Concord Elementary School
Cass School District 63

Parent/Student Handbook
2026-2027

Concord Elementary School
1019 Concord Place
Darien, Illinois 60561
(331) 481-4000
Fax: (331) 241-6380
Attendance: (331) 481-4000
School Safety Hotline: (331) 481-4045

Dear Students and Parents,

Welcome to the 2026-2027 school year for Concord Elementary School! We are thrilled to partner with your family this year and look forward to supporting your student's growth and success.

At Concord, we believe that consistent and transparent communication is essential to a positive school experience. This handbook contains information about our school policies, procedures, and the necessary measures to ensure a safe and productive school experience and environment. If you have any questions or need clarification, please reach out; we are here to help.

Our staff is dedicated to creating a learning environment that is both intellectually engaging and emotionally supportive. Throughout the year, students will not only work hard in the classroom to gain knowledge and important educational skills, but they will also collaborate with peers, build lasting friendships, and continue to learn more about their unique selves.

We encourage all students to strive for their personal best, and we celebrate their growth. We understand that growth comes in many different forms, and we are excited to be part of your child's journey. Our staff is committed to working together to ensure each Concord student has a wonderful school year.

Warm regards,

Katie Doyle
Principal, Concord Elementary School

Concord Elementary School
Student Handbook

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Cass School District 63 Mission Statement

We will help our children achieve their maximum academic and emotional growth by providing a healthy and safe environment, fostering a love of learning, promoting kindness and respect, and valuing all who learn and work in our schools.

Cass School District 63 Core Beliefs and Values

The health, safety, and welfare of our students and staff must never be compromised and will always come first.

A solid foundation in reading, writing, math, science, social studies, art, and music is critical to academic achievement, just as physical fitness, technology, and citizenship are essential to life success.

Kindness, respect, integrity, creativity, curiosity, perseverance, and teamwork are characteristics and skills that will be reinforced in our work each day with our students.

Children are each unique in their background, culture, diversity, experiences, and abilities, and barriers to achievement and growth must be eliminated wherever possible so that each individual is empowered to meaningfully contribute to our community.

A collaborative partnership with open communication between home and school is essential to the academic and emotional growth of our children.

Financial resources will be used efficiently and equitably to achieve our mission, to provide a safe learning environment, and to meet the diverse needs of our students.

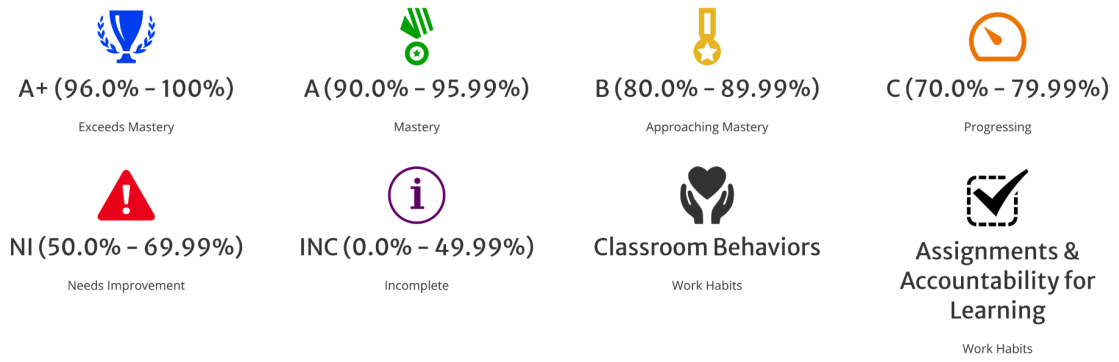
Academics

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

- Be on time (to school and classes)
- Be prepared (have appropriate materials in class)
- Complete assignments and all homework
- Pay attention
- Try their best and ask for help when needed

Academic Grade Scale: Our academic grading system is provided to ensure a consistent scale within every subject from 1st through 8th grade. This system includes the strengths of standards-based grading and also provides clarity about how your child is performing academically.

When you look at the performance indicators below, you will see a traditional letter grade and percentage, along with a performance-based descriptor. Rather than using the letter grades D or F at this age level, we provide a more accurate description as shown below.



Report cards are no longer sent home via US mail. Parents and students are encouraged to check academic progress through the Parent Portal via our website. If you need to obtain your username and password, please contact the school office. Teachers update online grades on a weekly basis.

Promotion: In order to be considered for promotion to the next grade, a student should be designated as progressing or higher on the majority of standards. A student should also have satisfactory attendance. Failure to meet these requirements will result in a remedial plan of action determined by teachers, administration and the student's parent/guardian.

Accelerated Placement Program: The District provides an Accelerated Placement Program (APP), which advances the District's goal of providing educational programs with opportunities for each student to develop his or her maximum potential. APP options include, but are not limited to a) accelerating a student in a single subject, b) other grade level acceleration; and c) early entrance to Kindergarten or First Grade. This program involves a fair and equitable decision-making process, a parent notification process, and assessment processes that include multiple valid, reliable indicators.

Engagement in Academic Dishonesty: Engaging in academic dishonesty includes (but is not limited to) cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic assessment, altering grades and wrongfully obtaining test copies or scores. Engaging in this behavior may cause all participating students to receive no credit on the assignment, test or project where the incident occurred. There will also be parent notification and disciplinary action. Students who provide their own materials to other students for copying/ plagiarism may also be subject to the same disciplinary action.

Artificial Intelligence in School

"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 from 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.

Attendance

Concord Elementary School uses a voicemail reporting system to report student absences. When a child is absent, the parent should call 331-481-4000 and leave the child's name, parent's name, telephone number, where parents can be reached, and the reason for the child's absence. Parents should call the school voicemail system no later than 8:00 a.m. the day of the pupil's absence. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will have one day for every day of excused absence to make up assignments. The school office may send attendance letters home when a student accumulates 5 or more absences.

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

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

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.

For information on home or hospital instruction, contact Katie Doyle, Concord Elementary School Principal, at (331) 481-4050.

Illness & Symptoms Guidelines: The following guidelines are provided to assist you in determining if your child is well enough to attend school.

Please do not send your child to school if they are experiencing any of the following symptoms:

- Eyes that have any of the following: red, pink or have green or yellow drainage or crust to eyelids. These are signs of possible infection requiring medication. Any child with these symptoms will be sent home and will need to be seen by a healthcare provider to determine if medication is required. If medication is prescribed, the student must wait 24 hours before returning to school.
- Coughing: Any child who has a new excessive cough that interferes with the child's ability to learn and participate in class.
- Strep Throat: Redness, white or cream colored patches in the mouth or around the throat, and/or pain when swallowing, should stay home. Children experiencing these symptoms with or without fever should stay home. Students may return to school 24 hours after starting antibiotics if they have also remained fever-free for 24 hours.
- Nose Drainage (Runny Nose): If your child has excessive yellow or green drainage and they cannot manage the secretions themselves, keep them home.
- Fever: Take your child's temperature whenever a child complains of not feeling well, even for headaches. Using your hand is not an accurate way of determining fever. A fever is a sign of illness. When a child has a fever, s/he is spreading illness to all who come in contact with them. **Children must be fever-free (temperature must be less than 100.4 degrees) for 24 hours without fever-reducing medicine.**
- Vomiting: Children who have vomited should not return to school until 24 hours after the last episode of vomiting.
- Rash: Any child who has a rash that has not been evaluated by a doctor should be kept at home.

If your child is complaining of a symptom, please do not give your child medications such as Tylenol, Motrin, or cough medicine and send them to school. Those medications will not keep your child feeling well all day. Keeping your child home will prevent the spread of illness.

If you are not sure if you should send your child to school, contact the health office.

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

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

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

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

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

Tardy: If a child is going to be late to school, parents should call the main office (331-481-4000) or send a signed note with an explanation in order for that child to be excused. Students must report to the main office when tardy. Teachers may not admit a student without a pass signed by the office. Students who are excessively tardy without legitimate excuses will be subject to the school's disciplinary/truancy policy.

Excused/Unexcused Absences: 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 , attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. 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. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence, along with a doctor's note.

In the event of any absence, the student's parent/guardian is required to call the school at 331-481-4000 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school, 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.

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

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

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

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parents/guardians, 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

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 dialogue 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 as 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
- 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 dialogue
- 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

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 Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Student Behavior

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

General School Regulations

1. Students are expected to be in school and their scheduled class on time unless excused for illness or other appropriate reasons. Failure to do so (skipping class, truancy) may result in disciplinary action.

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

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

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the science laboratories or during physical education class.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting (i.e. too tight or revealing), showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Appropriate is considered the length of the outstretched arms to the fingertips.
- Footwear must be worn at all times. All students are expected to wear gym shoes for PE classes.

If there is any doubt about dress and appearance, the building principal will make the final decision.

Lunchroom Responsibilities: Good manners and appropriate conduct are expected of <u>everyone</u> in the lunchroom. The lunchroom is an extension of the classroom, and <u>all general school regulations apply.</u>

- Students shall keep their lunch area clean and assist with cleanup at the conclusion of the lunch period.
- Students shall walk to lunch and shall be orderly throughout the entire lunch period.
- Washroom needs should be tended to prior to arriving at the lunchroom.
- Students who need assistance in the lunchroom should raise their hand and wait for a lunchroom supervisor to respond.
- Students enrolled in the lunch program must select the lunch they requested.
- Loud talking, yelling, screaming, profanity, and other disruptions are prohibited.
- Students shall keep their hands and feet to self at all times.
- Bullying, name-calling, putdowns, intimidation, or physical aggression is not permitted.
- Students shall not throw food, milk cartons or other items.
- Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the lunchroom except to return to the lunch line, dispose of trash, or assist with cleaning the lunchroom.
- Students shall report spills and broken containers to lunchroom staff immediately.
- Students shall be dismissed from the lunchroom by the lunchroom supervisor.
- Accommodations for students with food allergies are available.

Disciplinary Procedures/Prohibited Conduct:

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

the Cass School District 63 Board of Education. Prohibited Conduct may include, but is not limited to the following:

Academic Dishonesty: Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

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

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

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

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

Bullying/Cyber-Bullying: Bullying is any aggressive or negative gesture, written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying or intimidation most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker.

Bullying, Cyber-Bullying, Hazing, or intimidation of others includes, but is not limited to:

- Any behavior that does physical or psychological harm to another student or staff member
- Encouraging other students to engage in bullying behaviors
- Violence (pushing, hitting, or other physical contact)
- Intimidation
- Force
- Noise
- Coercion
- Threats
- Stalking

- Harassment/name-calling
- Sexual harassment
- Public humiliation
- Theft or destruction of property
- Retaliation

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: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution 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, posting or distributing sexually explicit images, 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.

Disruption of School Environment, Function, or Operation: Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Drugs: Using, possessing, distributing, purchasing, selling or offering for sale:

1. 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).
2. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
4. 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 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.
5. 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.
6. "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.
7. 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.
8. 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.
9. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

False Alarms: Each school is equipped with a central fire alarm system which activates alarms at both the police and fire stations. Our police and fire departments automatically respond to all such alarms and cannot be recalled until they arrive at the school. False alarms include contacting emergency personnel in the absence of a reasonable belief that an emergency exists, such as: calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

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

Harassment: 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 identity; 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.

Insubordination and/ or Disrespect Towards Staff or Administration: Disobeying rules of student conduct or directives from staff members or school officials.

Personal Technology: The personal use of cellular telephone, smart watch, earbuds, tablets and other personal electronic devices on school property is limited to before and after school hours. During the school day (7:45 a.m. to 2:45 p.m.) such devices must be turned off and stored in lockers. Violation of this policy will subject students to disciplinary consequences and may require a parent to pick up the device from school.

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

Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

All cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

Technology Misuse: When students are using technology, they will be subject to disciplinary action for the inappropriate use of such items. This includes, but is not limited to, unauthorized and inappropriate use of computers, projectors, printers, scanners, software, laser pointers, email, and the internet. Students are not allowed to use or load any unapproved software at school. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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

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

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.

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

Tobacco: Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.

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

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

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

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

Weapons: A student who 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 Unites 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 alikes" 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.

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

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

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

Cass School District 63 prohibits expulsion and suspension of Pre-Kindergarten students.

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

Behavioral Threat Risk Assessment: As per HB1561, Cass School District 63 has established Behavioral Threat Risk Assessment procedures as laid out in legislation. Members of this team will include an administrator, a teacher, a counselor, a school psychologist, social worker and law enforcement official. As required by law, the team will meet at least every 30 days to assess threats, develop, implement and monitor individualized case management plans to intervene and reduce school violence threats.

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.

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

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group.

- Off school grounds, at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function, or event.
- 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.
- During periods of remote learning.

Delegation of Authority: Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or alternative learning opportunity, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, or designee is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of behaviors including, but not limited to the behaviors outlined in this handbook, from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Disciplinary Measures: School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

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

- Disciplinary Conference
- Peer Conferencing
- Withholding of privileges (i.e. extra-curricular activities, technology privileges, social activities, field trips)
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
- Return of property or restitution for lost, stolen, or damaged property
- Temporary removal from the classroom
- Private dining
- Suspension of school activities
- Assigned seats on the school bus

- Suspension of bus riding privileges, provided that appropriate procedures are followed
- Notification of parents/ guardians
- Parent Conference with the Principal
- Notification of juvenile authorities or other law enforcement 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
- Alternative Learning Opportunity
- Restorative Activities
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
- Expulsion per Board of Education Policy 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
- Community Service
- Transfer to an alternative program if the student is expelled or qualifies for transfer under state law

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

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.

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

Out of School Suspension (3 days or less): A student may be suspended from school for up to three (3) days for a behavior that poses a threat to school safety or a disruption to the other

students' learning opportunities, as determined on a case-by-case basis. Administration will make all reasonable efforts to resolve threats, address disruptions and minimize suspensions to the greatest extent practical. Ultimately, the decision is left to the administration. Students have the opportunity to make up any missed work for equivalent academic credit.

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

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

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

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

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

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

A student involved in a serious offense will have the opportunity to explain his/her involvement in the offense. The student's parent/guardian will be notified as soon as possible. There will also be a written follow-up. Please see Board of Education Policy pertaining to the process to appeal a

suspension. A suspended student is prohibited from being on the school grounds. A re-engagement parent conference may be necessary before a student is readmitted to school.

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

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

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.

Bicycles

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

Bullying

Bullying is prohibited. Bullying or intimidation of others includes, but is not limited to, any aggressive or negative gesture, written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or

demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying or intimidation most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal contact of a belittling or browbeating nature. This behavior also extends to actions on social networking websites.

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, or 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 is prohibited in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, 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.

Anonymous reports are also accepted by phone call or in writing. Complaint Manager: Katie Doyle, Concord Elementary School Principal

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.

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.

Busing/Transportation

DROP-OFF/PICK-UP: Parents wishing to drive their child to and from school are asked to follow some basic traffic guidelines in and around the school building. At Concord Elementary School, the only way that vehicular traffic can gain entrance is by way of the access road from Concord Place.

Concord Place is the main east/west street running through the Hinswood subdivision. Upon entering the school driveway, please pay close attention to the one-way speed limit and no parking signs. It is imperative that signs are obeyed. Parents who drop off their children at Concord Elementary School should do so along the sidewalk curb. Parents who pick up their children at bus dismissal time should do so only after the buses have been loaded and pulled out. Concord Elementary School students who are not bussed will be dismissed only after all buses have left the school driveway (This is approximately 2:50 p.m.).

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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a disciplinary referral, student bus problems will be investigated and handled by the building principal or designee. The bus is an extension of the classroom and all general school regulations apply.

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

- Arrive on time at the bus stop and stay away from the street while waiting for the bus.
- 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.
- Be aware of moving traffic and pay attention to your surroundings.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file line without pushing. Always use the handrail.
- Enter and exit the bus only when the bus is fully stopped.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Keep all parts of the body and all objects inside the bus.
- Keep the bus neat and clean.
- Eating is not permitted on the bus.
- Keep book bags, books, packages, coats, and other objects out of the aisle. Keep all body parts clear of the aisle when seated.
- 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.

- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- 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.
- Never run back to the bus, even if you dropped or forgot something.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Always listen to the bus 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.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in discipline including, but not limited to suspension from bus services.
- All school rules and district policies apply while on the bus, at a bus stop, or waiting for the bus.
- Students shall keep their hands and feet to self at all times.
- Bullying, name calling, putdowns, intimidation, or physical aggression is not permitted.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed. Talk quietly on the bus.
- Crowding, pushing, scuffling, and other needless commotion is not permitted.
- Tampering with, damaging, or defacing anything in or on the bus, or any of the bus or school equipment is not allowed.
- Parents will be liable for any defacing or damage students do to the bus.

Behavior deemed by the principal to threaten the safe operation of the bus and/ or the safety of its occupants may result in discipline including, but not limited to suspension from bus services. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

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

Communication

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

Students, parents and community members are urged to regularly visit the Cass School District 63 website (www.cassd63.org) to keep current with the latest information and communication from teachers, administration and the Board of Education.

Data and Information

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

Diabetes- Care of Students

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

Parents/guardians are responsible for and must:

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies, equipment, and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school. For further information, please contact the building principal.

Students with Disabilities

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

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

that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact Katie Doyle, Principal, 331-481-4050, Concord Elementary School

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

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

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.

English Learners

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

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:

Mrs. Filomena Manna-DeChiara, ELL Teacher, 331-481-4929, fmanna@cassd63.org

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, 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, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Mrs. Christine Marcinkewicz, Title IX Coordinator for the District, 331-481-4020 ext. 4024, cmarcinkewicz@cassd63.org

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.

Exemption from PE

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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Students with Disabilities section of the handbook.

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

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

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

1. The time of year when the student's participation ceases; and

2. The student's class schedule.

Faith's Law Notifications

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

Fines, Fees and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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.
Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As 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 same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:[2]

- 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. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. 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.[3]

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

The district does not lower grades, exclude from any curricular or extra-curricular program of the school district, or withhold a student's records, grades, transcripts, or diploma because of an unpaid balance on the student's school account.

Field Trips

Field Trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Students may be prohibited from attending field trips for any of the following reasons:

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

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the main office at (331) 481-4000.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

To reduce the risk of issues with severe food allergies, Cass School District 63 is asking all parents who provide their children with lunch at school to not include any products or ingredients that contain tree nuts, peanuts or peanut derivatives. We thank you in advance for your cooperation on this matter.

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.

Healthy Snacks: It is your option to provide your child with a nutritious snack to curb hunger and assist in concentration. We ask that these snacks be precut and that they do not require the use of utensils or preparation. In this way, we can provide your child with time to refresh those brain cells and continue with the learning process. Recent legislation and initiatives support the role of the school as being the agent for endorsing nutritious snacks. In addition, we do have several children that have severe allergies to certain foods. These allergies extend beyond the intake of certain foods to touching an object or surface in which foods, such as peanuts or milk, have left residue.

While it is your parental discretion to determine what type of healthy lunch or snack is appropriate for your child, it becomes our responsibility as a school to facilitate a healthy environment for all of our students, including those with severe food allergies. For this reason and as described below, we are asking all parents who provide their children with lunch at school to not include any products or ingredients that contain tree nuts, peanuts or peanut derivatives.

Birthday Treats: We all know birthdays are important to every child and that students like to celebrate with their classmates. Your child will be celebrated by the classroom teacher with special activities throughout the day. Sometimes parents wish to send in small tokens to help celebrate. This is completely optional and not required. However if you choose to send a birthday token to school, to support student safety and welfare, we ask that you send in non-food items to celebrate

your child's birthday. This follows Concord Elementary School's healthy snack and food allergy management program. Please work directly with your child's teacher if you have questions or need suggestions.

Non-Food item suggestions may include: stickers, pencils, bouncy balls, matchbox cars, tops, erasers, bookmarks, puzzles, cards, crafts, donate a book to the classroom/school library to be read and enjoyed by others, or donate a board game to the classroom to be used for indoor recess.

Mandated Reporters

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

Medical Requirements

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

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

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

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

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

Dental Examination: All students entering kindergarten and second grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student

presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions: A student will be exempted from the above requirements for:

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

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/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Medication

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or 40 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 self-administer diabetic testing supplies 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 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 and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication including asthma medication or epinephrine injectors, or medication required under a qualifying plan, or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan, or the storage of any medication by school personnel.

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.

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.

Pandemic Preparedness; Management and Recovery

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:

- 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.
- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- 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.
- ll 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.
- 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.
- During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- 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.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- 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.
- Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Parent Notices Required by Every Student Succeeds Act

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:

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

Testing Transparency: The State and District requires students to take certain standardized tests. For additional information, see handbook procedure. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Annual Report Card: Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.CassD63.org.

English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure.

Homeless Students: Information on supports and services available to homeless students is available in each school office as well as the District office. For further information on any of the above matters please contact the building principal.

Student Records- Temporary and Permanent

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

such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

6. The Right to Prohibit the Release of Directory Information. Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- 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

Any parent/guardian may prohibit the release of any or all of the above information through the district's Parental Consent Form that is provided to parents annually, or by emailing the building principal.

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

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

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

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

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

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

School Hours

Please consult the district website or contact the school office for school and building hours. Students and their families should not expect to be admitted into the building after school hours, unless there is an after school activity taking place. In the event of an emergency closing, please visit the Cass School District 63 website, www.CassD63.org.

Search and Seizure

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

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

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

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

School officials may 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 officials 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.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sexual Harassment

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

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

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

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

Sexual Harassment Prohibited (Title IX): Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Erin's Law: Erin's Law requires that schools implement a prevention-oriented child sexual abuse program that teaches:

1. students age-appropriate techniques to recognize child sexual abuse and tell a trusted adult
2. school personnel about child sexual abuse

If parents and guardians have questions or concerns regarding the warning signs of child sexual abuse, or need assistance, referral or resource information to support sexually abused children and their families, please contact: Mrs. Christine Marcinkewicz, Title IX Coordinator for the District, 331-481-4020 ext. 4024, cmarcinkewicz@cassd63.org

Making a Complaint; Enforcement: Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Mrs. Christine Marcinkewicz, Title IX Coordinator for the District, 331-481-4020 ext. 4024, cmarcinkewicz@cassd63.org

Investigation Process: All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement: Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook. Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited: Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination coordinator, and/or a Complaint Manager.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry,
https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Standardized Testing

Students and parents/guardians should be aware that students in grades three and four will take standardized tests. Parents/ Guardians are encouraged to cooperate in preparing students for the

standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Parents can assist their students achieve their best performance by doing the following:

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

Suicide and Depression- Awareness and Prevention

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school office. If you have concerns about suicide or depression, please contact: Katie Doyle, Concord Elementary School Principal.

Technology

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

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

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) academic dishonesty; and (3) creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

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

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

1-1 Student Technology Device Agreement: ***Every parent consented to this agreement with registration.***

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

Expectations:

1. **Students may not:**
    a. Disrupt the educational process of the school district through non-educational use of the device;
    b. Endanger the health or safety of themselves or anyone else through the use of the device;
    c. Invade the rights and privacy of others at school through the use of the device;
    d. Engage in illegal or prohibited conduct of any kind through the use of the device; or

e. Violate the conditions and rules of acceptable use of electronic network/technology.

2. **Maintenance of Device:** Students must keep the device in good and working condition. In addition to following the manufacturer's maintenance requirements, students should:
    a. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used;
    b. Insert and remove cords and cables carefully to prevent damage to connectors;
    c. Not write or draw on the device or apply any stickers or labels that are not property of the District;
    d. Handle the device carefully and ensure others do the same; d. Not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;
    e. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, a desk, or other location where
    f. someone else might take it;
    g. Use a protective carrying case with the device.
3. **Daily Use of Device:** Unless otherwise instructed, the device is intended for use at school every day. If students are permitted to use the device at home, they are responsible for bringing it to school every day, fully charged.
4. **No Unauthorized Software or Data.** Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e.,"jailbreak" the device), or remove or modify the District-installed device configuration.
5. **No Right to Privacy.** The devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

Additional Terms

1. **Damage to or Loss of device.** Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.
    a. Accidental Damage: In the event of the first instance of accidental damage to the device which is greater than $50, the parent is responsible for the first $50 of the cost of repair. Cass School District 63 will fund the remainder of the repair. For any further incidents of accidental damage during one school year, the parent is responsible for full cost of device replacement.
    b. Theft: In the event of theft, upon presentation of a filed police report, the parent is responsible for the first $50 of the replacement cost. Cass School District 63 will fund the remainder of the replacement cost, for a single occurrence.
    c. Loss: In the event that the device is lost, the parents are responsible to cover the entire replacement cost.
    d. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.
2. **Hardware or Functionality Problems.** If a problem arises with the functionality of a student's device, the student must notify his or her classroom teacher of the problem within

24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom teacher, who will report it to the District's Technology Department.

3. **Failure to Return the Device.** If a student fails to return the device and any assigned accessories as directed, the District may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.
4. **Internet Filter Outside of School.** Although the District employs Internet filters and monitors students' Internet activity at school, it may not filter or monitor students' Internet access at home or off school grounds. By signing this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child's use of the Internet on the device at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District. When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.
5. **Data as Records.** Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
6. **Waiver of Device-Related Claims.** By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against District 63, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.
7. **Indemnification for device-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless District 63, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

Video and Audio Monitoring Systems

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

actions are recorded, a copy of the tape may be provided to law enforcement personnel. However, due to student confidentiality, recordings may not be otherwise shared.

Visitors

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

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

Visits by former students must be pre-arranged with the teacher and conducted outside the regular school hours.

Dropping Off Student Items: In an effort to further secure school buildings and limit traffic into and out of the school offices, the District has implemented a new procedure for dropping off of non-urgent items to students during the school day. Tables have been set up in the foyer area of Concord Elementary School to drop off items such as lunches, etc. during school hours. Post-it Notes and pens are available on the table to identify who the items are being left for. We appreciate your cooperation and understanding with this new procedure.

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

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 detectible, 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 roller-blading, 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.

Volunteer Expectations

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

Volunteer Guidelines:

1. The volunteer is to adhere to the classroom, school and District policies.
2. All volunteer opportunities must be scheduled through the student's School Office, student's teacher or through CAss Resources for Education (CARE).
3. All volunteers must stop in at the school office, provide a photo ID, go through a background check and be supplied with a visitor's pass before proceeding to your destination.
4. All volunteers work under the direction of the certified faculty members. Volunteers should stay in work areas designated by the faculty members.
5. When working directly with students, the classroom volunteer must be under the direct physical and visual supervision of a licensed faculty member.
6. Please be prompt and dependable. If an absence is necessary, we understand but request that you notify the school office, or the teacher with whom you work.
7. Please maintain professional ethics in regard to confidential information pertaining to a child or a classroom of children. Do not comment publicly on the performances of other volunteers, students or school personnel. Concerns should be promptly and frankly expressed to the
8. School Principal or the teacher with whom you work.
9. All volunteers should put away and silence cell phones. No pictures or video should be taken without permission from the teacher.
10. Volunteers do not have access to student records.
11. Volunteers should never try to address personal problems or the discipline of students. Please refer all concerns to the teacher.
12. No child may leave the building with a volunteer unless prior approval has been secured.
13. No volunteer should incur any expense for the school program without prior administrative approval.

14. A volunteer should dress comfortably and in a way reflecting his/her professional commitment.