

Student Handbook

Table of Contents

• Spanish Translation
• Overview
• Board of Education Meetings
• Board of Education Members and District Office Staff
• District School Building Contacts
• 2022-2023 Important School days
• District Mission Statement, Vision, Values, and Goals
• Equity and Inclusion Committee Beliefs
• Safe Return to In-Person Instruction
• Overview of District 46 Programs
• Multilingual Department
• Title I, Part A
• Extracurricular Programs
• Physical Education Program
• Health and Safety
• Erin's Law
• Prevention of and Response to Bullying, Intimidation, and Harassment
• Sexual Harassment Prohibited
• Teen Dating Violence Prohibited
• Making a Complaint
• Admission Ages for School Attendance
• Overview of District 46 Policies
○ Bullying Policy
○ Student Discipline
○ Discipline Rules

○ Examples of Gross Disobedience or Misconduct
○ Administrative Procedures – Agency and Police Interviews
○ Student Equity
○ Parent-Teacher Conferences
○ Testing Program
○ Report Cards
○ Students Records Policy
○ Intimidation/Harassment
○ Student Dress
○ Money and Valuables
○ Smoking, Drugs, Alcohol
○ Gang and Gang Related Activities
○ Appropriate Cell Phone Usage
○ Social Media Usage
○ Due Process Procedures
● Overview of Student and Parent Responsibilities
○ Student Rights and Responsibilities
○ Attendance
○ Absences
○ Vacation
○ Tardy Policy, Truancy
○ Make-Up Work

● Health Topics
● OVERVIEW OF STUDENT SERVICES POLICIES
○ Student Services Mission Statement
○ Request for Evaluation

○	Guidelines for the Use of Behavior Interventions for Students with Disabilities
○	Procedures for Developing Behavioral Management Plans
○	Procedures for Emergency Use of Restrictive Interventions
○	Involvement of Parents and Assurance of Due Process Rights
○	Staff Training and Professional Development
○	Free and Appropriate Education for All Students
○	Medicaid Data Release
●	Overview of Student Transportation Policies
○	Student Transportation
○	Bus Discipline
○	Transportation Reimbursement and Dispute Resolution
○	Parking Lot
●	CCSD 46 Network User Agreement and Internet Safety Policy
○	Acceptable Use Policy
○	Acceptable Use of the District's Electronic Communication System
○	Chromebook Agreement
●	Miscellaneous Information for Students and Parents
○	Student Fees
○	Book Loan
○	Residency and Tuition
○	Meal Program
○	School Telephone Use
○	Lockers
○	Distribution of Non-Curricular Literature
○	Bags and Backpacks
○	Volunteers and Visitors

○	Student Birthday Parties & Outside Food
○	Chaperone Responsibilities
○	Safety
○	Fire Drills
○	Severe Weather Alerts
○	Active Shooter Response Training
○	Snow Days and Emergency School Closing
○	Communications and Publications
○	Sex Offender Registration Act
○	Weather and Recess
○	Asbestos Management Plan
○	Student Handbook Letter

[Spanish Translated Version](#)

OVERVIEW

Community Consolidated School District 46 (CCSD 46) is proud of the many excellent educational opportunities available to the residents of our communities. This handbook was prepared as a basic guide describing various aspects of the operations of your school and district. Since, by necessity, the topics in this handbook are covered in a general way, please contact your school principal should you have any questions which may require further explanation or to obtain guidance in areas unique to yourself or family.

We encourage parents and guardians of our District 46 children to actively participate in their child's education. The topic of parent and community involvement in schools has been the subject of hundreds of research projects. Emerging from all of that research is a message that is remarkable in its consistency: "The closer the parent is to the education of the child, the greater the impact on child development and educational achievements." Said another way, and backed up by many research studies, "Students experience higher achievement, have better attendance, complete more homework, end up with fewer disciplinary issues, have more positive attitudes, and are more likely to continue their education when parental involvement in schooling is evident."

We trust that this school year will be productive and enriching for all of us. Nothing is more important for individual future success and the strength of our nation than obtaining the knowledge and skills necessary for living in the 21st century.

Board of Education Meetings

The community is encouraged to attend CCSD 46 Board of Education meetings. During the school year, meetings are held at 6:30 p.m. on the first and third Wednesdays of the month, unless otherwise announced. They are held at Frederick School. Dates of the meetings are available on our website. The agenda for each meeting is posted on our website the Friday before each meeting or at least 48 hours before, as well as at all schools and the district office. If it becomes necessary to change the time and/or location of a meeting or to schedule a special meeting, public notices are posted and given to the local press. All meetings are streamed live on our website, www.d46.org.

Community members have the opportunity to address the Board during the public participation segment of the agenda. Questions will not be answered during Board meetings but directed to the appropriate administrative representative, who will provide the individual with answers in a timely manner. Within ten days after approval, minutes of Board meetings are available on our website. In addition, a video of each Board meeting is available on our website after each meeting.

BOARD OF EDUCATION & DISTRICT OFFICE STAFF

Board of Education Members:

Jim Weidman, President
Stephen Mack, Vice-President
Kristy Braden, Secretary
Jessica Albert, Member
Jason Lacroix, Member
Kristy Miller, Member
Tamika Nash, Member

District Office Staff:

Dr. Lynn Glickman, Superintendent of Schools
Amy Gluck, Assistant Superintendent of Teaching,
Learning & Assessment
Chris Wildman, Asst. Superintendent, Chief School
Business Official
Jennifer Ballard, Operations & Maintenance Assistant
Kyle Bardy, District Technician
Lourie Boyd, Accounts Payable
Scott Clay, Interim Director of Technology
John Canniff, District Technician
Dr. Stephanie Diaz, Director of the Multilingual Department
Daniel Duron, District Technician
Brandon Gill, Network Administrator
Adam Halperin, Director of Operations & Maintenance
Bambi Johnston, Food Svc /Registrar/Transportation
Brian Kalisz, Assistant Network Administrator
Leslie McLeod, Webmaster/Media Relations Specialist
Marko Matic, Finance Coordinator
Cyndi Murchison, Payroll
Tracey Ogierman, Teaching & Learning Assistant

Staci Parmer, Personnel Assistant
Brianna Penton, Multilingual Assistant
Michael Raneses, Print Center Assistant
Aurora Rubino, Home School Liaison
Juan Ruiz, Data Management Coordinator
Christian Sandoval, District Technician
Jackie Schroer, Benefits Coordinator
Chuck Shaer, Maintenance
Clayton Stockman, Custodian/Driver
John Tesauro, District Technician
Sue Walker, Executive Assistant to the Superintendent
Linda Weisenberg, Secretary Floater
Chris Wolk, Director of Human Resources
Amanda Woodruff, Curriculum Coordinator
TBA, Night Custodian

District School Building Contacts

(Refer to district website for a complete listing of all staff in each school)

Avon School Staff:

847-223-3530

Barbara Zarras, Principal
Vicki Kennedy, Administrative Assistant
Viridiana Gil, Health Clerk

Frederick School Staff:

847-543-5300

Eric Detweiler, Principal
James Goschy, Assistant Principal
Christina Payton, Dean of Students
Cheryl Tednes, Administrative Assistant
Cindy Biederer, Secretary
Arnita Walker, Health Clerk

Grayslake Middle School Staff:

847-223-3680

Marcus Smith, Principal
Aaron Gross, Assistant Principal
Mary Murphy, Dean of Students (8th)
Laura Dulian, Dean of Students (7th)
Eileen Allenstein, Administrative Assistant
Carlye Reed, Administrative Assistant
Cristina Anaya, Health Clerk

Meadowview School Staff:

847-223-3656

Laura Morgan, Principal
Christine Delahunty, Administrative Assistant
Geraldyn Obis, Health Clerk

Park Campus Staff:

847-201-7010

Matt Melamed, Principal
David Dinsmore, Assistant Principal
Kristi Sheehy, Administrative Assistant
Sonia Garcia, Secretary
Sydney Rodriguez, Health Clerk

Prairieview School Staff:
847-543-4230

Vince Murray, Principal
Rosa Tellez, Administrative Assistant
Raeann Dorlack, Health Clerk

Student Services Staff:
847-543-4230
Fax: 847-543-4132

Heather Lorenzo, Director of Student Services
Linda Mizwicki, Student Services Coordinator
Jana Donahue, ECC Coordinator
Leah Brown, Student Services Administrative Assistant
Susan Hobson, Student Services Administrative Assistant
Rachel Blut, Health Coordinator- Park
Elisa Bundy, Health Coordinator- Woodview
Darlene Forman, Health Coordinator- Prairieview/MV
Lori Isaacs, Health Coordinator- Frederick
Audrey Jones, Health Coordinator- Avon
Krista Nelson, Health Coordinator- GMS/Meadowview

Woodview School Staff:
847-223-3668

Cathy Santelle, Principal
Suzanne Landsverk, Administrative Assistant
Jazmine Rosales, Health Clerk

2022-2023 Important School days

AUGUST 2022

15	No Student Attendance	Teacher Institute Day
16	No Student Attendance	Teacher Institute Day
17	First Day of School –1 st -8 th	
18	First Day of School for Kindergarten	
22	First Day of School for Pre-K	

SEPTEMBER 2022

5	Legal Holiday	Labor Day
14	Late Start	

OCTOBER 2022

7	No Student Attendance	Teacher Institute Day
10	Legal Holiday	Indigenous Peoples Day
12	Late Start	

NOVEMBER 2022

2	Late Start	
7	No Student Attendance	Teacher Institute Day
8	Legal Holiday	Election Day
22	Half-day	Parent/Teacher Conferences
23	School Closed	
24	Legal Holiday	Thanksgiving Day
25	School Closed	

DECEMBER 2022

14	Late Start	
22	Winter Break Begins	

JANUARY 2023

9	School Resumes	
11	Late Start	
16	Legal Holiday	M.L. King's Birthday

FEBRUARY 2023

8	Late Start	
17	Half-day	
20	Legal Holiday	Presidents' Day

MARCH 2023

8	Late Start	
23	Half-day	
24	No Student Attendance	
27	Spring Break Begins	

APRIL 2023

3	School Resumes	
7	School Closed	
12	Late Start	

MAY 2023

10	Late Start	
26	Half-day	
29	Legal Holiday	Memorial Day
31	Earliest possible day for school to close (if no emergency days are used)	

JUNE 2023

7	Last possible day for school to close (if all emergency days are used)	
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MISSION STATEMENT**Empowering learners, creating equity, cultivating community****OUR VISION****CCSD 46 provides opportunities that expand learning beyond our walls so that all learners grow locally, connect globally, and excel universally****OUR VALUES**

- We foster creativity through wonder, imagination, and powerful questions that lead to discovering innovative opportunities and solutions.
- We believe we inspire, motivate, and provide opportunities that lead to maximizing personal growth and empowering learners.
- We embrace a culture that honors integrity and respect for all.
- We maximize student engagement and develop critical thinking skills that lead to lifelong learning and global thinking.
- We believe achievement is individual and is realized through collaboration with others.
- We value proactive collaboration that supports decision-making built on consensus.
- We believe that an involved community empowers everyone to participate in shared experiences.

DISTRICT GOALS**Teaching, Learning, Assessment:**

Review and update teaching, learning, and assessment practices and materials through an equity lens to create culturally responsive learning environments. Investigate options for new or revised course offerings, with emphasis on World Language, Dual Language, and Encore opportunities.

Finance:

Review, expand, and clarify financial practices to increase transparency and communication, with a focus on aligning financial decision making to district goals.

Facilities:

Review, expand, and clarify the comprehensive Master Facilities Plan on an annual basis to continue to create equitable, quality learning environments (both inside and outside of the buildings) to serve our students, staff, and communities with a focus on aligning decision-making to district goals.

Technology:

Develop, review and communicate a comprehensive Master Technology Plan on an annual basis which focuses on equitable and engaging technology-rich learning environments (both inside and outside of the classrooms) to serve our students, staff and communities aligned with district goals.

Communication:

Review, expand, and clarify communication methods to provide consistency and transparency with stakeholders and establish a CCSD 46 brand that supports the Mission, Vision, and Values of the district.

CCSD 46 Equity & Inclusion Committee Beliefs

Preamble

We, the families, students, teachers, administrators, and staff of Community Consolidated School District #46 believe in the fundamental and inherent equality, dignity, and value of all who study, participate, and work in our school community. We believe that we, the above listed stakeholders, have a collective responsibility to create a positive, inclusive, and equitable learning environment. We acknowledge the uniqueness of each individual, and are committed to understanding personal, cultural, and historical aspects of identity and how these contribute to and enrich our community. We believe in the freedom of speech and encourage the expression of diverse opinions and ideas. We reject words and actions of hate, intolerance, fear, and disrespect. We affirm that our district and our schools are safe places for learning, sharing, relationship building, and growth.

Supporting Beliefs, Values, and Guiding Principles

- We reject hate, discrimination, and intolerance in all its forms.
- We support academic excellence for all, and recognize our diverse community and the contributions that all make to successful learning.
- We seek to build strategies and solutions to combat and eliminate all forms of discrimination in our school community.
- We value, as teachers, administrators, Board members, staff, and volunteers our role in modeling culturally responsive and socially responsible practices for all students.
- We encourage curiosity and inquiry in order to learn from diverse life experiences.
- We support all of our students, and we provide safe environments for them to express ideas and concerns.

Safe Return to In-Person Instruction

22-23 Safe Return to In-Person Instruction and Continuity of Learning Plan

AN OVERVIEW OF DISTRICT 46 PROGRAMS

The Board of Education and employees of CCSD 46 are obligated to the youth of our District to ensure that their educational needs are met in the best possible manner. We will exhibit leadership in all endeavors to improve the District's educational program and facilities. We believe that the educational program should provide each student with the opportunity to develop to his/her fullest capacity in the areas of mental, physical and emotional needs.

In addition to the regular education program offered by CCSD 46, supplemental and additional programs and activities are offered to our students. The following is a brief description of some of these programs.

The Multilingual Department

Students who are Culturally and Linguistically Diverse (CLD) may qualify for English Language Services (EL's). CLD students who indicate that they speak another language other than English on the Home Language Survey will be administered a short language screening. If the results of the screening indicate that they are not yet proficient in English (based on the indications from the state), students will have the opportunity to work with an EL teacher (a language specialist) who will develop and strengthen listening, reading, writing, and speaking skills in English. The specialists work with students during the school day for no less than 150 minutes a week. The district offers a One-Way dual program in five attendance centers. All students who qualify for services or are active in the EL program will be required to take an annual English Proficiency assessment. The assessment takes place in January. The results are reported in May. Parents wishing additional information may contact Dr. Stephanie Diaz at diaz.stephanie@d46.org or 847.986.2893.

Title I, Part A

The [No Child Left Behind Act \(NCLB\) of 2001](#) authorizes two distinct program structures under Title I, Part A. They are **targeted assistance school programs** and **school-wide programs**. Schools with targeted assistance programs use Title I funds to provide supplemental instructional services for specific students who have been identified as failing, or most at risk of failing, to achieve academic proficiency. Eligible students are students who are failing, or most at risk of failing, to meet the Illinois Learning Standards on the basis of multiple, educationally related, objective criteria. Schools with school-wide programs use Title I funds to implement comprehensive strategies for improving the educational program of the whole school to increase the achievement of all students, particularly at-risk students.

Extracurricular Programs 5-8 There are numerous athletic and academic extracurricular activities and organizations for the students' participation such as: girls softball, boys and girls soccer, boys and girls basketball, boys and girls volleyball, boys wrestling, track, cheerleading, pom poms, cross country, yearbook committee, student council, dramatic performances, drama club, spelling bee, intramural activities, chorus, band, art, scholastic bowl, math counts, speech team, illuminations, science Olympiad, and others. A current sport physical exam (within the last year) and tryouts are required for participation in any sport's extracurricular program. There are limited programs at K-4 schools. Contact your building administration for additional information.

Admission fees may be charged for spectators viewing indoor activities. Prices will vary depending on the activity and there will be separate rates for students versus adults. Activity fees may be assessed for each sport.

Physical Education Program

All students in grades K-8 participate in physical education or physical education activities. Uniforms are not necessary for grade K-6 students, but are required for 7th and 8th grade students.

Full participation is required in physical education classes. Students are to report to class even though they have an excuse. **If your child is not to participate in gym class a dated note from you giving the reason for non-participation will be required. A doctor's excuse will be necessary for three or more consecutive days of non-participation. Excessive and/or patterned non-participation will also require a doctor's excuse.**

Health and Safety *Grayslake Middle School, Frederick School & Park West ONLY*

Students will receive instruction in health and safety. Areas of instruction include nutrition, physical activity, tobacco, alcohol and other drugs, emotional and mental health, first aid, teen dating violence, bullying, Erin's Law (sexual abuse prevention), puberty, pregnancy prevention and HIV and STI's. CCSD 46 recognizes that some families may wish to have some of these topics taught at home. CCSD 46 Board Policy allows for families to opt their children out of portions of this instruction. Families must opt their children out in writing each year to their building principal.

Erin's Law

Erin's Law was passed in January 2013 (PA 97-1147 (HB6193) effective 1/24/2013) requiring all public schools to implement an age-appropriate, prevention-oriented child sexual abuse educational program for pre-kindergarten through 12th grade.

Districts must provide training for school personnel on child sexual abuse. CCSD 46 provides training on:

- The dynamics of child sexual abuse.
- How to handle a disclosure of child sexual abuse.
- Questions to ask or not to ask a child who discloses sexual abuse.
- The requirements of the Abused and Neglected Child Reporting Act.

The law calls for the adoption and implementation of a District policy addressing sexual abuse of children.

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 identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

- During any school sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a nonschool related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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 38 students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer or 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, social media platforms, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an

electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district nondiscrimination coordinator, 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 nondiscrimination coordinator, complaint manager or any staff member. Anonymous reports are also accepted by phone or in writing.

Districts are required to offer counseling and resources for children affected by sexual abuse and provide educational support for the child.

Nondiscrimination Coordinators:

Name: Dr. Lynn Glickman and Dr. Chris Wolk
Address: 565 Frederick Rd, Grayslake, IL, 60030
Email: glickman.lynn@d46.org; wolk.chris@d46.org
Telephone: (847) 543- 5322

Complaint Managers:

Name: Dr. Lynn Glickman and Dr. Chris Wolk
Address: 565 Frederick Rd, Grayslake, IL, 60030
Email: glickman.lynn@d46.org; wolk.chris@d46.org
Telephone: (847) 543- 5322

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 schools' investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment

- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. *Board Adopted Teen Dating Violence Policy 7:185*

Making a Complaint:

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinators:

Name: Dr. Lynn Glickman and Dr. Chris Wolk

Address: 565 Frederick Rd, Grayslake, IL, 60030

Email: glickman.lynn@d46.org; wolk.chris@d46.org

Telephone: (847) 543- 5322

Admission Ages for School Attendance

Children who will be five years old on or before September 1st of the current school year may be admitted to kindergarten. Children entering first grade must be six on or before September 1st. An official birth certificate or certified copy thereof must be presented to verify the date of birth of beginning pupils. A certificate of live birth (or certified copy) must be presented for **all** new students. Requests for consideration for early admittance need to be initiated through the building principal between April 15 and May 15.

AN OVERVIEW OF DISTRICT 46 POLICIES

The following is a brief description of some of the policies utilized by CCSD 46 Administrators and staff.

Bullying Policy

A safe and civil school environment is necessary for students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities. It is necessary for students to promote the concept that caring for and respecting others is a valid quality, one that is accepting and encouraged.

"Bullying" means any **severe or pervasive physical or verbal act or conduct**, including communications made in writing or electronically (Internet, texting, social networking sites, email, IM, etc.), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing a student in fear of harm to person or property;
- B. Causing a substantially detrimental effect on a student's physical or mental health;
- C. Substantially interfering with a student's academic performance; or
- D. Substantially interfering with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may be based on actual or perceived characteristics of a student or students, including, but not limited to: race, color, religion, sex, national origin, ancestry, age, physical or mental ability, sexual orientation, gender-related identity or expression, economic status, association with persons or groups without one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying also includes one or more individuals repeatedly taking negative actions against another, including without limitation to one or more of the following: harassment, threats, verbal taunts, name-calling and put-downs, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, ostracism, social exclusion, social isolation, damage or destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying, harassment, menacing or abuse of students will not be tolerated. Any student who engages in bullying behavior will be subject to disciplinary action.

Student Discipline

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the district will be such that the administration and teachers will demonstrate fair, just and flexible attitudes and disciplinary efforts toward all district students.

The primary objective of CCSD 46's student discipline policy is to continue a responsible and orderly environment in which learning can be maximized. Any disciplinary action taken must

have as its aim correction, protection of other students and school property, and take into consideration the seriousness of the offense and past cooperation and indication of future cooperation by the student rather than punishment.

Teachers and other certificated employees will maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the children, they stand in the role of parents and guardians to the pupils. This relationship and authority will extend to all activities connected with the school program and discipline may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

In taking disciplinary action, staff members will exercise their best professional judgment and will observe all applicable laws and regulations. Disciplinary action will be applied in a consistent and nondiscriminatory manner. The classroom teacher should handle minor behavioral problems. Major behavioral problems should be referred to the building administrator. A teacher may temporarily remove a student from class for disruptive behavior generally only after first using less severe disciplinary measures to correct the behavior problem. The length of the removal from class will be determined in consultation with the administrator.

Restraint may be administered as a last resort when other methods have failed to produce the desired results or as needed for the safety of individuals. Corporal punishment will not be utilized as a disciplinary measure.

Except in emergencies, a student must be advised of the misconduct, which may result in removal from class, suspension, or other severe disciplinary action, and given an opportunity to respond to the charges of misconduct and the proposed disciplinary action before a final decision is made. If the student denies the misconduct he or she will be advised of the basis for the teacher's or administrator's belief that the misconduct occurred and given an additional opportunity to respond.

The Superintendent has established these procedures: (1) to furnish a summary of the Board's policies on student discipline to the parent or guardian of each student within fifteen days after the beginning of the school term or within fifteen days after a transfer student starts school during the school term; and (2) to inform students of the contents of the Board's student discipline policies.

This handbook is only a summary of Board Policies governing the District. Board Policies can be accessed on the School District's website at www.d46.org. If you have trouble accessing any policy, or otherwise would like a printed copy of a policy, please contact the District Office. The District reserves the right to amend the handbook during the year without notice, but shall provide for prompt circulation of the change.

The Superintendent will appoint a parent-teacher advisory committee composed of at least one parent representative from each school, one teacher representative from each school, a building administrator, and the superintendent or designee who will chair the committee. The committee will meet at least annually and submit recommendations with respect to policy guidelines on student discipline to the Board on or before the close of each school term.

Discipline Rules

Students are subject to disciplinary action for exhibiting inappropriate behavior.

Examples of Gross Disobedience or Misconduct

According to the School Code of Illinois, students can be suspended and/or expelled for acts of gross misconduct. Listed below are some of the types of behavioral problems that are to be considered gross misconduct:

- Possession, use or sale of alcohol, tobacco products, non-prescribed and illegal drugs or drug paraphernalia
- Fighting, harassment or bullying of others
- Threatening the safety of others
- Leaving the school grounds during the school day without permission
- Destruction of school property or personal belongings of others
- Theft of school property or personal belongings of others
- Cheating
- Possession of a firearm or other weapon, or any item threatened, attempted or used as a weapon
- Insubordination towards teachers or administrators
- Gang activity
- Truancy*

*According to the Illinois School Code (26-2a):

A “truant” is defined as a child subject to mandatory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. “Chronic or habitual truant” shall be defined as a child subject to mandatory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days.

“Valid cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances, which cause reasonable concern to the parent for the safety or health of the student.

Administrative Procedure – Agency and Police Interviews

These procedures should be used in conjunction with the Ill. Council of School Attorneys’ *Guidelines for Interview of Students*, which is available at: <http://www.iasb.com/law/icsaguidelines.cfm>.

Interviews by Police

These procedures apply where a request to interview a student is made by a law enforcement authority.

1. The School Principal or other administrator will check and make a copy of the police officer’s credentials and any legal papers, such as, warrants for arrest, search warrants, or subpoenas to be served.
2. No minor student will be interviewed by the police officer without the consent of a parent/guardian except in emergency situations.
 - a. The School Principal or other administrator will attempt to contact the student’s parent/guardian, and inform him or her that the student is subject

- to an interview by police. The School Principal/administrator will document the date and time(s) of the attempt(s).
- b. An emergency situation includes, but is not limited to, when DCFS employees or law enforcement personnel are affecting temporary protective custody of the minor student. If a request is made to delay notifying the parent/guardian until the child's safety is ensured, the School Principal or other administrator will ask that such a request be made in writing.
 - c. Except in cases of emergencies, the parent/guardian will be given the opportunity to be present for the interview and be represented by legal counsel at his or her own expense.
3. Interviews will be conducted in a private setting. If the parent/guardian is absent, the School Principal or other administrator and/or one other staff member, selected by the School Principal/administrator, will be present during the interview.
 4. Interview proceedings will be documented in writing for inclusion in the student's temporary records.
 5. No minor student shall be removed from the school by the police officer without the consent of a parent/guardian, except upon service of a valid warrant of arrest or in cases of warrantless temporary protective custody, or when probable cause for arrest exists. When a police officer has no warrant and asserts that a probable cause exists, the School Principal shall inform the police officer that removal of the students from the school will occur in the least disruptive manner as determined by the School Principal. If a parent/guardian is absent, the School Principal and/or one other staff member, selected by the School Principal, will be present during the removal of the student from the school building.

Interviews by the Illinois Department of Children and Family Services (DCFS)

DCFS agents'/designees' authority to interview a child derives from the authority to investigate reports of suspected abuse or neglect and/or to remove the student from school grounds into temporary protective custody. However, DCFS agents'/designees do not have the authority to interview students on school grounds in the absence of school personnel or parents.

1. The School Principal or other administrator will check and make a copy of the DCFS agent's credentials and any papers pertaining to a legal process.
2. The School Principal or other administrator will ask the DCFS agent to provide the reason for the interview. The School Principal or other administrator will decide whether to allow the interview based upon the disruption to the student's instructional time and the school environment, as determined by the School Principal/administrator, except where (a) a court order authorizes the interview at school, (b) a District employee is the subject of the DCFS investigation, (c) the DCFS agent is interviewing a report of suspected abuse or neglect made by a District employee, (d) the DCFS agent is taking or retaining temporary protective custody, or (e) other extreme emergencies.
3. The School Principal or other administrator will attempt to contact the student's parent/guardian and inform him or her that the student is subject to an interview by a DCFS agents, except in circumstances stated in 2(c) – (e) above. The School Principal/administrator will document the date and time(s) of the attempt(s).
4. If the DCFS agent requests that the parent/guardian not be notified or present during the interview, the School Principal or other administrator will require the request to be in writing and signed by the DCFS agent.

5. Interviews will be conducted in a private setting and in the least disruptive manner, as determined by the School Principal or other administrator. If a parent/guardian is absent, the School Principal or other administrator and/or one other staff member will be present during the interview.
6. The student may be removed from school by the DCFS agent when taking or retaining temporary protective custody or in case of an emergency. A local law enforcement agency officer or designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if: (a) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to the child's life or health; (b) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; or (c) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.
7. No District employee may act as a DCFS agent.

Student Equity

Equal Educational Opportunities - Equity Policy - No student shall, on the basis of his or her sex, race, color, national origin, religion, or handicap be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. No student shall be subjected to harassment or bullying on the basis of his/her sex, race, color, national origin, religion or handicap. Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed.

Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the district's written grievance procedure to the complainant. The Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited in the complaint. The Coordinator may seek advice from related state agencies or legal counsel.

PROCEDURES:

- **First Step:** An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her building administrator.
- **Second Step:** If the grievance cannot be resolved informally, the aggrieved student shall file the grievance in writing and at a mutually agreeable time, discuss the matter with the building administrator. The written grievance should state the nature of the grievance, should note the specific clause or clauses of the agreement allegedly violated, and should state the remedy requested. The building administrator or other administrator who has authority to make a decision on the grievance shall make such a decision and communicate it in writing to the student, teacher, and the Coordinator within fifteen (15) school days.

- **Third Step:** In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved student shall file, within five (5) school days of the building administrator's written decision a copy of the grievance to the Coordinator or his/her designee. Within ten (10) school days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, the building administrator and the Coordinator or his/her designee shall meet to resolve the grievance. The Coordinator or his/her designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the student and the building administrator.
- **Fourth Step:** The decision of the Coordinator or his/her designee may be appealed in writing to the Board of Education within (5) five school days of the Coordinator or his/her designee's written decision. Additional appeal(s) may be made to the Regional Superintendent of schools pursuant to section 3-10 of The School Code and, thereafter, to the State Board of Education pursuant to section 2-3.8 of The School Code, as provided in Sec. 200.90(b) of the Sex Equity Rules.

Notice: The grievant is entitled to confidentiality and respect and will not be subjected to harassment or retaliation as a result of having filed a grievance or appeal of a decision.

The Coordinator will be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions. The Coordinator for Nondiscrimination for CCSD 46 is the Superintendent and may be contacted at the district office at 565 Frederick Road, Grayslake.

Parent-Teacher Conferences

CCSD 46 schools have two scheduled conferences each year. However, you are welcome to request a conference at any other time. The School office is open from 7:30 a.m. to 4:00 p.m. on school days. It is wise to call during those hours to make arrangements for a conference or to discuss your questions or concerns on the telephone. If a teacher is out of the building or in class, we will make arrangements for a return call as soon as possible. Conferences should be held at a time convenient to both the parent and the teacher. In order to ensure proper communication with the school, parents and guardians may request an interpreter or sign language interpreter when meeting with school staff.

Due to the time that may be needed to schedule an interpreter, please make this request to the building administration as soon as possible.

Occasionally, misunderstandings between the home and school can occur. The following suggestions are offered to clear up these misunderstandings:

- Maintain a calm, rational manner - hostility often creates a barrier to understanding
- The student or parent should discuss the matter with the person directly involved. Third parties are limited by the information they do not have
- If this meeting fails to resolve the misunderstanding, direct your concern to a building administrator. He/she may be able to shed some light on the matter from a different perspective

- If this doesn't resolve the problem, direct your concern to the Superintendent
- If the matter is still unresolved, you may request the permission of the school board president to address the Board of Education at its next meeting

Testing Program

A State approved assessment will be given to grades 3-8 in reading and math.

Measures of Academic Progress (NWEA/MAP), computerized adaptive reading and mathematics tests for achievement, will be administered to students in grades 1-7 three times during the school year (September, February and May). Kindergarten and 8th grade are two times per year.

The Illinois State Board of Education will administer a statewide Science Assessment for grades 5 & 8 one time per year.

Per the Illinois State Board of Education, all schools will administer the Illinois FitnessGram Assessment to students in grades 3-8 during the second semester of school.

Kindergarten students will be assessed with the KIDS Assessment in the fall.

Various tests may be administered to students to assist with placement.

Report Cards

Students in grades K - 8 receive report cards three times a year. Any questions regarding these report cards should first be addressed to your child's teacher and can be addressed to your building administrator.

Student Records Policy

Students enrolled in CCSD 46 will have a permanent record and a temporary record on file at the main office of their attendance center unless they are attending classes outside of the District and their files are maintained in the Pupil Services Office. Both the temporary and the permanent record files will be maintained in fireproof, locked cabinets to insure their safekeeping and confidentiality. The information in each of these files consists of the following records:

- Student Permanent records will include the minimum personal information necessary to a school in the education of the student. This may include the student's name, birth date, address, grades and grade level, parents/guardians names and addresses, attendance records, and such other entries as required by the Illinois State Board of Education (ISBE).
- Student Temporary records will include all other information pertaining to a student. This may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, achievement test results, teacher evaluations and any other information of relevance to the education of the student. The school district maintains temporary records for five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

The Family Educational Rights and Privacy Act (FERPA) and Illinois School Student Records Act (ISSRA) afford parents and students over 18 years of age certain rights with respect to the student's education records. In summary, they are:

1. The right to inspect, review and copy the student's education records within 15 school days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and ISSRA authorize disclosure without consent. One exception, which permits disclosure without consent is disclosure to school employees and officials with educational or administrative interests. A school official may include 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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 administrative or educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to copy any school student record or information contained therein proposed to be destroyed or deleted.
5. CCSD 46 distributes the following directory information, which may be released without parent consent unless the parent indicates on the student registration form that this information should not be included: Student's name, grade, homeroom teacher, home address and primary phone number.
6. 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 security by any

individual of any information from a student's temporary record which such individual may obtain through the exercise of any right under ISSRA.

7. The right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Dept. of Education
600 Independence Ave, SW
Washington, DC 20202-4605

Intimidation/Harassment

CCSD 46 does not tolerate intimidation or harassment. Intimidation is defined as inducing another to do what you want them to do by placing them in fear. Harassment is defined as any physical, verbal, or technological abuse of a person because of his/her race, religion, age, gender, disability or any other personal nature. A student commits intimidation/harassment when, with the intent to cause another student to do or not do something, a threat is communicated to:

- The person or property of another student.
- Falsely accuse another student of any violation of this handbook or the law.
- Commit any violation of this handbook or the law against the person, family or property of another student.
- Expose another student to hatred, contempt, or ridicule.
- Bullying or throwing a punch, kick or other violent gesture regardless of whether physical contact actually results.

If a student experiences or witnesses any such behavior, this should be reported immediately to the administrator or social worker. Appropriate action will be taken, which may include suspension or expulsion from school.

Student Dress

Students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Our student dress code is designed to accomplish the following:

- Maintain a safe learning environment in classes where supportive clothing is needed (PE)

- Maintain an environment where all students should be able to dress comfortably for school and engage in the educational environment without fear, unnecessary discipline or body shaming
- Maintain an environment where school staff should use student/body-positive language to explain the code and to address code violations
- Maintain an environment where all students should be able to wear clothing that expresses their self-identified gender
- Maintain an environment where all students should be able to wear religious attire without fear of discipline or discrimination

Dress Code:

The CCSD 46 student dress should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the students and their parents or guardians. CCSD 46 is responsible for seeing that the attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students **must** wear:

- Clothing must be worn that ensures all underwear is fully covered. This does not include visible straps on undergarments worn under other clothing (spaghetti straps)
- Students must wear a shirt, pants/jeans or the equivalent (skirt, sweatpants dress or shorts)
- Shoes

Student **may** wear:

- Religious headwear
- Athletic wear
- Ripped jeans as long as underwear is not exposed
- Tank tops, including spaghetti straps

Students **cannot** wear clothing with:

- Violent language or images
- Language or images alluding to sexual content
- Images or language depicting drugs, tobacco or alcohol
- Any clothing that reveals visible under-garments
- Any item that obscures the face or ear (except for a mask that covers the mouth and nose for health reasons, or as a religious observance). The administration reserves the right to require a letter from the student's doctor or religious leader to provide a waiver.

Money and Valuables

Students are discouraged from bringing expensive jewelry and large sums of money to school or on the bus. If it is absolutely necessary to do so, such items may be checked in the office for security. Never leave money or valuables in your locker.

Smoking, Drugs, Alcohol

Students are not allowed to smoke, use or possess tobacco products, e-cigarettes or vape on the school premises during the school day or at any school activity. Students are not allowed to

smoke or vape on the school buses going to and from school, or on school sponsored field trips or other activities.

Possession, use, under influence of, or sale of drugs (including alcohol and cannabis products) or possession of drug paraphernalia (including beer cans, wine bottles, etc.) may result in the student being recommended for expulsion to the Board of Education and may result in a suspension.

Students carrying cigarettes, e-cigarettes, vape, tobacco or Marijuana products during the school day will be treated as though they were caught smoking.

Gang and Gang Related Activities

Although gangs and gang related activities involvement have not been a problem in our schools, we feel committed to take a proactive approach as a means of prevention. Student involvement in gangs or gang related activities including the display of gang symbols or paraphernalia on school grounds, while school is in session or at school related events, are strictly prohibited. Any student who violates these guidelines shall be subject to suspension or expulsion in accordance with the district's student discipline policy.

Appropriate Cell Phone Usage

Cellular and electronic device rules apply from a student's arrival to the building until they exit after the final dismissal bell on any school day. The cellular and electronic device policy applies to all after school activities, detentions, and Saturday detentions. Use of any device is not permitted, including, but is not limited to, turning device on, checking messages, text messaging, instant messaging, playing or recording voice or video, listening to music, internet use, photography or video, etc.

The taking, sharing or possessing of lewd images on cell phones or other electronic devices may be a crime under Illinois and/or federal law. If the district learns of such activity, it will notify local law enforcement agencies, and these acts may result in an arrest, conviction and inclusion on sexual offender registries. Additionally, disciplinary action will be taken against any student whose participation in sexting leads to disruption at school.

Social Media Usage

Please use caution when posting on social networking sites. Remember, third parties can read posted information. Also, once information is posted, it is out of your hands. Issues will be addressed when interfering with any aspect of the school day.

Due Process Procedures

Students suspended or recommended for expulsion may have their parent(s) or guardian(s) request a review of the action taken by the building administrator as follows:

- A written request for a review is made to the Superintendent of Schools, CCSD 46 at 565 Frederick Rd., Grayslake, IL 60030. If after this review, a satisfactory resolution is not forthcoming, the parent(s) or guardian may;
- Make a written request, to the Superintendent, for a hearing by the Board of Education appointed hearing officer. The hearing officer will make a report of the hearing procedures to the board by providing a written summary of the evidence heard at the meeting. The Board of Education has the final say in all

disciplinary action.

AN OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

The following is a brief description of some of the expected responsibilities of CCSD 46 students and parents. Frederick, Grayslake Middle School and Park Campus have their own rights and responsibilities.

Student Rights and Responsibilities

The Board of Education, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The Board of Education believes also that while education is a right of American youth, it is not an absolute right, and it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from the school.

Attendance

The State mandates that students in grades 2-8 must have a minimum of five clock hours (**300 minutes**) of instruction. A full day of attendance in grades K-1 must have a minimum of four clock hours (**240 minutes**). On a regular school day, students in grades 2-8 that receive less than 300 minutes of instruction but at least **150 minutes** of instruction can be claimed for a half-day of attendance. Students in grades K-1 that receive less than 240 minutes of instruction but at least **120 minutes** of instruction can be claimed for a half-day of attendance.

A recognized Kindergarten, which provides for only half-day of attendance for each student, shall not have more than a half-day of attendance counted in any one day.

Early dismissal/Late arrival days require that students receive a minimum of **180 minutes** of instruction (3 clock hours). Students that receive less than 180 minutes of instruction can be reported for a half-day of attendance provided they have received at least 150 minutes of instruction on early dismissal days for grades 2-8 and at least 120 minutes of instruction for grades K-1.

Absences

Each day, or part of a day, that a student is absent, the parent is requested to call the school by 7:30 a.m. regarding the cause of absence. A call should be made each day of the child's absence. A message reporting a child's absence may be left on our voice mail. If we do not hear from you regarding an absence, we will place a call to home or work to reach a parent or guardian. To reach the attendance line, dial 847-223-3540 and follow the appropriate prompts for your home school.

In December 2015, the federal government passed the Every Student Succeeds Act (ESSA). Previous federal legislation did not have explicit guidelines to define student absences. However, the current State of Illinois ESSA plan, that was recently approved by the US

Department of Education, in August 2017, has new definitions for reporting chronic absenteeism and chronic truancy.

- CHRONIC ABSENTEEISM is defined as missing 10 percent or more of enrolled school year days for any reason- excused, unexcused, or disciplinary.
- CHRONIC TRUANCY is defined as 5 percent (9 or more days) unexcused absences without a valid cause (i.e., illness, bereavement, religious observances, family emergency).
- **Excused absences** are defined as students who are absent for the day because of illness, bereavement, doctor/dentist appointments, religious observances and military deployment.
- **Unexcused absences** are defined as vacation or student refusal to attend school
- **Disciplinary absences** are defined as students who are suspended from school. These are not excused absences

Vacation We are asking for your continued support as parents to be diligent about sending your children to school each day (unless they are sick) as well as planning vacations during regularly scheduled non-attendance days.

Tardy Policy

Students who are tardy to school are to report to the office. Tardy is any student who arrives one minute or more after the start of the school day (refer to district website for school hours).

Truancy

The primary purpose of CCSD 46 is to provide all students residing within the district boundaries with a strong, basic education. Every effort will be made to prevent truancy, regardless of the duration. The district will also take the appropriate steps to keep chronically truant students in school, and no punitive action shall be taken against a chronic truant for that truancy unless support services and other school resources have been contacted.

At the discretion of the building administrator, excessive absences due to illnesses or other reasons may require a doctor's note or other professional validation. 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Make-Up Work

Students in grades 5-8 who are absent for any reason may be required to make up work in each class. Normally, every excused day or absence allows the student to have one additional day to make up his/her work after returning to school. Each teacher may give additional time in extreme cases of prolonged absence. Students are responsible for asking for make-up work from each subject area teacher.

Students in grades K-4 who are absent for any reason should consult with their teacher to determine if there is class work to be made up.

Health Topics

Please take a moment to review the following health-related topics and/or requirements.

- 1. Physical & Dental Exams and Immunizations:** The State of Illinois requires that all students entering school for the first time have a physical examination by a licensed physician. This exam must be conducted within one year prior to the date of entering school. The state also requires a physical exam for entry into kindergarten and sixth grade. Children entering school at any grade level (kindergarten through 12) shall show proof of having received the Basic Immunizations requirements listed in the chart below. The State also requires that students in kindergarten, second and sixth grade have a dental examination on file.

YOUR CHILD'S COMPLETED [ILLINOIS DEPARTMENT OF PUBLIC HEALTH EXAMINATION FORM](#) MUST BE ON FILE AT THE SCHOOL NO LATER THAN THE FIRST DAY OF SCHOOL. THE SUPERINTENDENT IS AUTHORIZED TO PROHIBIT ANY CHILD FROM ATTENDING SCHOOL UNTIL REQUIREMENTS HAVE BEEN MET. Parents must complete, sign and date the "Health History" section located on the form. It is highly recommended that parents keep a copy of the physical/dental forms and immunization record.

Child Health Examination Code, Section 665.240 Basic Immunizations:

Can be found at the following link: [Minimum Immunization Requirements Entering a Child Care Facility or School in Illinois](#) and on the district website [d46.org](#)

The requirements of this Section also apply to children who transfer into Illinois child care facilities, school programs, and schools from other states, regardless of the age or grade level at which the child transfers.

- 2. Health Office:** The health office provides basic first aid for injuries and illness during the school day. However, it is not a clinic or a substitute for your own physician or health care provider. If you do not have a doctor or are having financial difficulties (no health insurance or can't afford medical care), your children are eligible for medical care under the State of

Illinois All Kids Program. For more information, call 1-866-255-5437 or online at: <http://www.allkidscovered.com>. The Lake County Health Dept. offers two clinics in our area that offer care on a sliding fee scale, as well as Walk-In Immunization Clinics and Mobile Health Services.

For further information, contact the Lake County Health Department at (847) 360-6700.

If your child becomes ill while at school, please pick up your child in a timely manner.

- 3. Illness or Injury:** PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habit. A fever is defined as a temperature of 100.4°F. Most fevers subside in the morning, but go up again during the day.

***Please reference the [22-23 Safe Return to In-Person Instruction and Continuity of Learning Plan](#) for up to date COVID related illness criteria and guidance.**

Your child can return to school when he/she has been symptom free for 24 hours. If your child will be absent from school, you need to call the attendance line (847-223-3540), by 8 a.m. This is a 24-hour line so you can call anytime--even during the night if necessary.

If your child has a contagious disease, he/she must stay home for at least 24 hours on appropriate medication/treatment. Please call the school to notify us of your child's illness (strep throat, scarlet fever, pink eye, chicken pox, measles, rubella or any other contagious disease). Notes will need to be sent home to your child's classmates' stating the contagious illness was identified. This will help to prevent the spread of illness.

All students suffering from contagious skin diseases, such as ringworm, scabies or impetigo, as well as head lice, must be excluded from school until pronounced non-contagious.

This is especially important in the case of head lice. Please do not be embarrassed to report this, as head lice can happen to anyone. **After your child has been diagnosed with head lice, he/she must be accompanied by a parent/guardian when returning to school.**

Please call the school to make sure a health clerk is available before bringing your child in for a recheck. Your child is not allowed to take the bus to school until the nurse/health clerk has examined him. Your child may return to school only when they are lice/nit free.

In the event of serious illness or injury, emergency medical service (911) will be contacted.

- 4. PLEASE MAKE SURE YOU HAVE ARRANGEMENTS FOR DAYCARE OR BABYSITTERS IN THE EVENT YOUR CHILD BECOMES ILL AT SCHOOL.** We realize that many parents work during the school day; however, we cannot care for a sick child because you cannot leave work or have no one to care for them while you are at work. Students who get sick at school are to be picked up within 30 minutes after their parents are notified.
- 5. Injury or Severe Illness Outside Of School:** If your child sustains an injury or illness outside of school that we need to be aware of (i.e. fracture, sprain, stitches, head injury or

surgery), please send a written note or call the school health clerk. When your child's injury/illness requires activity restrictions with regard to recess/physical education, we will need a note from the doctor specifying this and when they may return to normal activities. Your child may be excused from recess/physical education for ONLY 1 DAY upon returning to school WITHOUT A DOCTOR'S NOTE. All absences of 3 days or more require a doctor's note to return to school.

6. Student Allergies: It is our goal to provide a safe educational environment and remain aware of the special needs of students with food related allergies. We believe that the risk of accidental exposure to foods can be reduced in the school setting if administration, school nurses and parents work together. With that in mind, the following recommendations are provided for parents:

- Notify the school of your child's allergy
- Arrange a meeting with teacher and district nurse at the start of the school year
- Provide written medical documentation, instructions and medications as directed by a physician
- Provide properly labeled medications with a physician's prescription and replace promptly as needed
- Maintain current emergency contact information in the school office
- Continue educating your child in allergy awareness and self-management

7. Medications: We cannot dispense any medication during the school day unless we have a [School Medical Authorization Form](#) completed and signed by the doctor and parent (forms are available on the district web site or in school offices). This includes both PRESCRIPTION and NONPRESCRIPTION (over-the-counter) medications. Your child is not allowed to carry and self-administer any medications--including inhaler, Tylenol, Motrin, etc.--without a physician's order and signed parent permission slip. **Medications or antibiotics that are administered three times a day, usually do not need to be given during the school day.** If no Medical Authorization Form is available, you must provide us with signed, written permission allowing us to administer medication to your child AND the doctor must sign and include the following information on his/her office stationery:

- Child's name
- Name of medication
- Type of medication (liquid, tablet, inhaler, etc.)
- Dosage of medication (how much, what time; or if "as needed" - how often)
- Duration of medication (days, weeks, entire school year)
- Diagnosis of illness
- Major side effects of this medication
- If inhaler or Epi-pen, is your child able to carry and self-administer on a field trip?

All medications to be administered at school must be brought to the school in the original container. The label must be on the container or prescription bottle and show the name of the doctor and the pharmacy. Your pharmacist will usually be willing to give two containers; dividing the medication for home and school.

It is extremely helpful to ask your pharmacist to label your child's inhaler, as well as the box.

The purpose of administering medications in schools is to help each child maintain an optimal state of health that may enhance his/her educational plan. Medication shall be administered by the Superintendent's designee and stored in a locked cabinet. Only those medications, which are absolutely necessary to maintain the child in school and must be given during school hours shall be administered.

All medications must be brought to school in its original prescribed container with a label by a parent/guardian or designated adult.

8. Emergency Contacts: Emergency contacts to be notified in case your child becomes ill or injured and we cannot reach you are listed on the student registration form. These contacts should be known to your children and live in the area. We will only release your child to the persons listed as an emergency contact and only after making **every effort** to contact you. **IT IS IMPERATIVE THAT THE SCHOOL OFFICE HAVE CURRENT HOME AND WORK NUMBERS ON FILE AT ALL TIMES.** Cellular phone numbers for parents/guardians and emergency contacts are helpful if available.

9. Health Screenings: Vision and hearing screenings are mandated by State law and are done annually at specified grade levels. Parents/teachers may also request a screening. Please notify the health clerk if you **DO NOT WISH** your child to be screened.

10. Health Problem: Please inform the school office at the beginning of each school year about any health problem your child may have such as allergies, asthma, medication for ADD hyperactivity, diabetes, or epilepsy. Be sure that the office has an up-to-date number where you can be reached in case of an emergency.

11. Student Insurance: CCSD 46 provides student accident insurance to all resident children attending CCSD 46 schools including eligible district elementary students that attend district sponsored off campus instructional sites. The insurance covers the child while attending school, going to and from school, and at any school activity. It is the parent and child's responsibility to contact the school or health office immediately following an accident. This will ensure that the family receives the proper instructions to proceed with the claim. Failure to inform the school or health office of a possible claim could impede a satisfactory resolution.

12. Care of Students with Diabetes: A student with the diagnosis of diabetes who requires management of diabetes in the school setting will be required to have a Diabetic Medical Management Plan (DMMP) written by the licensed health care provider (MD, OD, APN, PA) and signed by the parent/guardian, which serves as the basis for the student's Section 504 Plan. The plan must be submitted to the school nurse. Parents/Guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the DMMP on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

- Sign the DMMP.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the DMMP.

Students with diabetes may also self-carry diabetic testing supplies and insulin as per the DMMP written by the health care provider and with a parent/guardian signature. Students may also self-test glucose and self-administer insulin as per the DMMP written by the health care provider and with a parent/guardian signature. For further information, see: Helping the Student with Diabetes Succeed: A Guide for School Personnel from National Diabetes Education Program of the National Institutes of Health and the Centers for Disease Control and Prevention as referenced in 105 ILCS 145 Care of Students with Diabetes Act . For further information, please contact the Health Service Office Staff

AN OVERVIEW OF STUDENT SERVICES POLICIES

The following is a brief description of some of the Student Services policies utilized by CCSD 46 administrators and staff.

Student Services Mission Statement

The mission of Student Services is to enable all students to benefit from a free and appropriate education in the least restrictive environment.

As mandated by federal and state legislation, Student Services provides a continuum of services including special education, 504 accommodations, home and hospital education, related education services, augmentative equipment and special transportation to qualified students living within the Community Consolidated School District 46 boundaries.

Student Services is also responsible for community outreach of children ages birth to three who may be at risk for development delays and service interventions of those children ages three to five.

Request for Evaluation

If you believe your child is experiencing education related problems and alternative intervention strategies have not been successful, you should request a meeting to discuss the need for further evaluation. To do so, you should contact your child's building principal, school psychologist or social worker.

The Problem Solving Team (PST) is a multidisciplinary team of staff specialists (i.e. psychologist, social worker, speech therapist, occupational therapist, hearing itinerant, health services coordinator, special education teacher and general education teacher) who review the student's educational concerns and develop positive alternative intervention strategies that will address student needs. Parents requesting a meeting are invited to the PST meeting and are notified of any recommendations.

It is important to note: A request for an evaluation does not necessarily mean that your child has a disability, which interferes with educational performance. It may signal that your child is having educationally related difficulties and that the person making the referral is concerned that the problem may be due to a disability. Not all requests result in an evaluation being conducted.

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, 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) is regarded as having a physical or mental impairment. Questions about the identification, assessment and placement of students should be directed to Heather Lorenzo, Director of Special Education at (847) 223-3540 extension 6203.

Guidelines for the Use of Behavior Interventions for Students with Disabilities

With regard to students with disabilities, CCSD 46 discipline procedures are designed to comply with Public Act 89-191. The intent of the Illinois General Assembly in passing this law was "that when behavioral interventions are used, they be used in consideration of the student's physical freedom and social interaction and be administered in a manner that respects human dignity and personal privacy and that ensures a pupil's right to placement in the least restrictive educational environment."

A committee of parents, teachers, and administrators from CCSD 46 developed the guidelines outlined in this document. A fundamental principle of these guidelines is that positive behavior interventions are the most effective way to strengthen positive student behavior, and that these approaches are preferable to the use of more restrictive procedures. When a student requires a behavior management plan, the goals of that plan should clearly reflect a balance between learning and expected positive behavior.

Behavioral Interventions by Level of Restrictiveness - School staff may employ behavior interventions that may be nonrestrictive, restrictive, or highly restrictive. Staff will use non restrictive procedures as a first choice for promoting and strengthening desirable behaviors. If nonrestrictive measures are ineffective in addressing the student's behavior, restrictive measures may be employed. Highly restrictive measures are employed only if nonrestrictive and restrictive measures are ineffective. Under no circumstances will staff utilize measures that are prohibited by law or this policy. Nonrestrictive interventions may be used without the development of a written behavior management plan or inclusion in the IEP (Individual Evaluation Plan).

Provided below is a list of some of the behavioral interventions that may be used as part of a behavior management plan:

Nonrestrictive Interventions (low risk of negative side effects; priority on behavior change rather than behavior control)

- Allowing student to adapt or remove task
- Calling/notifying parent
- Direct instruction of behavior expected
- Modeling of positive behavior
- Peer involvement
- Positive reinforcement
- Proximity control
- Redirecting student (physically)
- Redirecting student (verbally, signal)

- Self-management programs
- Teaching alternative behavior
- Time-out from reinforcing activity
- Social work counseling
- Planned ignoring
- Prompting
- Response cost
- Verbal feedback
- Shaping behavior
- Teaching self-reinforcement
- Token Economy
- Verbal reprimand
- Removal from the classroom
- Grade reduction for work not completed during unexcused absences

Note: Depending on the student's needs, IEP, etc., the underlined interventions may be restrictive in nature.

Restrictive Interventions (higher risk of negative side effects; may be used in emergencies, or when less restrictive interventions have been attempted and failed)

- Detention
- Physical escort to alternative environment
- Exclusion from extracurricular activities
- Suspension (in school)
- Suspension (out of school)
- Seizure of contraband
- Time-out (quiet area); Isolated time-out not utilized in CCSD 46
- Withholding of privileges
- Bus suspension
- Late for lunch if intervention requires it
- Physical blocking and injury prevention

Highly Restrictive Interventions (inappropriate in most circumstances)

- Physical restraint
- Expulsion (as per district policy)
- Notification of juvenile authorities

Prohibited Interventions

- Corporal Punishment
- Expulsion with cessation of services
- Physical manipulation or aversive procedures that cause pain

Procedures for Developing Behavioral Management Plans

Any student receiving special education services that require the use of a restrictive behavioral intervention must have a written behavior management plan developed by the IEP team and included in the student's IEP. For a student with disabilities, an individual plan will be developed when: 1) the student exhibits a pattern of behavior which interferes significantly with his/her own learning or that of classmates; 2) the student's behavior places himself or herself at risk of harm;

or 3) the student's inappropriate behaviors are not changed by the use of the regular school discipline plan. A functional analysis should be conducted to gain a valid understanding of:

- The target behavior
- The settings in which the behavior occurs
- Environmental variables that may affect the student
- The intent of the behavior
- Appropriate alternatives to the target behavior

The behavior intervention plan must be developed by the IEP team and included in the student's IEP. Each behavior management plan includes:

- A description of the interventions to increase positive behavior
- A description of restrictive interventions used
- Measurable behavior changes expected and evaluation methods
- A schedule for review of effectiveness
- Provisions for coordinating with home

Procedures for Emergency Use of Restrictive Interventions

In an emergency, the immediate use of restrictive interventions may be necessary to protect students and staff from physical injury, severe emotional abuse, severe property damage, or serious and continued classroom disruption. When confronted with an emergency, school personnel should utilize interventions that are the least intrusive possible to reasonably respond to the situation. If restrictive interventions are needed, they should be based on the following considerations:

- If restrictive interventions are used more than three days in a thirty-day period, or a pattern of behavior significantly interferes with learning, then a review meeting is convened.
- The student's educational team should meet no later than 10 days after any emergency procedure is used.
- A functional analysis of behavior should be completed, and a behavior plan written when the determines this is a necessary action.
- The parents or guardian should be notified within 24 hours when a restrictive procedure is used in an emergency situation.
- [Physical Restraint, Time Out, Isolated Time Out \(RTO\) Reduction Plan](#)

Involvement of Parents and Assurance of Due Process Rights

Parents and/or guardians have the right to be involved actively in the development of any behavioral management plan utilizing restrictive procedures.

The student's parent or guardian shall be informed fully of the rationale, procedures and possible outcomes of the behavior management plan developed at an IEP meeting. In addition, the parents will receive written notification. Under no circumstances shall a behavioral management plan be implemented without its inclusion in the child's IEP. For a student who already has an IEP established, an IEP meeting will be reconvened for the purpose of modifying the existing IEP.

All procedural safeguards, including rights to conflict resolution, mediation, and an impartial due process hearing, as required through the Individuals with Disabilities Education Act and the School Code, shall be applicable to the resolution of disputes involving behavioral intervention plans. If the parent or guardian disagrees with a proposed restrictive behavioral intervention or any aspect of the resolution of the dispute, the parents may request a Level I due process hearing as provided by Administrative Code. CCSD 46 shall ensure that parents are fully informed of their due process rights.

Staff Training and Professional Development

CCSD 46 shall provide staff with ongoing professional training in the use of behavioral interventions. Such training will give priority to school personnel who have the most contact with students who exhibit behavioral intervention needs. Training activities may include school-based in-service given by external consultants, workshops conducted by district personnel, professional conferences, and university training and course work.

Free and Appropriate Education for all Students

It is the policy of the Board of Education to provide a free and appropriate public education to students with disabilities within its jurisdiction, regardless of the nature or severity of the disability.

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 are identified, evaluated and provided with appropriate educational services.

For additional information, please contact Heather Lorenzo, Director of Student Services for the School District, at (847) 223-3540 extension 6203.

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, District 46 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the Director of Pupil Services. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit
- Result in the family paying for services that would otherwise be covered by Medicaid

- Increase your premiums or lead to discontinuation of benefits or insurance
- Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

AN OVERVIEW OF STUDENT TRANSPORTATION POLICIES

The following is a brief description of some of the transportation policies utilized in CCSD 46.

Student Transportation

CCSD 46 provides a safe, efficient system of transportation for students in the district. Durham School Services provides all of our busing. Buses transport students to the same location each day. Special transportation to a different location is the responsibility of the parent/guardian.

In order to ensure the safety of the students, the following instructions for school bus riders are in force:

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates an adult to supervise the riders. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the regulations governing school bus riders.

- Be on time
- Never run to or from the bus
- Stand back from the curb
- Don't push or shove
- Stay in your seat
- Don't yell or shout
- Always obey the driver
- Wait for the driver's signal before crossing
- Always cross at least 10 feet in front of the bus
- Never crawl under the bus
- Appropriate use of cell phone

In the interest of safety, students in kindergarten and first grade must have a parent/guardian/caretaker visibly present in order for the child to be dropped off at the bus stop. If you are not present at the stop, the driver will call dispatch to alert the school that they will be returning with the child. The school will place a call to the parent or emergency contact to pick up the child at the home school. Please be sure to be at your child's bus stop five minutes before your scheduled drop-off time to assure the bus driver that a responsible party is waiting for the child. If an older sibling is to walk the child from the bus to home, please let the school know as soon as possible.

Bus Discipline

Upon receiving a written conduct report from a bus driver, an administrator will conduct an interview with the student and, depending on the severity of the offense, will either issue a warning to the student or call the student's parents. For multiple offenses or severe infractions,

the administrator will suspend transportation privileges. Regular suspension from school procedures applies to conduct while traveling on the school bus. Appropriate cell phone use must be adhered to on buses.

The school district reserves the right to video record students while on any bus route or trip for the purpose of resolving behavior issues, and to improve safety. All video recordings will be used for administrative purposes only and will be erased after the review is complete. For serious offenses, the administrator reserves the right to recommend permanent suspension from bus riding privileges at any time.

Transportation Reimbursement and Dispute Resolution

A custodian of a qualifying student shall be entitled to reimbursement in accordance with procedures established by the State Board of Education for qualified transportation expenses paid by such custodian during the school year. For further information on the qualification procedures and how to resolve disputes on reimbursement, contact the district Transportation Director at 847-223-3540 extension 5809.

Parking Lot

Students are to move safely through the parking lot areas during arrival and dismissal. Early morning automobile and bus traffic present a hazard for play in the parking lots. Students must walk their bikes to the designated paths before mounting the bike to ride home.

CCSD 46 Network User Agreement and Internet Safety Policy **Acceptable Use Policy**

CCSD 46 provides employees and students with access to the district's electronic communication system, which includes Internet access, as a means to enhance communication within the district, enhance productivity, and assist employees and students in improving their skills. Access is also provided to assist in the sharing of information with the local community, including parents. The CCSD 46 Board of Education (BOE) has established an Acceptable Use Policy (AUP) to ensure appropriate use of these resources. Access to the district's computer and electronic communication systems by staff, students, and others, requires adherence to this AUP and other district policies. Violation of these policies may result in loss of the privilege of accessing these systems.

The district's electronic communication system shall be used primarily for educational and administrative purposes and may not be used for commercial purposes, defined as offering or providing goods or services. District employees and students may use the system to communicate with their elected representatives and field experts. Users are responsible for complying with federal and state regulations, and other district policies, in their use of the district's computer and electronic communication systems. Employees of the district must recognize that electronic files and communications may be electronic records subject to state open records requirements and they must take appropriate actions to maintain such records in compliance with state statutes. Excerpts of the District's **Network User Agreement and Internet Safety Policy** are included in each student handbook and the complete student handbook is posted on the district's web page. **If parents object to having their child access the Internet, they must submit a written request that denies Internet access to their child (children). Parents must submit this form on a yearly basis.**

Administrative procedures clarify acceptable use of the electronic communication system in the following areas:

- Personal safety
- Illegal activities
- System security
- Inappropriate language
- Respect for privacy
- Respecting resource limits
- Plagiarism and copyright infringement
- Inappropriate access to material

The Information Technology Department oversees the district's electronic communication system. The Information Technology Staff and building administrator at each site is responsible for interpreting the district's AUP. This includes ensuring that students and staff receive proper training in the use of the system and the requirements of this policy, establishing a system to ensure adequate supervision of students using the system, and maintaining active user rights. Students who use their own device must adhere to all administrative procedures of the district Acceptable Use Policy. Failure to do so will lead to, but are not limited to consequences listed in Section K Sub Section 8 of the Acceptable Use Policy. Students that use their own electronic devices must first get permission from their teacher for each curricular subject or classroom use of the device. When the device is not being used for curricular purposes, the device is stored in the student's backpack or locker. The district is not liable for the device for any issue that may occur regarding a personal device.

Acceptable Use of District's Electronic Communication System

A. Purpose

1. CCSD 46 provides employees and students with access to the district's electronic communication system, which includes Internet access. Access to the CCSD 46's computer and electronic communication systems by employees, students, and others requires adherence to the district's Acceptable Use Policy and other district policies. Violation of these policies may result in loss of the privilege of accessing these systems.
2. The primary purpose of providing access is to enhance teaching and learning, thereby better preparing students for success in life and work. This access is provided to increase student learning and communication, enhance productivity, and assist users in improving their skills. Access is also provided to assist in the sharing of information with the local community, including parents.
3. The district's electronic communication system shall primarily be used for school-related administrative and educational purposes. The system shall not be used for personal purposes during work hours.
4. The district's computer and electronic communication systems may not be used for commercial purposes, defined as purchasing or offering/providing goods or services.
5. District employees and students may use the system to communicate with their elected representatives, curriculum specific teacher facilitated collaboration and field experts.

6. Users are responsible for complying with federal and state regulations, and other district policies, in their use of the district's technology, electronic communication systems and personal devices.
7. Employees of the district must recognize that electronic files and communications may be electronic records subject to state open records requirements, and they must take appropriate actions to maintain such records in compliance with state statutes.

B. District Responsibilities

1. The Information Technology Department oversees the district system.
2. The Information Technology Staff and building administration serves as the building level coordinator for the district system, approves building level activities, ensures staff and students receive proper training in the use of the system and the requirements of this policy, works with staff to ensure adequate supervision of students using the system, and is responsible for interpreting the district's Acceptable Use Policy at the building level.
3. Staff will actively monitor students who are engaged in online learning activities.
4. Staff will actively monitor students who are utilizing personal devices for specific curricular activities.
5. Staff at grades K-8 must preview and/or monitor web sites for student access prior to or during use.
6. The district shall maintain an Internet filtering measure that blocks access to the three categories of visual depictions specified by CIPA – obscene, child pornography, and material that is deemed harmful to minors.
7. The district's Internet filtering measure may be relaxed or disabled for bona fide research or other lawful purposes.

C. Access to the System

1. The district's Acceptable Use Policy, set forth in section K, governs all uses of the district network and personal devices used by students and staff.
2. All CCSD 46 staff must sign an Employee Network User Agreement form before access to the network is granted.
3. Long-term substitute accounts - A long-term substitute may receive an individual account with the approval of the Information Technology staff or the building administrator if there is a specific, district-related purpose requiring such access. Use of the system by a long-term substitute must be specifically limited to the district-related purpose.
4. All students will receive access to the network.

D. Parental Notification and Responsibility

1. The district will notify parents/guardians about the district network and the policies governing its use, as well as the use of personal devices.
2. Upon consultation with the building administration, parents/guardians have the right at any time to investigate the contents of their children's files. Parents/guardians have the right to request the termination of the children's individual accounts at any time.
3. There is a wide range of material available on the Internet, some of which may not fit with a particular family's values. Although the district has an Internet filtering measure in

place, it is impossible to ensure complete protection from access to inappropriate material. It is not possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Further, the district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the district's system.

4. Sign an Internet Use form and return to the school office.

E. District Limitation of Liability

The district makes no guarantees of any kind, either expressed or implied that the functions of the services provided by or through the district system will be error free or without defects. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. In addition, the district will not be responsible for anything pertaining to devices not owned by the district. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Due Process

1. The District will cooperate fully with local, state or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.
2. In the event there is an allegation that a student has violated the district Acceptable Use Policy the Information Technology Staff will investigate and meet with building administration. The student and parents will be given an opportunity to be heard in the manner set forth by district policy.
3. Disciplinary actions are tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
4. Employee violations of the District's Acceptable Use Policy are handled in accordance with the district policy and the collective bargaining agreements.
5. A long-term substitute user's account may be terminated at any time.

G. Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files on the District system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District's Acceptable Use Policy or the law.
3. An individual search will be conducted if there is a reasonable suspicion that a user has violated the law or the District's Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violations.
4. District employees should be aware that their personal files are discoverable under state public open records laws.

H. Copyright and Plagiarism

1. District policies on copyright govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District policies on plagiarism will govern use of material accessed through the district system. Teachers will instruct students in appropriate research and citation practices.

I. Academic Freedom, Selection of Material, Student Rights to Free Speech

1. When using the Internet for class activities, teachers will select age-appropriate material that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

J. District Website

1. The district maintains a web site that presents information about the district. The Information Technology Department establishes a process and the criteria for the establishment and posting of material, including links to other sites, on these pages.
2. Schools and classes may establish web pages that present information about the school or class activities. The building Information Technology Department (or a designated staff member) is responsible for managing the school website.

K. Community Consolidated School District 46's Acceptable Use Policy

1. Personal Safety:
 - Students will **not** post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, address, telephone, and work address.
 - Students will **not** agree to meet or communicate with someone they have met online without their parent(s)/guardian(s) approval and participation.
 - Users will promptly disclose to their teacher or other staff members present any messages they receive that are inappropriate or make them feel uncomfortable.
2. Unauthorized Activities:
 - Users will **not** attempt to gain unauthorized access to the district system or to any other computer systems through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
 - Users will **not** use personal devices during school hours unless authorized by their

teacher or staff member for curricular specific use.

- Users will **not** install software on the local hard drive nor will they download files without prior approval from the Information Technology Department. Users will not alter any software configuration that is stored on a workstation. Users may use media stored on data storage devices to transport data files that are being worked on at home and school.
- Users will **not** make deliberate attempts to disrupt the computer system performance or destroy data by intentionally spreading computer viruses or by any other means.
- Users will **not** use the district system to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, utilizing packet capture programs, or threatening the safety of another person.
- Users will **not** be engaged in activities that are not related to district educational purposes or which are contrary to the instructions from the supervising district employees as to the system's use.

3. System Security

- Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their personal accounts. Under no conditions should a user provide his/her password to another person.
- Users will immediately notify the building Information Technology staff if they have identified a possible security problem. Users will **not** search for security problems because this may be construed as an unauthorized attempt to gain access, i.e. computer hacking.

4. Inappropriate Language/Respect for Privacy

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- Users will **not** use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will **not** post information that, if acted upon, could cause damage, danger, or Disruption.
- Users will **not** engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will **not** harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, he/she must stop.
- Users will **not** knowingly or recklessly post false or defamatory information about a person or organization.
- Users will use discretion when forwarding a message that was sent to them privately without permission of the person who sent them the message.

5. Respecting Resource Limits

- Staff will use the system primarily for educational, professional, or career development activities. Students will use the system for educational activities.

CCSD 46 staff must approve any other student uses.

- Students may download files only with a staff member's permission.
- Users will **not** post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary messages to a large number of people.
- Users are encouraged to check their email frequently and delete unwanted messages promptly. Further, users need to delete unnecessary files in their accounts and/or shared folders.
- Students may subscribe to group mail/lists/listservs that are relevant to their education with an instructor's consent. Students are responsible for unsubscribing to group mail/list- servs before leaving the district.

6. Plagiarism and Copyright Infringement

- Users will **not** plagiarize. Plagiarism is taking the works of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the users should follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner and appropriately reference it.

7. Inappropriate Access to Material

- Users will **not** use the district system to access, retrieve, or view material that are indecent, profane or obscene that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). ["Indecent materials" are those materials, which in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific Value.]
- If a user inadvertently accesses such information, he/she should immediately disclose the inadvertent access in a manner specified by his/her teacher. This will protect users against an allegation that they have intentionally violated the AUP.

8. Consequences of violations of the Acceptable Use Policy include but are not limited to:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of Internet privileges
- Revocation of Internet privileges
- School expulsion
- Legal action and prosecution by the authorities

Chromebook Agreement

Every student in CCSD 46 will receive a Chromebook to support and enhance learning, maximize individual growth, and help prepare for the future.

1. Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher and/or the technology department. Students must provide any information they may have as to why the device does not work properly. District-owned Chromebooks shall **never** be taken to an outside computer service for any type of repairs or maintenance. **Failure to take proper care of the Chromebook and power cord will result in parent contact.**

a. General Precautions

- Food or drink should not be next or near to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks and power cords should not be used or stored near pets.
- Power cords must not create a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels with the exception of the District barcode/asset tag.
- Heavy objects should never be placed on top of Chromebooks.

b. Carrying Chromebooks

- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open or items in between the screen and the keyboard.

c. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).
- Only clean the screen with a soft, dry microfiber or anti-static cloth. If using a screen-safe solution, always spray the solution directly onto the cloth, NEVER the screen.

d. Asset Tags/Serial Number/Barcodes

- All Chromebooks will be labeled with a District asset tag and barcode.
- The asset tag and barcode may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or barcode or turning in a Chromebook without a District asset tag or barcode.

2. Expectations for Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. **Failure to bring the Chromebook to school each day will result in parent contact.**

a. Repairing/Replacing Your Chromebook

- All Chromebooks in need of repair must be reported to a teacher, and a help desk ticket must be submitted so that a temporary replacement can be provided as soon as possible.
- Loss or theft of the Chromebook is also the student's responsibility and may result in a police report being filed. The police report is not filed against the student or the parent. It is filed because the insurance companies and our auditors will need the report to refer back to documentation that the unit was indeed stolen.
- *Estimated* costs for lost or theft items (subject to change)
 - Chromebook Replacement - \$300.00
 - Power cord - \$35.00
 - Screen - \$100.00
 - Lenovo Stylus - \$25

b. Charging Chromebooks

- Students should charge their Chromebooks at home every evening.
- Chromebooks must be brought to school each day with a full charge.

c. Backgrounds and Themes

- Students may set school appropriate backgrounds and themes for their Chromebook.
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

d. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones/earbuds for sanitary reasons.

e. Camera

- Chromebooks have a built-in webcam. At no time will webcams be used to monitor students.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers.
- Students may print their work directly from their Chromebooks at school as directed by their teachers and to specified printing stations throughout the school when applicable.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google

login.

- Students should never share their account passwords.

h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Google Drive and can be accessed from any computer with an internet connection and most mobile internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device.

3. Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi internet connection will be required for the majority of Chromebook use. Some applications can be used while not connected to the internet. In the absence of Wi-Fi, work can be downloaded prior to leaving school for the ability to work at home.
- Inexpensive internet can be purchased through the following link: <https://www.internetessentials.com/>. Families in need of home internet connectivity can also contact the Director of Technology for additional resources.
- The following are local hotspots where families can utilize free Wi-Fi: Starbucks, Panera, McDonalds, airports and public libraries.
- Students are bound by the District Acceptable Use Policy, Administrative Procedures wherever and whenever they use their Chromebooks.

4. Operating System and Security

Students may not use or install any operating system on their Chromebook.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Virus protection is provided by the District.

c. Malicious Use

- Students are bound by the District Acceptable Use Policy.

5. Content Filter

District 46 utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).

- All Chromebooks, regardless of physical location (in or out of school), will have all internet activity protected and monitored by the District.
- If a website is blocked in school, then it will be blocked out of school.
- If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

6. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the Cloud.

b. Chrome Web Apps and Extensions

- The District Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.
- Students are allowed to install approved Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks.
- Some web apps will be available to use when the Chromebook is not connected to the internet.

7. Chromebook Identification

a. Records

- The District will maintain a log of all Chromebooks which includes the Chromebook serial number, asset tag number, barcode and name and ID number of the student assigned to the device.

8. No Expectation of Privacy

a. Anyone using a District owned Chromebook, using District equipment and/or the District network systems have no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.

b. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

9. Appropriate Uses and Digital Citizenship

District owned Chromebooks are to be used for educational purposes and students are to adhere to the District Acceptable Use Policy and all of its corresponding administrative procedures at all times.

10. Returning Student Chromebooks

a. End of Year

At the end of the school year, 8th grade students must turn in their Chromebook and power cord. Failure to turn in the Chromebook and power cord will result in the student being charged the full replacement cost of the Chromebook and power cord. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from the District must turn in their Chromebook and power cord to their school's Main Office on their last day of attendance. Failure to turn in the Chromebook and power cord will result in the student being charged the full replacement cost of the Chromebook and power cord. Unpaid fines and fees of students leaving the District may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

CCSD 46 Student Technology Commitment

PURPOSE: Students will utilize technology as a tool to challenge, expand and enhance learning. CCSD 46 may provide and assign student digital learning tools for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This section provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will “Be Respectful, Be Responsible, Be Ready, and Be Safe” with their District-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Adhere to this technology commitment both at home and school.
2. Charge their 1:1 device nightly, and make sure it is ready each day with a full charge.
3. Provide a case or bag to safely transport devices. The Lenovo 500 is built for education and was designed to withstand daily use by students. The committee felt a case would be an additional cost burden versus the minimal extra protection a case would provide.
4. Will communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
5. Respect the internet filtering and security measures included on the digital learning tool.
6. Back up important data files using cloud storage (such as Google Drive) regularly.
7. Use technology for school-related purposes only.
8. Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.

9. Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored or archived by the District at any time.

The student will not:

1. Mark, deface, or place stickers on the school-issued digital learning tool.
2. Attempt to override, bypass or otherwise tamper with the internet filtering software, device settings, hardware, software, or network configurations.
3. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
4. Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.
5. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
6. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.
7. Reveal or post identifying personal information, files or communications to unknown persons.
8. Participate in cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally-owned technology.
9. Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of District-provided computer technology.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this handbook agreement you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of District issued technology. You understand that should you fail to honor any and all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

MISCELLANEOUS INFORMATION FOR STUDENTS AND PARENTS

Student Fees

The School Code of Illinois grants school districts the right to purchase textbooks and loan them to students. Accordingly, the district will charge student fees for all grades as the district furnishes many of the materials and supplies for children in each class. Textbooks and materials are partially offset by student fees. The Board of Education will determine this amount annually. This fee may be waived in a hardship case for families meeting the requirements. The fee schedule for CCSD 46 schools is \$100.00 for Pre-K, \$195.00 for Kindergarten-4th grade, \$220.00 for grades 5-6, and \$240.00 for grades 7-8. A \$25.00 increase will be implemented if paid after July 15th, for grades 1-8. Please remit school fees payable to CCSD 46 as soon as possible, if you have not already done so.

Book Loan

All textbooks are loaned to the student. It is assumed that the new texts will render five years of service. Students will be charged for undue wear and careless treatment of books. Books are returned by the student at the last meeting of the class at the end of the term or trimester. The teachers are responsible for the issuance and the collection of textbooks for the students they teach. This matter is taken care of at the beginning and end of the school year. The teacher and administrator will determine any cost due to wear.

Residency

All students attending CCSD 46 schools must establish residency by their first day of attendance as required by the Board of Education Policy. Parents may contact the district's Registrar at 847-223-3540, extension 5809 for residency information.

Meal Program

Community Consolidated School District 46 has a contract with Arbor Management, Inc. as our food service vendor for the 2022-2023 school year. Teachers will be taking meal counts prior to the start of each day. Breakfast will be made available for purchase and consumed at the school building.

Parents will need to log into their Infinite Campus Portal account and load money onto their child's food service account for a la carte items and additional milk. Parents will be able to view items consumed each day and account balances. Each child is issued a 4-digit pin number that they will use to purchase additional a la carte items.

Food allergies are dealt with on an individual basis. If your child has a food allergy, please make sure a note from your physician is on file in the school office. Please make sure that you keep your child's account current.

Meal Programs

Breakfast with milk.....\$1.75

Lunch with milk.....\$3.20

Milk only.....\$0.55

A la Carte Purchases

Ala carte items are available for purchase at Park Campus West and Grayslake Middle School. Students must have money in their food service account in order to purchase ala carte items. No cash or checks will be accepted. Ala Carte Items include assorted chips, \$1.15; Bottled Water, \$1.10; Cookies, \$1.05; and Ice Cream, \$1.35.

Students should line up in order of their arrival and wait courteously for their turn to be served. Students are expected to clear the table when they have finished eating, throw paper items into the trash cans, and place recyclable containers in the proper bins before leaving the cafeteria. All lunches must be eaten in the cafeteria; the students are expected to leave the table, seats and floor clean.

School Telephone Use

Students should not ask to use the phone except in emergency circumstances. Students will not be called from classes to answer the phone, nor can they leave class to use the phone, unless in an emergency. Students who are sick must allow the nurse, health clerk, administrator, or secretary to make all phone calls.

Lockers

A locker or cubby will be assigned to all students at the opening of school. Each student should use only his or her own assigned locker and keep it orderly, free of excess materials and always presentable. Lockers will be checked periodically throughout the year. Students should not mark them in any way. The school is not responsible for stolen items. Students are allowed in their lockers as per their teacher's directions. Students not following the above rules may lose his/her locker for one week. Repeated violations may result in the permanent loss of his/her locker. The locker is the property of the school, and may be reassigned or inspected when the administration feels there is a need for such action. If the administration believes that an inspection of a locker needs to be made, he/she may ask for a second adult witness to be present. The student does not have to be present during this time. Any contraband found would be taken to the office where the student, parent(s), and authorities (if warranted) will be contacted. The school also reserves the right to search for contraband anywhere on the school grounds. This includes, but is not limited to the following: classrooms, student bags or backpacks, and in any school or private property on school grounds.

Distribution of Non-Curricular Literature

Students may not distribute any non-curricular written or printed material on school grounds without the expressed consent and permission of the school administrator. Parents or organizations must have the Superintendent's permission for flyers to be posted on the district's web site. Please call the district office at 847-223-3540, extension 5322 for more information.

Bags and Backpacks

All Bags and Backpacks must fit (and be kept in) the school locker during the school day.

Volunteers and Visitors

AT ALL TIMES it is necessary to check in at the school office before going to any area of the building or playground when school is in session. We must at all times be aware of who is in the building. All classroom access for persons other than volunteers must be made by appointment with the administrator and must include the intended purpose of the visit.

Parents/guardians are encouraged to come to school to observe the educational process (without interrupting the conduct of the program by a teacher) ; these visits are limited to 30 minutes. **All visitors must report to the building office** upon entering the school to secure limited entry permission to proceed into the school. First time visitors should bring a photo ID with them. To minimize the disruption of instruction, you must make prior arrangements with the school if you wish to observe classes.

Alumni and friends of students are asked to restrict their visits to teachers and students after school. Visitors who fail to check in at the office when entering the building may be considered a trespasser. For the safety of our children, the proper authorities will be called if the administrator feels it is warranted.

The district encourages individuals and groups to volunteer their time and services in the schools to perform appropriate tasks during and after school hours under the supervision of professional personnel. Volunteers may not teach but are valuable in reinforcing and developing the educational skills taught by the professional staff. At all times, volunteer services will be used to promote and insure maximum educational benefits to the students. Therefore, to allow you to completely focus on your task and to minimize distractions, please do not bring siblings. If you are interested in volunteering your time and services, please contact your child's teacher or the building administrator to make arrangements for you to participate in this rewarding program.

Student Birthday Parties and Outside Food

Children enjoy birthday parties whether they are theirs or a friend's. Often, parents are unable to invite the entire class to these activities. Problems occur within the classroom when invitations are handed out in school and only certain children are invited. We are asking for your cooperation in following these guidelines. **Party invitations are not to be handed out in school unless all children in the classroom are invited.**

In an effort to help encourage and maintain a healthy lifestyle, we have implemented an alternate birthday treat plan. In lieu of treats such as cupcakes, brownies, or donuts we will celebrate with a non-food celebration. Celebration details will be provided to you through your child's teacher. Please watch for those details in their weekly newsletter.

Outside Food- We understand at times a parent needs to bring lunch for their child. Lunch will be allowed for **their** child only, due to allergies.

Chaperone Responsibilities

Many parents volunteer to help teachers take their students on field trips and other outside activities. The help provided by the chaperones enables us to make these trips as productive as

possible. The following guidelines have been prepared to help chaperones understand their responsibilities and school district expectations for this type of parent involvement:

- Familiarize yourself with the general instructions to the students and enforce those instructions.
- Learn the names and faces in your assigned group and frequently check in with them to be sure all are present
- Keep your assigned group with you throughout the field trip, including time on the bus.
- Schedule regular washroom breaks.
- Never allow individuals to leave the group, except in emergencies, and under no circumstances alone.
- Report major and/or continued infractions to the teacher as soon as possible.
Chaperones are not to punish students.
- Be on time for use of lunch facilities and at designated meeting places for departure.
- **Always be safety conscious.** The children in your group are your responsibility. You have the authority to enforce the rules for appropriate behavior.
- No alcoholic beverages may be purchased or consumed
- No tobacco may be used
- Chaperones must follow the student dress code

Safety

All students regularly participate in the training and practice of proper safety precautions and procedures. Each child practices:

1. Fire drills
2. Bus evacuation and safety
3. Tornado drills
4. Active Shooter Response Training

Fire Drills

The purpose of the fire drill is to perfect a system of evacuating the building in a quick and orderly fashion. This will be of great value in saving lives in case of fire or other emergencies. When the fire alarm is sounded, all students, in a single file, will leave the building quickly and quietly, but without confusion, by the exit designated on the bulletin board in the room.

Classes should not congregate just outside the exit, but move well away from the building so that there will be no congestion. They should remain there in formation until the signal to return is given. The groups will return in reverse order of their departure.

All students are to leave the building regardless of where they are. Teachers will see that all are out of their respective rooms and adjoining corridor area, and will close the classroom windows and doors before leaving the building.

Severe Weather Alerts

An office runner or intercom announcement identifies a disaster drill. This would alert personnel to prepare themselves in case of tornadoes, severe storms, and other disasters. When this warning is given, all students will proceed quickly and quietly, but without confusion, to their designated safe area as identified on the bulletin board in their classroom. All students should stay in these protective areas until directed to go quietly back to class.

During a Tornado watch, an announcement will be made by means of a messenger or the intercom to alert personnel about conditions that exist. At this time teachers should review with their classes the procedures for "Take Cover".

When the warning system informs teachers that a disaster is imminent, all students should be moved to a shelter area.

1. **End of school** If at dismissal a tornado siren sounds, the students will be kept at school until the threatening period is over.

During all severe weather warnings the following traffic patterns should be used:

1. Students should file out in single file
2. Students should sit as near as possible to the beginning of the shelter section.
3. After the back row against the wall is completely filled, a second row should be started in front of the first.
4. Students should:
 - o Not sit in front of doorways
 - o Not block the middle of the corridor
 - o Be as **quiet** as possible
5. Remain seated until the messenger from the office has notified the teacher to proceed back to class.

Active Shooter Response Training

As required by the Illinois State Board of Education, all schools are required to perform one drill within 90 days of the start of school. This procedure is practiced to ensure the safety and well being of all students and staff members in the event a crisis was to occur.

The district has adopted ALICE as our situational awareness, active shooter response training for the district. ALICE stands for: Alert, Lockdown, Inform, Counter, Evacuate. During the 22-23 School year all District 46 employees and students will participate in ALICE Training.

Snow Days and Emergency School Closing

CCSD 46 school closings will be posted on the web site and each school's web page, along with messages on the District's Facebook and Twitter accounts.

The School emergency calling system will be activated, notifying parents, substitutes and staff that school will be closed. If you've missed the message, please follow the procedures on the SchoolReach webpage.

Chicago area AM radio stations: WGN (720), WBBM (780)

Chicago area FM radio stations: WXLG (102.3), WIIL (95.1)

Local TV stations: CBS (2), NBC (5), ABC (7), WGN (9), FOX and CLTV

The above stations will be notified of our closing. You can also visit

www.EmergencyClosings.com website for information. We are listed as Dist 46 (GRAYSLAKE ELEMENTARY SCHOOLS).

Communications and Publications

CCSD 46 communicates our events and information by the District website www.d46.org. The website is updated frequently and contains our school pages, online calendars, news, and provides timely information about student accomplishments, activities, programs, and events. The district also relies heavily on social media to “spread the word” about events, activities, and school news. Feel free to like us on Facebook (facebook.com/CCSD46) or follow us on Twitter (@d46webmaster).

We encourage parents to sign up for our e-News program, which delivers school newsletters and other information right to your email. Parents can join, update or leave the system at any time by visiting ww2.d46.k12.il.us/district/gogreen.asp

School events are often reported and celebrated with photos and postings to the district’s social media accounts, website, and with printed promotional materials. Student names are never associated with photos without written consent by parents/guardians. The district does not have control over the use of student names and images obtained in a public venue, such as Board of Education Meetings, extracurricular activities, outside programs, or other areas frequented by the general public.

CCSD 46 issues press releases and media alerts to external news organizations, who may request to interview, photograph or videotape students under the supervision of district personnel. Information we release is not sold or provided to commercial or outside organizations. Parents/guardians can withhold consent for release by sending a signed letter withholding consent for the news media, D46 website, and social media sites for the current school year within the first 30 days of school to: Community Consolidated School District 46, Attn: Media Relations, 565 Frederick Road, Grayslake, IL 60030.

Sex Offender Registration Act

The Sex Offender Registration Act requires school districts to notify parents that sex offender information is available to the public. To access the database, log onto <http://www.isp.state.il.us/sor> and click on the tab “I agree” to search for offenders in your area.

Weather and Recess

We watch the temperature and wind chill index carefully in winter and keep the children in when it is too cold to be out. Teachers, at times, find that students arrive at school without hats, gloves or boots. We know that parents provide the proper clothing, but periodic reminders are necessary for children that are usually in a hurry to leave for school. We will reinforce this by seeing that children do go outside for recess properly dressed. Teachers will inform you if they notice a problem is occurring. In case of recent illness or doctor’s orders we must have a signed note from the parents to keep the child in.

Asbestos Management Plan

The Asbestos Management Plan for each building is available in each school’s office for public review.

Student Handbook Letter

August 2022

Dear Students and Guardians:

It is both the responsibility and the pleasure of Community Consolidated School District 46 to inform all families regarding district policies and practices. In an effort to both inform you and conserve resources, we are making the 2022-2023 Student Handbook available on our website at <http://www.d46.org>. You may access the handbook at any time by clicking on "Student Handbook" under the "Parents and Students" link on the homepage, then under "Parent and Student resources". We will continue to provide printed paper copies of the handbook to families who request them.

This handbook contains important information including the district mission statement, philosophy, goals and responsibilities, school calendar, school contact information, and an overview of programs, policies, and student and parent responsibilities.

Please read the 2022-2023 Community Consolidated School District 46 Student Handbook and sign/complete the following form.

The following forms are also available on our website if they are applicable to your child:

- **Integrated Pest Management Program form**
- **School Medication Authorization form**
- **Self-Administration of Asthma Medication form**

Return all signed forms to your child's school as soon as possible.

Student's Name

Teacher's Name/Grade

_____ I have read the CCSD 46 Student Handbook, Internet Use Contract, and Chromebook Agreement for 2022-2023 at **www.d46.org** and discussed it with my child. I will contact the principal at my child's school if I have any questions.

_____ I request a printed paper copy of the CCSD 46 Student Handbook. I will sign and return the form at the back of the Student Handbook after reviewing.

Parent/Guardian Signature

Date