes must be worn by students at all times. Flip flops and slides are not allowed at Center Street.. Sandals must have a backstrap.
10. Sandals and Slides are not allowed at North Side School.
11. Spiked apparel, accessories, or chains that can be used as a weapon shall not be worn in the building.

12. Permanent or temporary tattoos that, by their content, violate any of the provisions of the students' dress code must be covered at all times while students are on school property and/or in attendance at school sponsored activities.
13. No sunglasses or dark glasses, unless they are prescribed glasses, may be worn in the classroom. An exception may be made due to a medical condition.
14. No pajamas pants or costumes may be worn. This includes slippers.
15. 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.

Staff is required to report any unusual dress situations to the social worker or school office. The principal or his/her designee shall screen any unusual dress violations; the decision of the principal is final. Students who are in violation of the dress standards will be given the opportunity to correct the violation at school. If the student is unable or unwilling to correct the violation at school, the parents/guardians will be notified that an appropriate change of clothing must be brought to school, or the student must be taken home. Parents must assume the responsibility in seeing that their child is appropriately clothed for school.

BICYCLES, ROLLER BLADES

Racks are provided at each building for parking bicycles. Upon your arrival at school, your bicycle is to be parked on the racks and left there until time to go home at the end of the day.

NO SKATE BOARDS or ROLLER BLADES WILL BE ALLOWED AT EITHER SCHOOL. If these items are at school, they will be taken from the student and must be picked up by the parent. After the 3rd offense items will be kept until the end of the school year.

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 authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, or playground), as well as personal effects of a student left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these place 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 desks, lockers, and other school property for illegal drugs, weapons, or other illegal materials, including searches by specially trained dogs.

Student Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Questioning of Students Suspected of Committing Criminal Activity Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

LAW ENFORCEMENT INVOLVEMENT

An attempt will be made to contact a student's parent/guardian prior to law enforcement personnel interviewing a student at school. The administration will determine when a law enforcement officer will be called to come to school to assist in any disciplinary matter.

Possession, distributing, purchasing, or selling an explosive, firearm, knife, or any other object that can reasonably be considered a weapon is forbidden. The student may be expelled for at least a year. The administrator or a designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm, weapon, or illegal substances to school. The school board may direct the superintendent to modify the expulsion requirement on a case by case basis.

The administration reserves the right to call the police anytime a student engages in illegal conduct. Parents will be required to go to the police station to pick up the student.

STUDENT CODE OF CONDUCT

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, smart watches, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent without a recognized excuse.
- 17. Being involved with any public school fraternity, sorority, or secret society.
- 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- 23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

When and Where Conduct Rules Apply

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

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

Behavioral Interventions

Center Street School and North Side Elementary will utilize the PASS program for behavior interventions. The Positive Approach to Student Success (PASS) room is a place where a certified staff member will implement research-based positive behavioral supports combined with intensive training to assist students that are struggling with severe behavioral outbursts and emotional regulations in the school setting (tier-3 behaviors). PASS specialists (Teachers or Paraprofessionals) support students as the students learn, practice and implement individualized strategies that address targeted behaviors of concern. Those students placed in the PASS room will receive full instruction from a certified staff member, in addition to the individualized support strategies. The PASS room at Center Street will also be utilized for in-school suspensions and occasional detentions.

Disciplinary Measures

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

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

14. Community Service

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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law. .

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Introduction

The Anti-Bullying Policy in full is located in the Board of Education Policy Manual and is also posted on the school district's website. The purpose of this policy on bullying is to ensure, to the greatest extent possible, that no student will be subject to any bullying and to otherwise secure a safe, orderly, and respectful environment that promotes teaching and learning.

Bullying Prohibited

Bullying is NOT acceptable and strictly prohibited by Illinois state law and the Fairfield PSD #112. Bullying behavior that is covered by this policy is behavior that occurs on school property or at school sponsored activities or events; while students are being transported or walking to and from school or school sponsored activities or events; while students are waiting at bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. The grounds for disciplinary action apply when the student's conduct is reasonably related to school or school activities, and may include incidents that occur off school grounds. No student shall be retaliated against for reporting bullying behavior. A student's act of retaliation will be treated as bullying and shall be subject to appropriate discipline. 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 and shall be subject to appropriate discipline.

Bullying / Cyber Bullying Defined

"Bullying is the intentional harmful physical or verbal behavior, including communications made in writing or electronically, initiated by one or more students and directed toward another student. It exists when a student deliberately seeks to exercise power (physical or social) in order to intentionally dominate and harass another student. It is typically repeated. It is an imbalance of power where the bully targets a student who has difficulty defending himself or herself." specifically includes any behavior that represents cyber bullying (bullying through the use of technology or any electronic communication). It can be reasonably predicted to have the effect of one or more of the following:

1. Placing a student in reasonable fear of harm;
2. Causing substantial negative effect on the student's physical or mental health;
3. Substantially interfering with academic performance;
4. Substantially interfering with the student's participation in any school-based activities. (Paraphrased from IL legal definition in 105ILCS 5/27-23.7(b))

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

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

1. During any school-sponsored education program or activity.

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

Bullying includes cyber-bullying 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Nondiscrimination Coordinator

Kristina Gardner, Superintendent

Fairfield PSD #112
806 North 1st St.
Fairfield, IL 62837
(618) 842-6501
kgardner@fairfieldcolts.com

Mrs. April Smith

North Side School
806 North 1st St.
Fairfield, IL 62837
(618) 842-6501
asmith@fairfieldcolts.com

Mrs. Rhonda Clark

Center Street School
200 West Center St.
Fairfield, IL 62837
(618) 842-2679
rclark@fairfieldcolts.com

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.3

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

The principal or designee(s) responsible for student discipline shall as soon as practical conduct or cause to be conducted a thorough investigation of the alleged incident, making all reasonable efforts to complete the investigation within 10 school days. Consistent with federal and state laws and rules governing student privacy rights, parents/guardians of primary students involved in the alleged incident of bullying will be informed about the investigation and the opportunity to meet with the building principal or designee(s) to discuss the investigation, findings of the investigation, and the actions taken to address the reported incident of bullying. This may include a discussion of interventions to be taken to address bullying, which may include, but are not limited to, school social work services, restorative measures, school psychological services, and community-based services. The police may be notified of incidents involving bodily harm or property damage.

HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

Sexual Harassment Prohibited

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

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

Making a Complaint;

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Nondiscrimination Coordinator & Title IX Coordinator

Kristina Gardner, Superintendent

Fairfield PSD #112
806 North 1st St.
Fairfield, IL 62837
(618) 842-6501
kgardner@fairfieldcolts.com

Complaint Managers

| | |
|-------------------------------|----------------------|
| Mrs. April Smith | Mrs. Rhonda Clark |
| North Side School | Center Street School |
| 806 North 1 st St. | 200 West Center St. |
| Fairfield, IL 62837 | Fairfield, IL 62837 |
| 618-842-6501 | 618-842-2679 |

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal

The **Targeted School Violence and Threat Assessment Parent Letter** can be found on the district website at

STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant

parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

o facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person:

| | |
|--|--|
| Erin Moehn | Beth Richards |
| 806 N. First St. | 200 W. Center St. |
| Fairfield, IL 62837 | Fairfield, IL 62837 |
| 618-842-6501 | 618-842-2679 |
| emoehn@fairfieldcolts.com | bethrichards@fairfieldcolts.com |

Nondiscrimination Coordinator & Title IX Coordinator:

Kristina Gardner
806 N. First
Fairfield, IL 62837
618-842-6501
kgardner@fairfieldcolts.com

Complaint Managers:

| | |
|--|--|
| April Smith | Rhonda Clark |
| 806 N. First | 200 W. Center St. |
| Fairfield, IL 62837 | Fairfield, IL 62837 |
| 618-842-6501 | 618-842-2679 |
| asmith@fairfieldcolts.com | rclark@fairfieldcolts.com |

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

STUDENT USE OF 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, smart watch, audio

or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, smart glasses, 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 in student's personal locker unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are not allowed to use electronic devices during non-instructional time, which is defined as before and after school while in the school building.

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

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

1. First offense – The device will be confiscated by school personnel. A warning will be assigned in Skyward for parent notification. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for a period of ten (10) days. The student's parent/guardian will be notified and required to pick up the device in the school office.
5. Fifth and subsequent offense – The device will be confiscated. The student will be assigned a ½ day In-School Suspension and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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 during the school day at any time. (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). Such violations are subject to a loss of electronic device privileges 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.

SUSPENSION AND EXPULSION

Suspension

Before suspension, the student shall be provided oral or written notice of charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his/her version. A student can be immediately suspended prior to a notice or hearing, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. Parents shall be notified immediately. (Board Policy 7.200)

Students may be suspended out of school for a maximum of 10 school days for acts of gross misconduct per incidence. During an out of school suspension, the student may receive homework or make-up work but may receive full credit for completion of this work. Beginning with the issuance of the suspension, students suspended out of school will not be permitted to attend or participate in any activities, athletic events, programs,

meetings, etc. and are not permitted on any school property for the duration of the suspension.

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.

Expulsion

Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail. (Board Policy 7.210)

DISTRICT DISCIPLINE CODE

One of the most important lessons education should teach is discipline. It does not appear as a subject, but it underlies the whole educational structure. Learning cannot take place unless discipline is maintained.

The Board of Education, Administration, Faculty, and Staff of District #112 have established as their primary goal to maintain an orderly and positive learning atmosphere. The Administration will take any and/or all steps necessary to remedy discipline problems should they occur.

Students are considered to be in the school environment and subject to the discipline plan in the following situation:

- as a rider on a school bus;
- as soon as the school grounds are entered in the a.m.; during class
- during any school activity such as a ball game, athletic or extracurricular practice session (home or away);
- during the noon hour.

Classroom Rules

Classroom rules will be established by each individual class and will be posted in the room.

District Bus Discipline

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

Violating any school rule or school district policy.

- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

North Side Discipline Policy

School discipline at North Side focuses on promoting children’s safety and creating an environment for learning. We have high expectations for our students’ conduct at school. Refer to Disciplinary Measures on page 22 of **the handbook to review other potential disciplinary measures that may be taken at North Side.**

Misconduct in the classroom, lunchroom, restroom, and playground are just a few activities that may result in a lunch hour study session being assigned.

When a student is assigned to study session he/she will report to the Principal or P.A.S.S. supervisor.

Center Street Discipline Policy

Study Session

Study Session is a room where students will go who are attending lunch detentions, after-school detentions or in-school suspensions. In Study Session, students will be required to work on assignments provided by the teachers. Lunch will be provided, but students will eat in the Study Session room.

In-school Suspension

Students attending an in-school suspension in the Study Session or PASS room will be required to work on assignments provided by their teachers. Lunch will be provided, but students will eat in the Study Session or the PASS Room Students assigned an in-school suspension will not be able to participate in or attend extracurricular activities, field trips, or rewards subsequent to the days assigned. Students will receive full credit for work completed in the in-school suspension. Students may be required to complete additional instruction on behavioral interventions while assigned to the Study Session or PASS room.

Discipline Matrix

The Discipline Matrix is a guide for administration to establish appropriate consequences for potential disciplinary offenses. The disciplining administrator may use any of the following consequences, in no particular order, as deemed necessary, based upon the quantity or severity of the offense. Discipline Referrals will be used for those students who demonstrate unwillingness to cooperate in the smooth operation of the school building and who interfere with the delivery of effective classroom instruction. Students may also be required to participate in mediation meetings and/or restorative justice procedures as a part of the discipline process. This list is not all-inclusive and serves as a guide.

Students who do not follow the procedures and disciplinary policies at Center Street School and North Side Elementary will fall under the following set of consequences:

| Offense | Center Street Consequences | North Side Consequences |
|---------------------|--|--|
| Acts of Defiance | Warning; Lunch Detention; After-school Detention; 1-3 days ISS 1 day OSS | Warning; Lunch Detention; 1-3 days ISS in Study Session |
| Alcohol | 1-10 days OSS; Possible disciplinary hearing | 1-10 days OSS; Possible disciplinary hearing |
| Arson | 1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement | 1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement |
| Bomb Threat | 1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement | 1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement |
| Bullying/Harassment | Warning; 1-3 days ISS 1-10 days OSS Possible disciplinary hearing | Warning; 1-3 days ISS in Study Session; 1-10 days OSS Possible disciplinary hearing |
| Bus Violations | Warning; | Warning; |

| | | |
|---|--|---|
| | ISS,; Loss of bus privileges up to-5 days; Loss of bus privileges for 5+ days | ISS,; Loss of bus privileges up to-5 days; Loss of bus privileges for 5+ days |
| Disrespect to Faculty/Staff | Lunch Detention; 1-3 days ISS 1-3 days OSS | Warning; Lunch Detention; 1-3 days ISS 1 day OSS |
| Drugs, including medical marijuana: Use, possession, selling, paraphernalia, look-a-likes | 1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement | 1-10 days OSS; Possible disciplinary hearing; Possible Notification of Law Enforcement |
| Fighting / Physical Aggression at school or school sponsored event | Detention 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing | Lunch detention 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Horseplay | Warning; Lunch Detention; After-school Detention; 1-3 days ISS 1-3 days OSS | Warning; Lunch Detention; After-school Detention |
| Inappropriate Behavior | Warning; Lunch Detention; After-school Detention; 1-3 days ISS 1-3 days OSS | Warning; Lunch Detention; After-school Detention; 1-3 days ISS |
| Inappropriate Language: Vulgarity, racism, sexual | Lunch Detention; After-school Detention; 1-3 days ISS 1-3 days OSS | Warning; Lunch Detention; 1-3 days ISS 1-3 days OSS |
| Indecent Conduct | Lunch Detention; After-school Detention; 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing | Warning; Lunch Detention; 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Instigating conflict | Warning; Lunch Detention; After-school Detention; 1-3 days ISS 1-3 days OSS | Warning; Lunch Detention; 1-3 days ISS |
| Insubordination | Warning; Lunch Detention; After-school Detention; 1-3 days ISS 1-3 days OSS | Warning; Lunch Detention; 1-3 days ISS |

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| Lying/Cheating | Warning; Lunch Detention; 1-5 days ISS | Warning; Lunch Detention; 1-3 days ISS |
| Persistent Disobedience | Warning; 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing | Warning; Lunch Detention; 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Physical Attack on a District Employee | 1-10 days OSS; Possible disciplinary hearing | 1-5 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Physical Attack (planned) | 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing | Lunch detention; 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing |
| School Threat | 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing | 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Physical Attack (threat) | 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing | Lunch detention; 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Sexual Harassment | 1-5 days ISS 1-10 days OSS; Possible disciplinary hearing | 1-5 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Tardy | Lunch detention for five total tardies to class | Lunch detention for five total tardies to class |
| Theft | Restitution; 1-5 days ISS ; 1-10 days OSS; Possible disciplinary hearing | Restitution; Lunch detention; 1-3 days ISS 1-10 days OSS; Possible disciplinary hearing |
| Truancy | 1-3 days ISS Notification of the ROE/Truancy Officer | 1-3 days ISS Notification of the ROE/Truancy Officer |
| Tobacco, including E-Cigs and vaping devices: Use/Possession | 1-10 days ISS; 1-10 OSS, Possible disciplinary hearing | 1-10 days ISS; 1-10 OSS Possible disciplinary hearing |
| Vandalism | Restitution; 1-3 days ISS 1-10 days OSS | Restitution; Lunch detention 1-3 days ISS 1-10 days OSS |
| Weapons: possession | 1-5 days ISS | 1-5 days ISS |

| | | |
|--|---|---|
| | 1-10 days OSS; Possible disciplinary hearing | 1-10 days OSS; Possible disciplinary hearing |
|--|---|---|

FIELD TRIPS

For all trips the instructor, sponsor or originator makes a written request on the Trip Request Form of the building administrator. The building administrator approves and sends to the superintendent for approval. The form is then routed to the transportation director for bus and driver scheduling. This form must receive approval early enough that the bus drivers have a week's advance notice. Participation at these learning events can be limited or denied if the student has a history of non-compliance and behavior problems. Determination of participation will be made by the building principal in consultation with the classroom teacher and other resource teacher involved in the discipline.

Educational Field Trip/ Class Trip

1. For an **educational field trip** with a maximum round trip of 260 miles (East-Evansville....West-St. Louis) the district pays all travel expenses such as driver time and bus costs.
2. Admission fees will be paid by the district for **educational** and **class trips**. The remaining fees may be the responsibility of the student/parent.
3. Food, beverage and other costs will be the responsibility of the students and parents. Those students eligible through the hot lunch program can be provided a lunch by the school's cafeteria.
4. No overnight trips will be allowed. All field trips will be a maximum of one day in length. Some restrictions may apply based on daily regular student bus routes.

Athletic, Extra-Curricular Competitions & Booster Club Trips

1. Athletic and extracurricular competition trips will refer to any trips earned due to winning basketball, baseball, softball, cross country, golf, track, volleyball, Scholastic Bowl, marching band parades, or other school related competitions resulting in traveling to another sight to continue competition.
2. The maximum allowed for fees, admissions, tickets, etc. is \$8.00. The District will pay up to \$5.00 per student. The remaining \$3.00 will be the responsibility of student/parent.
3. Food, beverage, and other costs will be the responsibility of the students and parents. Those students eligible through the hot lunch program can be provided a lunch by the school's cafeteria. Colt Backers or Band Boosters may volunteer to provide money for meals and other expenses connected with the competition.
4. Overnight trips may be necessary in some cases with this classification of field trip. Such trips will be approved by the superintendent. The Board of Education will receive prior notification of the need for an overnight trip. Costs for lodging-with accompanying receipt will be paid by the District. Food, beverage, souvenirs, mileage, and other costs will be the responsibility of the student/parent.
5. Entertainment or reward trips for students by Band Boosters will need approval of the Board of Education. Round trip mileage will be indicated on the request to Board. If District transportation is to be used there will be a \$1.00 per mile per bus and \$.50 per mile per van or mini-bus charge to the sponsoring organization. If charter service is used the entire cost will be covered by the sponsoring organization. All tickets, fees, and admissions will be covered by the sponsoring organization. Food, beverage, and other costs will be the responsibility of the student/parent unless the sponsoring organization has made other arrangements.

Sponsor Procedures

1. At least three days before the trip a list of students attending the field trip will be submitted to the office. Those students not participating and those who have lost the privilege of attending must also appear on the list.
2. Attendance is to be taken by the sponsoring instructor(s) immediately before departing on the field trip and all students who are not on the trip should have their names turned in or radioed to the office before leaving the departure sight.
3. No student should be allowed to go on a field trip who has not

submitted a permission slip. Permission slips can be collected before the school year at registration. Permission slips will be kept until the end of the year.

4. It will be the responsibility of the requesting instructor(s) to make arrangements for eligible students to have lunches from the cafeteria. At least three school days advance notice must be given to cafeteria personnel with the number of lunches and names of students.

Student Eligibility

1. No student should be allowed to go on a field trip who has not submitted a permission slip.
2. Students are not required to go on actual field trips and should not be penalized academically for not participating. An appropriate assignment may be given that relates to the field trip and a grade issued for that assignment.
3. Students must make arrangements to make up any work missed due to a field trip.
4. Students may not be allowed to attend field trips if:
 - They are failing two or more classes
 - They are suspended in-school or out of school on the day of the trip;
 - If they have demonstrated a history of disobedience ~~and~~ or are deemed to be a potential danger to themselves or others, as determined by the administration.
 - Has 5 or more unexcused absences.

ATHLETIC GUIDELINES

Center Street Middle School's athletic guidelines have been developed by the coaches and administration and approved by the Board of Education. The Southern Illinois Junior High School Athletic Association's by-laws and policies shall be enforced. The athletic program is considered to be an integral part of the educational system. Participation in such activities will be in accordance to the following athletic guidelines and the School District Policy Manual.

The student-athlete must remember their first priority is as a student, and then as an athlete. The main goal of Center Street Middle School's athletic program is to teach the fundamentals, discipline, good sportsmanship, and proper techniques, which will enable each participant to realize his or her potential. The programs further strive to be instrumental in developing students into productive members of society. Therefore, student-athletes are expected to conduct themselves properly in school and in the community according to the following guidelines.

Each student athlete will be given a copy of these guidelines. A parent/guardian and the student-athlete must sign the enclosed form indicating that they have received a copy of the guidelines, have read and understand the procedures as outlined.

Review: These guidelines will be reviewed periodically by the coaches and administration, and any changes will be presented to the Board of Education for their approval. There are to be no deviations from these guidelines.

Guidelines of the Athletic Department

1. If an athlete is failing a class at the time of tryouts, the student will be allowed to try out for the sport. If the student becomes a member of the team, the week of tryouts will count as their first week of ineligibility. The Athletic Director will confer with the principal concerning ineligible students. The AD will notify the appropriate coach if an athlete is found to be ineligible. If an athlete is failing any class he/she will have one week, Monday at noon through Monday at 11:59 a.m.) to improve their performance in that class to a passing grade. During this time period the athlete must practice, will not participate in games, but will be required to be present at games, dressed in street clothes. If the bus leaves for an athletic event before school dismisses, students who are ineligible will not travel with the team. All athletes will be removed from the team after three weeks of ineligibility during a season. Students who are ineligible for the week will be given a letter from the athletic director on the Monday of the week of ineligibility. If there is a game/match on that Monday, the athletic director will call the parent/guardian to make them aware of the ineligibility. If the student has reached the third week of ineligibility and will be removed from the team, a letter and a phone call will be made by the athletic director. to the

parent/guardian. Students who move in after tryouts have been held will not be allowed to tryout for the team if cuts were made during initial tryouts.

2. Practices will last approximately an hour and fifty minutes and will be held Monday through Friday. Students needing to leave early for church will be allowed to do so. A monthly practice schedule will be provided to each athlete.
3. Players must attend regular practices unless excused by the coach or administration.
4. Playing time for each athlete will be determined based on how well they satisfy the following characteristics:
 - positive attitude
 - sense of responsibility
 - character/leadership
 - teamwork
 - athletic skill as determined by the coach

Game situations may also influence this decision. Coaches should make a conscious effort when determining playing time to make every participant feel he/she is an important part of the team.

5. Players must be in attendance the day of game. Students will also be expected to attend school the day after a game. Medical and dental appointments will be excused, and the athlete will be able to participate. The administration will decide if an absence is excused or unexcused. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the discretion of the teacher, sponsor, or coach with administrative approval.
6. Players are responsible for their uniforms and equipment. The district allows a student to modify his or her athletic or team uniform for the purposes of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.
7. School rules apply to all extra-curricular activities.
8. All Center Street athletes will be asked to do their best and respect themselves and others.
9. The administration and/or coach may remove a player at any time for persistent or gross misbehavior that is detrimental to the team or school violations. Any student may be prohibited from trying out for any interscholastic activity if they have a history of inappropriate behavior, as determined by administration.
10. All athletes participating in any sport are required by law to have a current physical on file before beginning practice.
11. All athletes must have insurance or a waiver signed by the parents verifying they have insurance before beginning practice.
12. All participants will be expected to follow each coach's specific rules, which will be handed out after the team has been selected. These rules are subject to review by the administration and the District #112 Board of Education.
13. Students assigned a one-day in-school suspension will not be able to participate in athletic events or other extracurricular activities for the duration of the suspension or at the discretion of Administration.
14. Students assigned an out of school suspension cannot participate in practice or athletic events for the duration of the suspension or at the discretion of Administration.

Concussion Policy

In accordance with the law, Public Act 97-0204, Fairfield P.S.D. #112 has adopted the following policy on concussions:

1. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
2. Any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.

3. Only physicians licensed to practice medicine in all its branches can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.
4. In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

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

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

Information on Concussions

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.**

| Behavior/signs observed indicative of a possible concussion | Symptoms reported by a player indicative of a possible concussion |
|--|--|
| <ul style="list-style-type: none"> • Loss of consciousness • Appears dazed or stunned • Appears confused • Forgets plays • Unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Behavior/personality changes • Can't recall events prior to or after the injury | <ul style="list-style-type: none"> • Headache • Nausea • Balance problems or dizziness • Double or fuzzy vision • Sensitivity to light or noise • Feeling sluggish • Feeling foggy or groggy • Concentration or memory problems • Confusion |

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois.

USE OF ALCOHOL AND/OR TOBACCO

Use, possession, distribution, purchase, sale or being under the influence of alcohol or tobacco (smoking, smokeless, and/or vaped) at any time during the calendar or academic year is prohibited.

For any infraction involving alcohol or tobacco, a meeting shall be held with the student, a parent or guardian, the building principal and the athletic director and/or activity sponsor. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as it is reasonably possible.

- A. First Violation: If it is determined by the activity sponsor or coach or administration that the student is guilty of an infraction involving alcohol or tobacco, the student will be suspended for a period of time equal to one-half of the sport or activity season in which the student is currently participating or the next sport or activity season in which the student regularly participates.
 1. Suspension may be reduced by half (25% of the season) if private counseling by a certified counselor is retained by the student. The school social worker can also provide the counseling.
- B. Second Violation: If a student commits a second infraction involving alcohol or tobacco at any time during his or her junior high school

career, the student will be suspended from participation in any sport or activity described herein for a period of one calendar year.

Use of Illegal Drugs

Use, possession, distribution, purchase, sale, or being under the influence of illegal drugs, including medical marijuana, look-alike drugs, performance enhancing drugs or the use, possession, distribution, purchase or sale of drug-related paraphernalia at any time during the calendar year is prohibited.

For any infraction involving illegal drugs, performance enhancing drugs, look-alike drugs, or the use possession, distribution, purchase or sale of drug-related paraphernalia, a meeting shall be held with the student, a parent or guardian, the building principal and the athletic director and/or activity sponsor. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as is reasonably possible.

A. First Violation: If it is determined by the activity sponsor or coach that the student is guilty of an infraction involving illegal drugs, including medical marijuana, or look-alike drugs, or the use, possession, distribution, purchase or sale of drug-related paraphernalia, the student will be suspended from participation in any sport or activity for a period of one calendar year.

1. Suspension may be reduced by half (50% of the season) if private counseling by a certified counselor is retained by the student.

B. Second Violation: If a student commits a second infraction involving illegal drugs or look-alike drugs, or the use possession, distribution, purchase or sale of drug-related paraphernalia during his or her junior high school career, the student will be suspended from participation in any sport or activity described herein for the remainder of his or her junior high school career.

AGREEMENT TO PARTICIPATE

Each student and his or her parent/guardian must read and sign the *Agreement to Participate* each year before being allowed to participate in interscholastic athletics, intramural athletics, or scholastic bowl. Athletic and Scholastic Bowl registration can be found on the school website under *Athletics, sports, registration, (create and account), begin registration*.

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Student Authorization for Access to the District's Electronic Networks

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

Acceptable Use

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

Privileges

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

Unacceptable Use

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;

4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.
7. The school uses GoGuardian as an online monitoring tool. Students are not permitted to bypass this system in any way.

ARTIFICIAL INTELLIGENCE

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

No Warranties

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or

the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

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

Telephone Charges

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

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

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

Use of Email

The School District manages its email system, and owns its constituent software, hardware, and data files. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system

administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the School District's email system constitutes consent to these regulations.

Internet Acceptable Use Sign-Off

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* form below and return it to your school.

Authorization for Access to the District's Electronic Networks Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

Parent/Guardian Name (Please Print)

Date

Parent/Guardian Signature

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above Acceptable Use of the District's Electronic Networks. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

Student Name (Please Print)

Date

Student Signature

KINDERGARTEN EARLY ENTRY

Administrative Procedure

Fairfield Public School District #112 seeks to have all students achieve at their maximum potential. With that philosophical base, the Superintendent of Schools is authorized to consider early entry to kindergarten for any student born on or before October 31 of the eligible year. The normal entry date established by the School Code of Illinois is September 1 of the eligible year. The district will consider early entry for students showing evidence of substantially advanced skills from their chronological age. **But placement will not be determined solely on the achievement test results.**

Any parent/guardian wishing the school district to consider their child for early entry to kindergarten must submit such a request in written form to the Superintendent of Schools no later than May 1 of the year the student is to enter school. The Superintendent of Schools will provide the parent/guardian with the name of an approved child psychologist who will conduct a battery of individualized achievement tests to determine readiness for entry to kindergarten. The cost of this evaluation will be born solely by the parent/guardian making such a request.

The battery will include the following assessment instruments:

1.Lollipop: Diagnostic Test of School Readiness 2.Berry Visual Motor Integration Test 3. Peabody Picture Vocabulary Test Listed below are the criterions for consideration of placement in early entry to kindergarten. A student must score at the scores indicated on two of the three tests.

| | Sept. 2-Sep. 31 | Oct. 1-Oct. 31 |
|---------------|----------------------|----------------------|
| Lollipop Test | 50 (Raw Score) | 60 (Raw Score) |
| VMI | 100 (Standard Score) | 115 (Standard Score) |
| PPVI | 115 (Standard Score) | 125 (Standard Score) |

The district will recommend an approved psychologist for assessment of consideration for early entry to kindergarten. All fees associated with early entry to kindergarten screening will be the responsibility of the parent/guardian.

Exhibit A– Authorization for Medical Treatment

To be submitted to the Superintendent or designee. (please print)

| | |
|-----------------|-----------------|
| _____ | _____ |
| Student | Sport/Activity |
| _____ | _____ |
| Parent/Guardian | Home phone |
| _____ | _____ |
| Home address | Cell phone |
| _____ | _____ |
| Physician | Physician phone |

Medical Information: *(list allergies, medications, conditions and any known restrictions)*

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above are unsuccessful:

I, as parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that transfer of my child to any hospital reasonably accessible will be at my expense.

| | |
|---------------------------|-------|
| _____ | _____ |
| Parent/Guardian Signature | Date |

Exhibit B - School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration- School Bus Safety
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material
www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - School Bus Safety
<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - School Bus Safety What Parents Should Know
www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - Instructions To School Bus Riders
www.isbe.net/Documents/bus_ride_instruct.pdf

Fairfield Public School District #112
School Calendar
2025-2026

| | | |
|-----------|------------|---|
| August | 11 & 12 | School Opens with Teachers' Institute |
| | 13 | First Day of Pupil Attendance, Grades K - 8; Dismiss at 1:00/1:10 |
| | 20 | First Day of Attendance, Pre-K |
| | 29 | Early Dismissal, Teachers' Meeting; Dismiss at 12:00/12:10 |
| September | 1 | Labor Day - No School |
| October | 13 | Columbus Day - No School |
| | 17 | Early Dismissal, Homecoming; Dismiss at 12:00/12:10 |
| November | 5 & 6 | Grades Issued at Conferences |
| | 5 | Parent/Teacher Conferences 3:00 - 7:00; Dismiss at 2:00/2:10 |
| | 6 | Parent/Teacher Conferences 3:00 - 6:30; Dismiss at 2:00/2:10 |
| | 7 | Early Dismissal, Teachers' Meeting; Dismiss at 12:00/12:10 |
| | 10 | Teachers' Institute - No School |
| | 11 | Veterans' Day - No School |
| | 25 | Early Dismissal for Holiday; Dismiss at 2:00/2:10 |
| | 26, 27, 28 | Thanksgiving Holiday - No School |
| December | 19 | Early Dismissal for Holiday; Dismiss at 2:00/2:10 |
| | 19 | End of First Semester - Christmas Vacation Begins |
| January | 5 | School Resumes |
| | 9 | Grades Issued |
| | 19 | Martin Luther King's Birthday - No School |
| February | 13 | Early Dismissal, Teachers' Meeting; Dismiss at 12:00/12:10 |
| | 16 | Presidents' Day - No School |
| March | 20 | Grades Issued |
| April | 1 | Teachers' Institute - No School |
| | 2 & 3 | Spring Break - No School |
| | 6 | Spring Break - No School |
| May | 13 | Last Day of Attendance for Pre-K students |
| | 15 | Last Day of Attendance for K - 8, Early Dismissal; Dismiss at 1:00/1:10 |
| | 18 | Teachers' Institute - No School |

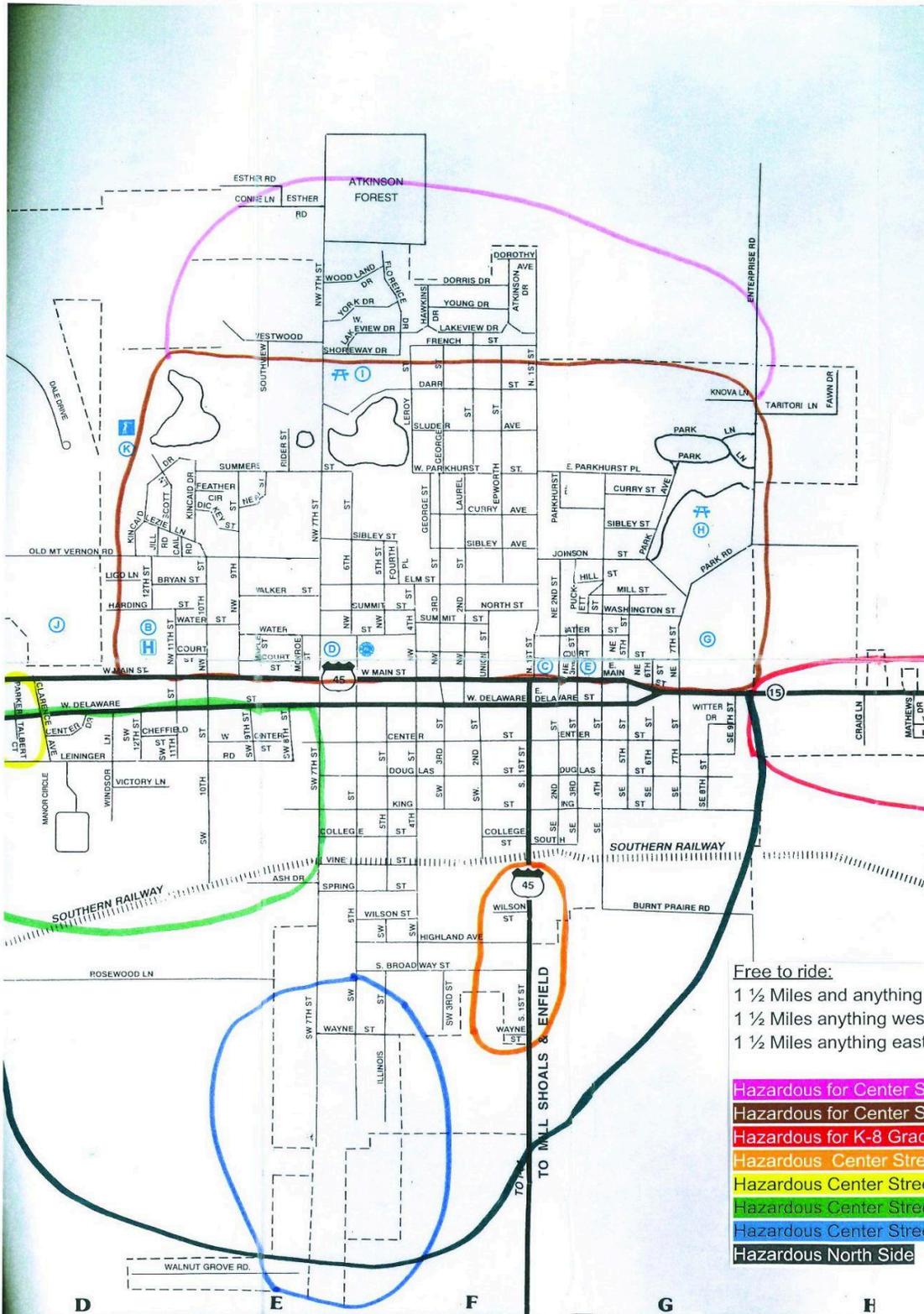
Center Street Bell Schedules

| Regular Day | | 2:10 Dismissal | | 1:10 Dismissal | | 12:10 Dismissal | |
|-----------------|-------------------------------------|-----------------|-------------------------------------|-----------------|-------------------------------------|--|-------------------------------------|
| Period | Times | Period | Times | Period | Times | Period | Times |
| Opening | 8:10 – 8:16 | Opening | 8:10 – 8:16 | Opening | 8:10 – 8:15 | Opening | 8:10 – 8:16 |
| 1 | 8:16 – 8:58 | 1 | 8:16 – 8:50 | 1 | 8:15 – 8:40 | 1A/9B | 8:16 – 8:46 |
| 2 | 9:01 – 9:43 | 2 | 8:53 – 9:27 | 2 | 8:43 – 9:08 | 2A/8B | 8:49 – 9:19 |
| 3 | 9:46 – 10:28 | 3 | 9:30 – 10:04 | 3 | 9:11 – 9:36 | 3A/7B | 9:22 – 9:52 |
| 4 | 10:31 – 11:13 | 4 | 10:07 – 10:41 | 4 | 9:39 – 10:04 | 4A/4B | 9:55 – 10:25 |
| 5 | 11:16 – 12:01 | 5 | 10:44 – 11:29 | 7 | 10:07 – 10:32 | 5A/5B | 10:28 – 11:13 |
| 6 | 12:04 – 12:49 | 6 | 11:32 – 12:17 | 5 | 10:35 – 11:20 | 6A/6B | 11:16 – 12:01 |
| 7 | 12:52 – 1:34 | 7 | 12:20 – 12:54 | 6 | 11:23 – 12:08 | Dismissal | 12:04 – 12:10 |
| 8 | 1:37 – 2:19 | 8 | 12:57 – 1:30 | 8 | 12:11 – 12:36 | (on 12:10 Dismissal Days, teachers will supervise student lunches with paraprofessionals. If paraprofessionals stay until 3:00 pm, then they would take their normal lunch hours. Otherwise, they take their 15 minute break and do not take a lunch break so they can leave at 12:30) | |
| 9 | 2:22 – 3:04 | 9 | 1:33 – 2:04 | 9 | 12:39 – 1:04 | | |
| Dismissal | 3:04 – 3:10 | Dismissal | 2:04 – 2:10 | Dismissal | 1:04 – 1:10 | | |
| | | | | | | | |
| Dismissal Bells | | Dismissal Bells | | Dismissal Bells | | Dismissal Bells | |
| 3:04 | Early Buses | 2:04 | Early Buses | 1:04 | Early Buses | 12:04 | Early Buses |
| 3:07 | Walkers/Bikers | 2:07 | Walkers/Bikers | 1:07 | Walkers/Bikers | 12:07 | Walkers/Bikers |
| 3:10 | Pickups/ Athletes/ Late Buses | 2:10 | Pickups/ Athletes/ Late Buses | 1:10 | Pickups/ Athletes/ Late Buses | 12:10 | Pickups/ Athletes/ Late Buses |

Early Buses: 2, 5, 7, & 9

Late Buses: 6, 8, & 10

School Bus Fee Map



Free to ride:
 1 ½ Miles and anything west of Fairgrounds
 1 ½ Miles anything west of Airport Road
 1 ½ Miles anything east of Sunrose Drive

- Hazardous for Center Street 4-6 Grades
- Hazardous for Center Street 4-5 Grades
- Hazardous for K-8 Grades
- Hazardous Center Street 4-6 Grades
- Hazardous Center Street 4-8 Grades
- Hazardous Center Street 4-6 Grades
- Hazardous Center Street 4-6 Grades
- Hazardous North Side