

# Cerro Gordo Jr/Sr High School

## Student Parent Handbook

### 2025-2026



#### **MISSION STATEMENT**

Successful learning experiences will be provided for every student each day. The staff at Cerro Gordo High School is committed to teaching for learning for all students. Teaching for learning includes continued learning for educators as well as students. Our vision is to develop curricula and lessons with the “end in mind.” Thus creating an efficient and effective “results oriented” school that successfully serves all students.

*Revised July 8th, 2025*

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### **General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection on the district website or through the Board office, located at:

Cerro Gordo CUSD #100  
300 East Durfee Street  
Cerro Gordo, IL 61818

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

Mrs. Angie Miller, President  
Mrs. Deborah Greenwood, Vice President  
Mrs. Malinda Callaway, Secretary  
Mr. Rodd Runyen, Treasurer  
Mr. Dustin Curran, Member  
Mr. Justin Howell, Member  
Mr. Jeff Bebar, Member

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

Dr. Emily Weidner, Superintendent  
Mr. Brandon Willard, Principal  
Mrs. Morgan Tuttle, Administrative Assistant

The school is located and may be contacted at:  
Cerro Gordo Jr/Sr High School  
300 East Durfee Street  
Cerro Gordo, IL 61818

P. 217-763-2711

## CERRO GORDO JUNIOR/SENIOR HIGH SCHOOL CALENDAR 2025-26

August 7	Thursday	Back to School Night (Chromebook Pickup) 5:00-8:00
August 12	Tuesday	Teachers Institute Day – No classes
August 13	Wednesday	Teachers Institute Day—No classes
August 14	Thursday	First Day of Classes
August 22	Friday	Fall Sports Scrimmage 5:00
August 29	Friday	School Improvement Day – 12:05 Dismissal (A Schedule)
September 1	Monday	Labor Day—No School
September 12	Friday	Midterms Go Home
September 25	Thursday	Bonfire Pep Rally (7:00)
September 26	Friday	Cerro Gordo Homecoming (1:00 Parade)
September 27	Saturday	Homecoming Dance (7:00)
October 2	Thursday	Parent/Teacher Conferences 4:00-7:30 PM
October 8	Wednesday	Parent/Teacher Conferences 4:00 - 7:30 PM
October 10	Friday	PT Conference Compensation day – No School/End 1st Qtr
October 13	Monday	Columbus Day—No School
October 15	Wednesday	School Pictures
October 17	Friday	Report Cards Go Home/Bement Homecoming Parade (1:00)
October 31	Friday	School Improvement Day - 12:05 Dismissal (B Schedule)
November 11	Tuesday	Veterans' Day Assembly
November 14	Friday	Midterms Go Home
November 19	Wednesday	Picture Retakes
November 26-28	Wednesday-Friday	Thanksgiving Break—No School
December 18-19	Thursday-Friday	Semester Exams - 1:55 Dismissal
December 19	Friday	End of First Semester
Dec 22-Jan 1		Winter Break
January 2	Friday	Teacher Institute Day—No Classes
January 5	Monday	Classes Resume
January 9	Friday	Report Cards Go Home
January 19	Monday	Martin Luther King Day—No School
February 6	Friday	Midterms Go Home
February 9	Monday	Lincolns Birthday - No School
February 13	Friday	School Improvement Day—12:05 Dismissal (A Schedule)
February 27	Friday	School Improvement Day - 12:05 Dismissal (B Schedule)
March 2	Monday	Casimir Pulaski Day - No School
March 6	Friday	End of Third Quarter
March 13	Friday	Report Cards Go Home
March 25-27 (Tentative)	Wednesday-Friday	Illinois Science Assessment
April 1	Wednesday	School Improvement Day - 12:05 Dismissal (A Schedule)
April 2-6		Spring Break—No School
April 8 (Tentative)	Wednesday	ACT/Pre-ACT Test
April 8-10 (Tentative)	Wednesday-Friday	Illinois Assessment of Readiness
April 10	Friday	Midterms Go Home
April 29	Wednesday	Band Concert
May 1	Friday	Science Fair/Aloha Day
May 2	Saturday	Prom
May 5	Tuesday	NHS Induction (6:00)/Honors Night (7:00)
May 6	Wednesday	Athletic Awards Banquet
May 12*	Tuesday	HS Awards Assembly (1:00) - *will occur last day before Review
May 14*	Thursday	JH Evening of Excellence (6:00)
May 14-15*	Thursday-Friday	Final Exams – 1:55 Dismissal
May 16*	Saturday	Graduation
May 18*	Monday	Teacher Institute Day—No Classes
May 22*	Friday	Report Cards Mailed Home

\*Dates for semester exams, teacher workshop, and last day of school will be determined by the use of snow days not made up.

If one (1) emergency day is used: Semester Exams are May 15-18 - TI May 19 - HS Graduation May 16

If two (2) days are used: Semester Exams are May 18-19 - TI May 20 - HS Graduation May 16

If three (3) days are used: Semester Exams are May 19-20 - TI May 21 - HS Graduation May 16

If four (4) days are used: Semester Exams are May 20-21 - TI May 22 - HS Graduation May 16

\*\*If five (5) days are used: Semester Exams are May 22-26 - TI May 27 - HS Graduation May 23

\*\*If six (6) days are used: Semester Exams are May 26-27 - TI May 28 - HS Graduation May 23

\*\*If seven (7) days are used: Semester Exams are May 27-28 - TI May 29 - HS Graduation May 23

OFFICES			Jr./Sr. High School Staff	
			Aten, Kevin	1122
			Buhr, Andrew	1115
Unit				1123
Williams, Krysie	1401		Gilpin, Vicky	1128
Weidner, Emily	1400		Gower, Vanessa	1124
Kitchen	1105		Jacobs, Jason	1204
Johnson, Chris	1116		Key, Dawnaya	1402
			Lovin, Rhonda	1209
Jr./Sr. High School			McCleery, Cassie	1127
Tuttle, Morgan	1100		McMillion, Cheyenne	1112
Willard, Brandon	1104		Meade, Megan	1126
Probst, Renee	1102		Moore, Jennifer	1118
			Navratil, Jason	1325
			Pritchard, Wil	1113
			Quick, Justin	1115
			Ridgeway, Chris	1125
			Rose, Charlene	1111
			Salefski, Dave	1126
			Thomas, Jennifer	1207
			Tuel, Kristine	1320
			Vogel, James	1203
			White, Kathleen	1129
			Wilkey, Christian	1205



**Cerro Gordo HS/JH Bell Schedule**

<b>Period</b>	<b>Time</b>
<b>1st</b>	<b>8:05-8:50</b>
<b>2nd</b>	<b>8:53-9:38</b>
<b>3rd</b>	<b>9:41-10:26</b>
<b>4th</b>	<b>10:29-11:14</b>
<b>HS Lunch/5th</b>	<b>11:14-11:44 / 11:47-12:32</b>
<b>5th/JH Lunch</b>	<b>11:17-12:02 / 12:02-12:32</b>
<b>6th</b>	<b>12:25-1:20</b>
<b>7th</b>	<b>1:23-2:08</b>
<b>8th</b>	<b>2:11-2:56</b>

**After School**

Students not participating in an after school club, practice, or event must leave the premises by 3:10 PM.

**Chain of Command**

The procedure for students/parents to discuss pertinent school issues follows the chain of command in the following order:

1. Teacher
2. Principal
3. Superintendent
4. School Board

It is important to follow the chain of command so that the individuals most closely associated and most knowledgeable about an issue can be involved in the resolution.

\*The procedure for athletes/parents to discuss pertinent athletic issues follows the following order:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School Board

### Visitors

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

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

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

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

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

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

Cross-reference: POLICY 8:30, <i>Visitors to and Conduct on School Property</i>
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### **Equal Educational Opportunities and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Jr./Sr. High School Principal.

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

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

Cross-Reference: POLICY 7:10, *Equal Educational Opportunities*; POLICY 2:260, *Uniform Grievance Procedure*

### **Animals on School Property**

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

### **School Volunteers**

All school volunteers must be approved by the building principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Cross-Reference: POLICY 6:250, *Community Resource Persons and Volunteers*

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. In addition parents may be notified using the School Messenger notification system.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Cross-Reference: POLICY 4:170, *Safety*

### **Video & Audio Monitoring Systems**

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

Cross-Reference: POLICY 4:110, *Transportation*

### **Accommodating Individuals with Disabilities**

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

Cross Reference: POLICY 8:70, *Accommodating Individuals with Disabilities*

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse (217) 763-2551.

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

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

Cross Reference: POLICY 7:285, *Anaphylaxis Prevention, Response, And Management Program*

### **Care of Students with Diabetes**

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or

contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

### **Suicide and Depression Awareness and Prevention**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school guidance office.

Cross-Reference: POLICY 7:290, Suicide and Depression Awareness and Prevention
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### **Accommodating Breastfeeding Students**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Cross Reference: POLICY 7:10-AP2, Administrative Procedure – Accommodating Breastfeeding Students
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### **Work Permits**

Work permits are required for all gainfully employed persons under 16 years of age except in agricultural pursuits, domestic services, and the distribution or sale of periodicals and newspapers. Work permits may be issued when the pupil presents a legal verification of age, a statement describing specific nature and conditions of work to be done, parental approval, and a written promise of employment. The nature of the work must be legal according to the Federal and State Child Labor Laws. Work permits may be obtained from the Principal's Office.

### **School Operations During a Pandemic or Other Health Emergency**

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

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

Additionally, please note the following:

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

Cross Reference: PRESS 4:180, Pandemic Preparedness; Management; and Recovery
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## **Chapter 2 - Attendance, Promotion, and Graduation**

### **Attendance**

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

Students previously homeschooled and wishing to enroll at Cerro Gordo High School as freshmen must successfully pass a placement test with 70% accuracy. Students wishing to enroll as upperclassmen must have successfully completed course work from an approved Illinois accredited program. These courses must be comparable to course work taught at Cerro Gordo High School. All courses must be approved by the Principal to be accepted for credit.

Cross-reference: POLICY 7:70, <i>Attendance and Truancy</i>
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### **Student Absences**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 16 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe religious holiday, for religious instructions, or because his or her religion forbids secular activity on a particular day or time of day, and (6) any child 15 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election. Parents can call in for up to 10 excused absences for the school year. Any subsequent absence will require a doctor's note or proof of absence to be considered an Excused Absence.

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

teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Additionally students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-763-2711 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross-reference: POLICY 7:70, <i>Attendance and Truancy</i>
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### **Pre-arranged Excused Absences**

If a student knows they must be absent from school, they must first receive the pre-arranged approval of the principal before securing a dismissal form. If the absence is non-school related, then a note must come from their parents or guardians stating the reason and length of absence. This form must be signed by teachers for approval and turned in to the office prior to the planned absence. School related absences are to be done following the same procedures except for the note. An advanced dismissal form may carry complete make-up privileges. Those not approved or pre-arranged will be unexcused.

Pre-arranged family vacations and out of town trips are limited to one incident per school year with a five school day limit. All other incidents are unexcused and will result in an unexcused absence.

### **College Day**

Realizing the need of some students to attend special college registration and meetings during school days, the school will allow an excused absence during an approved College Visit for qualifying seniors. Juniors will be allowed one college day. Seniors will be allowed two college days. These visits are generally limited to two per year only if the student is a college bound student.

The following criteria must be met: the student must be planning on attending college or university, or Tech school to arrange for the visitation, a form signed by the student, parents, and Guidance Counselor must be presented to the Principal before an approved dismissal form is granted, the student must bring proof from the college that they were there (a note on letterhead, note with an official seal, or note with an official stamp). Failure to meet these criteria will result in denial of the college day and/or possible disciplinary action.

Students attending approved College Days will be allowed to participate in after school activities.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).



Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Cross Reference: POLICY 7:80, *Release Time for Religious Instruction/Observation*

### **Absences - After School Activities**

In order for a student to be able to participate or attend an after school activity or practice, the student must be in school by 11:44 AM on the day of the activity unless approved by the principal. In addition, the absence must be considered an excused absence in order to be able to practice or attend an after school activity.

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Make-up work is permitted with generally one day per day absent with an additional day allowed to complete the work (A student absent 2 days would have 3 days to make up work, etc.). Lengthy and advanced absences will be treated on a case by case basis. Students who are unexcused from school will not be permitted to make up all missed work or be assigned an alternative assignment at the discretion of the classroom teacher and the principal. A late work penalty may be assigned that is inline with the individual classroom policy.

### **Truancy**

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

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

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

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

A 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.

Cross-references: POLICY 7:70, *Attendance and Truancy*

### **Tardiness**

Students must report to their classes on time. If a student is detained by a teacher after class, that teacher may write a pass, call, or email for the student. Students reporting to class after the last bell without a pass will be counted tardy by the instructor of the class. A third unexcused tardy per semester will result in a loss of cell phone privileges for the school day. A sixth unexcused tardy per semester will result in a loss of cell phone privileges for five school days and social suspension for five school days. A ninth unexcused tardy per semester will result in a loss of cell phone privileges for the rest of the semester and social suspension for the rest of the semester.

Students receiving an unexcused tardy for more than  $\frac{1}{2}$  of a period will be considered skipping and will result in a loss of cell phone privileges for the school day. (This includes students arriving to school late).

In the event the student does not have a cell phone, alternative discipline may be issued at the discretion of the building principal.

### **Passes**

Students will use Securely software, installed on their chromebooks, to electronically request a pass from class. Students are allowed 10 passes per semester. Once students have Cell phones are to remain in the classroom when students leave the classroom with a pass.

### **Grading**

School report cards are issued to JH students on a quarterly basis. During the middle of each quarter, a notice will be sent to the parents of any student doing poor work or failing work.

School report cards are issued to HS students at the end of each semester. Semester grades are the grades permanently recorded. Semester grades are determined by the following method: semester exams count 20% and the semester grade counts approximately 80%. During the middle of each semester progress reports will be sent home to all students. In addition, periodic progress reports will be sent to parents of any student doing poor work or failing work. If a student fails a semester and passes the other semester, only credit will be given for the semester passed [HS]. Required courses must be passed in both semesters.

Grade Values: For the purpose of computing grades earned in a class, the following point values are to be used:

90-100 = A = Superior - 4.00

80-89 = B = Above Average - 3.00

70-79 = C = Average - 2.0

60-69 = D = Below Average - 1.00

0-59 = F = Failure - 0.00

An incomplete cannot be carried on a report card two weeks after a grading period is over, unless an exception is made by the Principal when a student is physically unable to meet those guidelines.

### **Honor Roll**

Grades for honor roll will be comprised of all grades recorded on the report card. A list will be compiled at the end of each quarter for JH Students and at the end of each semester for HS Students.

- High Honors: 3.75 - 4.00
- Honors: 3.50 - 3.74
- Honorable Mention: 3.00 - 3.49

### **Semester Exams [HS]**

All teachers are to give semester exams. These exams are to be given during the semester exam schedule only.

Any 9th-11th grade student who has 3 or fewer absences (excused or unexcused) for the semester may have the option of being exempt from one semester exam of their choosing. The student must also have an A or B in the class that he or she is choosing to exempt and the student must fill out the proper exemption form.

Any senior who has 3 or fewer absences (excused or unexcused) for the semester may have the option of being exempt from any/all semester exams of their choosing. The student must have an A or B in the class he or she is choosing to exempt and the student must fill out the proper exemption form.

Three tardies will equate to one absence with regards to semester exam exemptions.

A student who is not exempt from semester exams must take the semester exam or fail the course for the entire semester. Students must be present at their semester exams for the entire time allotted for the semester exam. Only doctor excused absences (a dated note by a doctor must be presented within 48 hours after returning to school), court appearances (with note from court), or funerals will be accepted. Pre-arranged absences may be considered.

### **Promotion [JH]**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference: POLICY 6:280, <i>Grading &amp; Promotion</i>
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### **Skyward**

Parents can access their student's grades, attendance record, and discipline file as well as events through Skyward. Parents and students are provided with usernames and passwords at registration or by calling the Junior/Senior High School Office. Website: <https://skyward.iscorp.com/CerroGordo100ILStuSTS/>

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students who are absent from school for a valid cause (and excused absence) may make up missed homework in a reasonable timeframe.

### **Exemption from Physical Education Requirement [HS]**

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

An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

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

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

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

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3

Cross Reference: POLICY 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i> ; POLICY 7:260, <i>Exemption from Physical Education</i>
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### **Home and Hospital Instruction**

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

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

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

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

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

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

For information on home or hospital instruction, contact the building principal at 217-763-2711.

Cross Reference: POLICY 6:150, <i>Home and Hospital Instruction</i>
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## **High School Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

### **State Mandated Graduation Requirements**

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of constitutional government is required.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Daily physical education classes (unless waived).
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of resource management.
- (k) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject which may be counted toward the fulfillment of other graduation requirements.

### **Additional District Graduation Requirements:**

- (a) A minimum of 26 high school credits
- (b) An additional year of science (3 total)
- (c) An additional semester of social studies (2.5 total including constitutional government)
- (d) An additional 9 weeks of resource management (.5 total)
- (e) 3 community service hours senior year (to be completed on testing day)
- ~~(e) 20 hours of community service~~

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student

is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

### **Heartland Technical Academy**

Juniors and Seniors may apply to participate in the Heartland Technical Academy (HTA). GPA, attendance, and behavior are all determinants used by the Principal for admittance and continued participation in the HTA program. Students must utilize District #100 provided transportation service to HTA or receive prior approval from the Principal for alternative transportation. Students attending HTA will be required to report to HTA on days when Cerro Gordo Schools are not in session and HTA is in session. On days when HTA classes are not held, students will not be required to be on campus during their HTA course hours. Suspensions at HTA will result in suspension at CGHS and suspensions at CGHS will result in suspensions at HTA. Participation in the HTA program can be revoked at any time by the building principal based on student coursework, attendance, or behaviors. HTA has a \$150 fee per year.

All disciplinary actions given by HTA officials will also be enforced at CGHS.

### **Richland Transfer Academy**

Juniors and Seniors may apply to participate in the Richland Transfer Academy (RTA) if that student meets criteria set forth by Richland Community College, possesses a 3.2 High School GPA prior to the start of their desired RTA term, and has less than 8 absences during the school year prior to the RTA term. All extenuating circumstances will be reviewed and determined by the Principal. This academy affords students at CGHS the opportunity to complete general education classes that may be transferred to state universities. The Board of Education and Richland Community College reserves the right to use a selection process involving the number of students who attend. Students will assume responsibility for purchasing and acquiring all books and other materials necessary for classes. Students and parents understand that all grades at the academy affect GPA and subsequently class rank. Any student not completing a course with a passing grade for the semester will be charged the full cost of the course. Students attending RTA will be required to report to RTA on days when Cerro Gordo Schools are not in session and RTA is in session. On days when RTA classes are not held, students will only be required to be on campus when their Cerro Gordo High School classes meet. Suspensions at RTA will result in suspension at CGHS and suspensions at CGHS will result in suspensions at RTA. Participation in the RTA program can be revoked at any time by the building principal based on student coursework, attendance, or behaviors.

The fee for RTA will be \$375 per semester (\$750 for the year) starting the 2024-25 school year. Students will be reimbursed, at the end of each semester, \$100 per class that they receive an A or B for their final

semester grade. In order to continue with the RTA program and to receive reimbursement, fees must be paid by the end of the first quarter for the fall semester, and the end of the 3rd quarter for the spring semester.

All disciplinary actions given by RTA officials will also be enforced at CGHS.

### **Outside Courses**

Courses taken outside the normal course offering at the High School can only be taken with prior approval of the Principal. Application must be made to the Guidance Counselor. These courses can only be taken to make-up credit from failing work, for dual credit purposes, or to supplement a course that is not offered at Cerro Gordo or cannot fit in the students schedule. Such courses may not be taken to avoid the courses offered at the High School. Courses taken at colleges which do not count as High School credit cannot be counted for graduation.

### **Credit Recovery**

Credit Recovery for high school courses may be offered during the summer and/or during the school term. School term credit recovery is at the discretion of the high school principal.

### **Driver Education**

Students must attend a minimum of 30 hours of classroom instruction. Students not meeting these requirements due to absenteeism will retake the classroom portion the following semester.

### **Valedictorian/Salutatorian**

To be considered for Valedictorian or Salutatorian awards, students must complete eight semesters of high school and successfully complete at least seven of the following courses.

Algebra II, Calculus, Trigonometry/Pre-Calculus (both must be taken to be counted as one course), Biology 2, Chemistry, Physics, French II, French III, French IV, Spanish II, Spanish III, Spanish IV, English 101, English 102, all Richland Transfer Academy Courses.

Grade point average (GPA) will determine valedictorian and salutatorian awards. If GPA is identical through six decimal places, co-valedictorian and/or co-salutatorian awards will be given. Behavior and attendance are taken into consideration to be considered Valedictorian or Salutatorian, as determined by the building Principal.

Transfer students must be enrolled no later than the beginning of their junior year to be eligible for Valedictorian and Salutatorian consideration. Foreign exchange students cannot be valedictorian or salutatorian.

### **Graduation Ceremonies**

Graduation ceremonies are not mandatory and students must meet requirements in order to participate. Graduation practice must be attended if participating in the graduation ceremony. Students that attend Milligan Academy, Futures Academy, or any alternative programming cannot participate in the CGHS Graduation Ceremony.

Students must have completed all graduation requirements in order to participate in graduation ceremonies. Foreign exchange students receiving honorary diplomas are exempt from this. All



disciplinary actions must be taken care of before graduation ceremonies or the senior will not be allowed to participate in graduation ceremonies. All registration and book rental fees incurred during school must be paid before participating in graduation ceremonies. Parents will be notified of outstanding debt at registration and before February 1 of the current school year. Money owed beyond registration and book rental fees must be paid before participating in graduation ceremonies.

### **Promotion/Evening of Excellence Ceremonies [JH]**

Promotion/Evening of Excellence ceremonies are not mandatory and students must meet requirements in order to participate. All disciplinary actions must be taken care of before the ceremony or the student will not be allowed to participate. All registration and book rental fees incurred during Junior High must be paid before participating in the Evening of Excellence as an eighth grader. Parents will be notified of outstanding debt at registration and before February 1 of the current school year. Money owed beyond registration and book rental fees must be paid before participation is allowed.

## **Chapter 3 - Student Fees and Meal Costs**

### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular or extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the same income guidelines with the same limits based on household size, that are used for the federal free meals programs.
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

Cross-references: POLICY 4:110, *Transportation*; POLICY 4:140, *Waiver of Student Fees*;  
POLICY 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

## **2025/26 School Fees**

Text Rental \$80.00  
Parking Fee \$15.00 per semester  
Technology Fee \$20.00  
Science Lab Fee \$20.00 per class  
Assignment Notebook \$5.00  
Arts/Vocational Courses \$10.00 per semester  
HTA \$150.00  
RTA\$ 375.00 per semester (\$750.00 for year) - refunded \$100 per class with an A or B earned  
Band Fee \$25.00  
Driver Education Fee \$150.00  
Sports Participation Fee \$50.00 Per Sport  
(\$150 Maximum Per Student)  
(\$200 Maximum Per Family)

## **Refund Policy**

### **Student Fees**

1. The following will be charged for textbook rental fees:
  - August 17 - October 31 100%
  - November 1 - December 31 80%
  - January 1 - January 31 70%
  - February 1 - February 28 60%
  - March - June 50%
2. Special class semester fees will be charged as follows per semester:
  - First nine weeks of any semester \$6.00
  - Second nine weeks of any semester \$3.00

### **Student Refunds**

1. The following will be refunded for textbook fees if a student attends classes:
  - August 17 - September 30 80%
  - October 1 - October 31 70%
  - November 1 - November 30 60%
  - December 1 - December 31 50%
  - January 1 - January 31 40%
  - February 1 - February 28 20%
  - March 1 - March 31 10%
  - none thereafter
2. Special class semester fees will be refunded as follows:
  - A) If a student drops a class in the prescribed drop time, the full amount of the semester fee will be refunded.
  - B) Students transferring the first nine weeks of any semester will receive a 50% refund.
  - C) Students transferring the second nine weeks of any semester will not receive a refund.
  - D) Students transferring before second semester starts will receive full refund for that semester.

### **Athletic Fees**

1. Any athlete dropping a sport within one week of the start of practice will be refunded the fee.
2. Any athlete dropping a sport after one week of the start of the practice will not receive a refund.

### **School Breakfast & Lunch Program**

All students are given a lunch account and pin number at the beginning of the year. Students and parents may add money to their account by bringing cash or check into the office or via credit/debit card by accessing <https://payments.efundsforschools.com/v3/districts/56463> and setting up an online account. Students and parents may also monitor/manage their lunch account through the above website at no cost. Instructions for how to set up an online account are available in the school office. All lunch, breakfast, and snack purchases must be done through a student's lunch account. No cash transactions will be allowed in the lunchroom.

Breakfast is served every school day from 7:40 a.m. to 8:00 a.m. Lunch is served every school day according to the daily bell schedule.

A student may purchase breakfast for \$1.80 per day.

A student may bring a sack lunch from home or may purchase a school lunch for \$3.35 per day.

Free or reduced price meals are available for qualifying students. For an application, contact the building secretary.

Cross Reference: POLICY 4:130, <i>Free and Reduced-Price Food Services</i>
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### **Chapter 4 - Transportation and Parking**

#### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

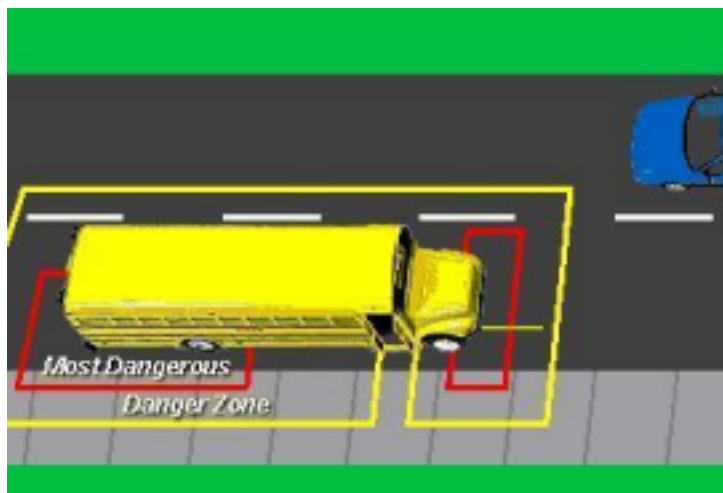
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to

observe the following:

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



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Jr/Sr High School Principal.

Cross-references: POLICY 4:110, *Transportation*; POLICY 7:220, *Bus Conduct*; POLICY 4:170-AP3, *School Bus Safety Rules*; POLICY 7:220, *Bus Conduct*; POLICY 7:220-AP, *Electronic Recordings on School Buses*

### **Bus Conduct**

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

### **Parking**

Students may park their vehicles in the east and south parking lots. All student vehicles must be properly tagged with their school parking permit visible in the front windshield at all times. Vehicles should be driven safely under the speed limit of 10 miles per hour and must yield to pedestrians. Vehicles parked outside of designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

All parking adjacent to the building on the east lot and in the north lot are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Students may not go to their cars or parking lot during school hours unless prior approval has been granted by the office staff.

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

Students choosing to park on the street rather than in the parking lot will still be charged a parking fee.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **Chapter 5 - Health and Safety**

### **Immunization, Health, Eye and Dental Examinations**

#### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### **Eye Examination**

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

#### **Dental Examination**

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1)

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

### **Exemptions**

A student will be exempted from the above requirements for:

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

<p>Cross Reference: POLICY 7:100, <i>Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students</i></p>
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### **Student Medication**

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

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

#### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine

injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

### **Emergency Aid to Students**

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

Cross-References: POLICY 7:270, *Administering Medicines to Students*; POLICY 7:270-AP, *Dispensing Medication*; POLICY 7:270-E, *School Medication Authorization Form*

### **Guidance & Counseling**

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Cross-Reference: POLICY 6:270, *Guidance and Counseling Program*

### **Social Work**

Social Work services are available for students and families. Appointments can be made with the social worker by calling the office. Parents can refer their student for social work help. The school social worker also coordinates the schools programs that promote self-esteem, helps prevent bullying and sexual



harassment.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

Cross-References: POLICY 4:170, *Safety*; POLICY 4:170-AP1, *Comprehensive Safety and Crisis Program*

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references: POLICY 7:280, *Communicable and Chronic Infectious Disease*; POLICY 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References: POLICY 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

### **Accidents/Student Insurance**

All accidents which occur on school property or on school sponsored trips are to be reported to the person in charge immediately. Teachers, sponsors/supervisors are required to complete accident reports in all cases and turn in to the High School Office.

All students will have the opportunity to purchase accident insurance from a major company through the High School.

All students participating in any athletics are required to have insurance coverage or a waiver on file. FOOTBALL PLAYERS MUST HAVE ADDITIONAL COVERAGE OR PARENTS MUST SIGN A WAIVER TESTIFYING THEY HAVE OTHER MEDICAL COVERAGE. All athletes are required to have insurance or a waiver form on file.

### **Prevention of Anaphylaxis**

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

## **Chapter 6 - Discipline and Conduct**

### **General Building Conduct**

Students shall not arrive at school before 7:40 a.m. and classes begin at 8:05 a.m. and students are dismissed at 2:56 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Public displays of affection that are disruptive are subject to discipline by staff.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

### **Vandalism**

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

### **Entering the Building in the Morning**

Students who arrive at school before 8:00 a.m. will report directly to the commons unless the student has been given permission to attend special rehearsals, meetings, practices or meetings with staff members. At the 8:00 a.m. bell students will be permitted to go to their lockers. No student should ever be in the building without the direct supervision of a member of the staff. All students should enter the main east door upon arrival at school or the west door if arriving by bus. The main east doors will open at 7:40 for breakfast. The office will open at 7:40.

### **Book Bags/Purses**

Book bags will be allowed at school to transport materials to and from home. Book bags, purses, and their contents will be stored in the students' locker. Book bags and purses are not allowed in the classrooms, on top of lockers or in any traffic areas during the school day.

### **Food and Drink**

Food and drinks may be allowed in designated areas at the teacher's or supervisor's discretion. At no time should food or drink (besides water) be allowed in auditorium.

### **School Dress Code / Student Appearance**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages or establishments, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. In addition, no sexual references may be worn.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing showing skin from the shoulders to the thigh and/or undergarments may not be worn at school (no spaghetti straps, undergarments showing, or stomach showing).
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Cross Reference: POLICY 7:160, <i>Student Appearance</i>
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### **Student Behavior**

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis,

- even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
  7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

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

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

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

the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Isolated Time Out, Time Out and Physical Restraint**

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

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

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

### **Gang & Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school

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

### **Social Suspension**

Attendance in extra and co-curricular activities including, but not limited to; school dances, sporting events, assemblies, and field trips is a privilege; therefore, the right to attend any Cerro Gordo sponsored activities may be revoked due to academic, attendance, or disciplinary issues. The Principal may place a student on Social Suspension at any time, and for any duration, for Academic, Attendance, and Disciplinary issues

#### **Academics**

~~Academic social suspension will be based upon the student failing a class at the time of the event. A student may be placed on social suspension, by the Principal, for any extracurricular event, at any time, for a failing grade.~~

#### **Attendance**

~~Students will be immediately placed on social suspension when they have accumulated (3) unexcused absences for the semester. Once placed on social suspension, they will remain on social suspension for the remainder of that semester.~~

~~If a student should accumulate (6) or more unexcused absences, they will be automatically placed on social suspension for the remainder of the year.~~

~~Students will be immediately placed on social suspension for five school days if they are assigned (6) unexcused tardies for the semester.~~

~~If a student should accumulate (9) or more unexcused tardies, they will be automatically placed on social suspension for the remainder of the semester.~~

#### **Discipline**

~~Students will be placed on social suspension for a to be determined length of time by the school principal when any of the following disciplinary sanctions have occurred:~~

- ~~1. Failure to serve an assigned detention~~
- ~~2. Suspension (in or out of school)~~
- ~~3. Student action that is deemed unacceptable by the school principal~~

~~Modifications to individual social suspensions may be made at the discretion of the building principal in collaboration with the Parent/Guardian.~~

### **Detention**

Students may be detained outside of normal school hours for a predetermined length or time as a disciplinary measure. Students shall be given one day advance notice of detention so that arrangements can be made to serve the detention. The school will not be responsible for transportation home on the day detention is served. Note: Failure to serve a scheduled detention, without prior approval from the Principal, will result in social probation until the detention is served. This includes loss of cell phone



privileges and lunch detention. One incident may result in multiple detentions.

**Detention Room Rules and Regulations:**

1. No talking at any time.
2. Must keep busy at all times.
3. Must bring materials to detention to keep busy for 50 minutes.
4. Must be in assigned seat by 3:05.
5. No gum, pop, or food is to be in the detention room.
6. Once in the room, a student cannot leave.
7. No electronic devices including cell phones will be allowed.
9. Students will be given at least 24 hour notice before being assigned to a detention. The detention must be served on the next detention day that provides the 24 hour notice.
10. Detentions are to be served regardless of any practices, meetings, or work.
11. All school rules and regulations will apply.
12. In the event of a school contest or scheduling conflict, other arrangements may be made by the teacher assigning the detention or building principal.

**Detention Room Violations:**

1. For every violation of rules 1-8, an additional detention will be given.
2. Failure to show for detention will result in loss of cell phone privileges as assigned by the building principal and social suspension until the detention is served.

**Saturday Detention**

There will be Saturday Detention one time per month. Saturday Detention will run from 8:00-11:00 AM. Students receiving multiple, or repetitive detentions, will be assigned a Saturday Detention. All other Saturday Detentions are assigned by the Principal. The school is not responsible for transportation to Saturday Detention. Note: Failure to serve a scheduled Saturday Detention, without prior approval from the Principal, will result in social probation until the detention is served. This includes loss of cell phone privileges and lunch detention.

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

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

**Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual

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

Emotional signs:

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

### **Warning Signs of Grooming Behaviors**

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

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

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

### **Warning Signs of Boundary Violations**

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

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

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

#### **Cross Reference:**

PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

PRESS 5:120-AP2, Employee Conduct Standards

PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

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

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

characteristics stated above.

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

**Nondiscrimination Coordinator:  
Emily Weidner, Superintendent**

300 East Durfee, PO Box 79  
Cerro Gordo, IL 61818  
217-763-5221  
[eweidner@cgbroncos.org](mailto:eweidner@cgbroncos.org)

**Complaint Managers:**

**Brandon Willard, Building Principal** PO Box 79,  
Cerro Gordo IL 61818  
217-763-2711  
[bwillard@cgbroncos.org](mailto:bwillard@cgbroncos.org)

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

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

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.

Cross-references: POLICY 7:20, <i>Harassment of Students Prohibited</i> ; POLICY 7:180, <i>Prevention of and Response to Bullying, Intimidation and Harassment</i> ; POLICY 7:190, <i>Student Discipline</i> ; POLICY 2:260, <i>Uniform Grievance Procedure</i>
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## **Sexual Harassment & Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

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

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Nondiscrimination Coordinator:**

#### **Emily Weidner, Superintendent**

300 East Durfee, PO Box 79  
Cerro Gordo, IL 61818  
217-763-5221  
[eweidner@cgbroncos.org](mailto:eweidner@cgbroncos.org)

### **Complaint Managers:**

#### **Brandon Willard, Building Principal**

PO Box 79,  
Cerro Gordo IL 61818  
217-763-2711 217-763-5221  
[bwillard@cgbroncos.org](mailto:bwillard@cgbroncos.org)

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

Cross-references: POLICY 7:20, *Harassment of Students Prohibited*; POLICY 7:185, *Teen Dating Violence Prohibited*

## **Lunch & Cafeteria Rules**

### **Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately; misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

## **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

### **Access to Student Social Networking Passwords & Websites**

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

Cross-references: POLICY 7:140, *Search and Seizure*; POLICY 7:190-AP7,E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer, headphones, ear pods, or other similar electronic device.

Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, electronic devices must be kept out-of-sight unless and not heard: (a) use of the device is provided in a student's individualized education program (IEP); or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period and passing period.

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

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

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.



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

Cross-references: POLICY 7:190-AP5, *Student Handbook, Electronic Devices*

## **Chapter 7 - Internet, Technology & Publications**

### **Acceptable Use of the District's Electronic Networks**

#### **Acceptable Use of the District's Electronic Networks**

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

#### **Terms and Conditions**

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

**Privileges** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;

7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

**No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

## **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Cross Reference: POLICY 6:235, <i>Access to Electronic Networks</i>
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## **Guidelines for Student Distribution of Non-School-Sponsored Publications**

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

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

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

### **Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook.—Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Cross Reference: POLICY 7:315 <i>Restrictions on Publications; High Schools</i>
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### **Annual Notice to Parents about Educational Technology**

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

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

Education, to take a number of actions to protect online student data.

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

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

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

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

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

As part of our efforts to provide students with a comprehensive and modern learning environment, Cerro Gordo Jr/Sr High School utilizes Google Suite for Education to facilitate communication, collaboration, and access to educational tools. By enrolling your child in our school, you consent to the use of Google Suite services, including but not limited to Gmail, Google Drive, Google Docs, Google Classroom, and other Google apps, for educational purposes.

Cross Reference:

PRESS 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors

## **Cerro Gordo Jr/Sr High School Chromebook Policy**

### **General Information**

Cerro Gordo CUSD #100 has a 1:1 technology initiative for all students grades 6-12. The district provides each student with a Google Chromebook, power cord, and case for the school year. Students need to...

- Adhere to the rules and regulations governing the use of Cerro Gordo CUSD #100 computers and networks and, also, comply with all applicable copyright and other regulations regarding the use of technological devices.
- Understand that access to, and use of, district technology is a privilege, not a right. Any activity on a district owned computer, network, or electronic communication device may be monitored by school authorities. There is no expectation of privacy for information stored on the Chromebook.
- Inappropriate use of district technology may result in limited or banned use, disciplinary consequences, removal from courses, loss of credit, and/or legal action.
- Provide reasonable care and maintenance to the Chromebook.

### **Ownership**

Cerro Gordo CUSD #100 retains sole right of ownership of the Chromebook. Chromebooks are loaned to students for educational purposes during the current school year. Rights of use and possession of issued Chromebooks expires no later than the last day of the current school year unless terminated earlier by Cerro Gordo CUSD #100 or upon withdrawal from school. Cerro Gordo CUSD #100 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software and hardware.

### **Receiving/Returning a Chromebook**

- If a student transfers to another school, said student should return their Chromebook at the time of transfer.
- If a student fails to turn in their issued Chromebook, student/parent/guardian will be held responsible for the replacement cost.

### **Replacement/Repair Cost**

If the device is damaged by the student either inadvertently or intentionally, the following repair/replacement costs will apply. The student/parent/guardians will be responsible for this fee before the student will receive a replacement/repared device.

Lost Device - \$300

Screen replacement-\$45

Keyboard/touchpad-\$75

Power cord-\$40

Case - \$35

Strap - \$10

## **Chapter 8 - Search and Seizure**

### **Search and Seizure**

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

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

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

### **Students Searches**

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

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

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning



or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-reference: POLICY 7:140, *Search and Seizure*

## **Chapter 9 - Extracurricular and Athletic Activities**

### **Coaches Handbook**

It is the desire of this school, not only to produce winning teams at all levels, but also to produce a person who has benefited from the athletic program. It is desired that a graduate of the sports program can utilize what has been taught. The athlete must learn how to navigate future relationships with others—and most importantly, learn to understand themselves.

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the students culture values or modesty preferences.

The outcome of each practice session and game rests on the athlete and coach. No other influence is as important as those two. In accomplishing this, there must be responsibilities, good judgment, good conduct, discipline, and respect. The coach and athlete set the pace for each game to be played. Their conduct and responsibility must be of the highest degree in sportsmanship and integrity. It is to be understood that participation in athletics is a privilege and not a right. These privileges are extended by the district to students who wish to participate and who agree to comply with the rules and regulations established for each respective activity. The failure to comply with the rules and regulations will result in appropriate sanctions. It is also understood that athletics will be held to a higher standard of conduct than other students.

The purpose of this handbook is to set the basic ground work, upon which can be built successful sports programs. By reading and knowing the contents of this handbook. It is hoped that you will become the athlete that is a star in their own right. Cerro Gordo High School wants to be proud of its athletes and the athletes should be proud of Cerro Gordo High School.

### **Athletic and Extracurricular Code**

The following rules apply to any student participating on a Cerro Gordo Athletic Team, Cheerleading Team, or Scholastic Bowl Team at any time during his or her high school tenure. The rules have been compiled by the coaches and are for the purpose of developing consistency within Cerro Gordo High School extra-curricular programs. Rules shall apply to Scholastic Bowl, but Scholastic Bowl may not be used in meeting the results of athletic discipline violations.

The Athletic and Extracurricular Code takes effect the day following a student's promotion from eighth grade and remains in effect, year round, until his or her high school graduation or the end of the last IHSA event of his or her graduation year, whichever is longer.

No drinking, use of, in possession of, or attendance at a party, or in a car, where alcohol, drugs, marijuana, or illegal substances are present. No smoking, vaping, use of, or possession of tobacco products.

## FIRST OFFENSE

- A. Suspension from 1/3 of the season's contest dates.
- B. If the violation occurs, while on a team, beyond the last 1/3 of a current season's contest the percentage of the suspension not completed during the current season will be carried over to the next activity in which the student participates.
- C. If violation occurs while not out for a sport or activity, the student will be suspended for 1/3 of the next sport/activity he or she is involved in, whenever that may occur during his or her time in high school. The student must finish that sport/activity in good standing.

## SECOND OFFENSE

- A. Suspension from 2/3 of the season's contest dates.
- B. If the violation occurs, while on a team, beyond the last 2/3 of a current season's contest, the percentage of the suspension not completed during the current season will be carried over to the next activity in which the student participates.
- C. If violation occurs while not out for a sport or activity, the student will be suspended for 2/3 of the next sport/activity he or she is involved in, whenever that may occur during his or her time in high school. The student must finish that sport/activity in good standing.

## THIRD OFFENSE

Permanent suspension from sports/activities for remainder of school career.

Additionally, gross misconduct, inappropriate actions, or unsportsmanlike conduct while acting as a representative of the school will result in immediate discipline.

Theft or willful destruction of personal or school property will result in immediate discipline.

All existing rules, regulations, and policies of the school will apply to athletes, pom poms, cheerleaders, and Scholastic Bowl members.

Any situation not covered above can be handled at the discretion of the coach and principal. The administration reserves the right to amend the athletic and extra-curricular code as deemed necessary.

Middle School students will begin with a clean record coming into high school. The high school athletic and extra-curricular code will be in effect for incoming freshmen the day after being promoted from eighth grade (last day of school as an eighth grader).

### **Spectator Conduct**

Any person may attend school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events held upon grounds of Cerro Gordo Community Unit school District #100, which the student is otherwise permitted or entitled to attend.

Student and children spectators, 5th grade or below, must be accompanied by a supervising adult during all after school activities.

Spectators are required to conduct themselves appropriately while at school events. This means refraining from the following acts:

1. Any act which injures, threatens, harasses, or intimidates a staff member, a School Board Member, or any other person
2. Any act which causes personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Any act which causes damage to or defaces School District property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Any act which is intended to disrupt the performance or continuance of any school-sponsored or related activities, function and meetings, extra curricular activities and athletic events athletic event or violates any Illinois law, or town, or county ordinance. This includes smoking or the use of tobacco products.
5. Any act which is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities, functions and meetings, extra curricular activities and athletic events.
7. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devises or weapons.
8. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive.
9. Engage in any risky behavior, including roller blading, roller skating, or skateboarding or violate other District policies or regulations. Or an authorized District employee's directive.

“School property” means school buildings, vehicles used for school purposes, and school grounds.

PENALTY: Any person who violates items 1-9 of this Policy, may be:

- A. Restricted by the Board President, Superintendent, Building Principal, or their designees, to observance of or attendance at any school-sponsored or related activities, functions and meetings, extra curricular and athletic events from a particular place or area.
- B. Removed from or ordered evicted from any building, grounds or place at which any school-sponsored or related activities, functions and meetings, extra curricular and athletic events are held by the Board President, Superintendent, Building Principal or their designee.
- C. Prohibited from further attendance at any school-sponsored or related activities, functions and meetings, extra curricular and athletic events for up to one (1) year.

In the case of the imposition of Penalty C of this Policy, the following procedure shall apply:

Within ten (10) days from the commission of any act prohibited by this Policy, the Board President, Superintendent, Building Principal, or their designee, may, in writing, deliver to the Board of Education or Superintendent, as applicable, a complaint against any person alleging the commission of any act prohibited by this Policy; that Penalty C of this Policy shall be sought to be imposed: and for what length of time Penalty C should be in effect if imposed. A copy of the

complaint shall be delivered by mail or in person to the person alleged to have committed the act, together with a copy of this Policy.

If the person alleged to have committed the act prohibited so requests, a hearing shall be held as soon as is practicable before the Board of Education or Superintendent, or their designees, as applicable, except that the person designated may not be the person who was the complainant. The complainant and the person alleged to have violated this Policy may appear at the hearing. No formal rules or procedure or evidence will apply. At the hearing it shall be determined: 1) whether the person did, in fact, commit the alleged act; 2) whether Penalty C is appropriate; and 3) if Penalty C is appropriate, for what length of time it should be imposed.

For determining 2 and 3 above, the following shall be taken into account:

A. The nature and severity of the act.

B. Whether or not the person who committed the act prohibited under this Policy has committed other acts prohibited under this policy, either before or after the act which is the subject of the hearing.

C. The age, intelligence and maturity of the person who committed the prohibited act. D. Whether the person's presence at any school-sponsored or related activities, functions and meetings, extra curricular and athletic events constitutes a threat to any other persons, property or the events.

Upon completion of the hearing, the Board of Education or Superintendent or their designees, as the case may be, shall determine whether the prohibited act was committed: whether Penalty C is appropriate; and if Penalty C is appropriate, for what length of time it should be imposed.

The person accused of the act shall be notified in writing of said determination. If the complainant or the person who committed the prohibited act is dissatisfied with the decision of the Superintendent or his designee, that person may file a written notice of appeal of the decision with the Secretary of the Board of Education. Upon receipt of such a notice, the Secretary shall cause the matter to be placed upon the agenda of the next regularly scheduled meeting of the Board of Education; at which time the Board of Education shall consider the matter do novo according to the same rules and procedure as set forth in this Policy for the initial hearing before the Superintendent or his designee.

Nothing in this Policy shall prevent the application of other disciplinary rules of the Board, including but not limited to those rules relating to detentions, suspensions or expulsions and criminal sanctions.

### **Attendance**

In order for a student to be able to participate in after school activities, the student must be in school at least the one-half day immediately preceding the activity. In addition, students are expected to be in attendance daily, including days after contests. Participants who are absent on days after contests may be withheld from participating in their next contest. In order to attend practices or attend any school events, a student must be in attendance at least for the last four periods of the school day and be considered "excused"; unless prior approval by the principal to waive is granted. Any student not meeting these criteria cannot attend school functions unless approved by the Principal. Students properly signed out on

an approved college day are exempt from this rule and may participate in after school activities.

### **Attendance at State Playoffs**

On certain occasions the high school will approve students to attend state playoffs. Not all playoffs are in the best interest of Cerro Gordo students. In order to attend the following criteria must be met:

1. A member of the school's team during the playoffs
2. If school team is going as team then player must use school transportation.
3. A letter from your parent giving permission to attend must be turned into the office the day before attending playoffs.
4. The school reserves the right to approve which play-offs may be attended by students.
5. An advance dismissal form must be on file before leaving for the playoffs or absence will be unexcused.
6. Players must have tickets purchased in advance or proof that tickets are available at the State site.

### **Athletic Practices**

Athletes are expected to attend practices. Athletes will not be allowed to miss or be dismissed from a practice for another non-school related activity. Should athletes who are cheerleaders miss the players bus, for a sport they are to cheer for due to practice, parents must shuttle the cheerleaders to the game. Junior High cheerleaders will be dismissed from practice at the arranged bus departure time.

### **Awards Policy**

To earn a Varsity letter, the student must meet one of the following requirements in each sport and finish the season in good standing:

#### **Basketball**

1. 50% of games played at Varsity level
2. Participate for four years.

#### **Volleyball**

1. 50% of Varsity games
2. Participate for four years

#### **Football**

1. 50% of Varsity Quarters
2. Participate for four years

#### **Softball/Baseball**

1. 50 % of Varsity Games
2. Participate for four years

#### **Track**

1. Average 1 1/4 points per Varsity meet
2. Score in an Open Varsity Invitational meet
3. Participate for four years

### Cheerleading

First Year Award: Numeral, ~~Chevron~~, Varsity Letter

Second Year Award: ~~Chevron Pin~~

Third Year Award: ~~Chevron Pin~~

Fourth Year Award: ~~Chevron Pin~~

### Scholastic Bowl

First Year Award: Lamp of knowledge, Numerals, Varsity Letter

Second Year Award: Pin

Third Year Award: Pin

Fourth Year Award: Pin

### Band

Freshmen: ~~Chenille~~ sixteenth notes, Numerals

Sophomores: Pin

Juniors: Pin

Seniors: Pin

## **Junior High Activities**

Cerro Gordo Junior High is a member of the Junior High Okaw Conference (JHOC). Each year we participate in IESA sports within this conference. The Junior High offers the following activities: Boys' and Girls' Basketball, Volleyball, Boys' and Girls' Track and Field, Baseball, Softball, Literary Contest and Scholastic Bowl. In addition, students may participate in Newspaper Staff and Student Council.

## **Buses to School Events**

All students on athletic teams, school teams, cheerleading squads, or pom pon squads are required to ride school provided transportation only. Students cannot drive themselves. In an occasion with conflicting practices/games, parents may replace school transportation with the coaches' and Principal's permission only. Other circumstances are decided by the principal's discretion. Repeated violations will result in suspension from games. Students wishing to ride home with parents from events are to have signed notes handed to coaches by parents or they can sign the sign out sheet. Students cannot ride home with friends, other parents, or brothers or sisters without prior approval from the principal.

## **Grades & Eligibility**

A student will be permitted to participate in extracurricular activities under the rules and guidelines established by the Illinois High School Association. This includes athletes, cheerleaders Pom Pon, Band, and Scholastic Bowl members. Junior High athletes will also adhere to these policies.

Selection of members or participants for sports and extra-curricular activities at Cerro Gordo High School is at the discretion of the teachers, sponsors or coaches, provided that the selection criteria conforms to District policies. Participation in co-curricular activities is dependent upon course selection and successful progress in these courses. This would include marching band, pep band, music contest and similar activities. In order to be eligible to participate in any Cerro Gordo School sponsored or any Cerro Gordo School supported athletic or extra-curricular activity, a student must satisfy the following:

Students must pass 5 academic courses in their previous semester of high school ( or Junior High), unless they are entering high school for the first time, in order to be academically eligible to participate in the current semester. Approved summer school courses may be counted to meet the criteria.

Students must be passing all subjects in which they are enrolled. Any student failing to meet these academic criteria shall be suspended from the activity for seven calendar days (Sunday through Saturday).

Students ineligible for a cumulative total of five weeks during a sport or activity season shall be removed from the team. Eligibility is only run the week prior to games. Students who are not passing may continue to belong to clubs and organizations that meet during the school day. However, ineligible students may not attend meetings, field trips or participate in activities that are directly associated with the organization during the time they are ineligible.

Activities that will be affected by this policy are:

- All interscholastic sports and activities
- School play/musical
- Membership on student council
- Officer of any school club

Eligibilities will be checked weekly as follows:

1. Student eligibility will be checked on the last attendance day of the week according to the appropriate eligibility standards by the Principal/Athletic Director.
2. Principal/Athletic Director will notify the coach when an athlete is ineligible.
- ~~2. Any student with an "F" will have their name placed on a list that will be provided to teachers and coaches/sponsors.~~
3. Students found ineligible will be notified immediately by the coach/sponsor and barred from contests or performances until eligibility is reestablished.
4. Ineligibility will be in effect Sunday through Saturday the week following the eligibility report.
5. Grades are to be compiled by semesters for HS and quarters for JH.

Coaches and sponsors will be notified ~~in writing~~ as to who is ineligible for the next eligibility period. The eligibility period shall be from the following Sunday through the next Saturday.

Eligibility for Theatre Productions will be determined on the third Friday of rehearsals. If a student is ineligible at this time, they will be removed from the production moving forward.

### **NCAA Eligibility**

The NCAA initial-Eligibility Clearinghouse has certain courses on file as meeting NCAA core course guidelines. Check with the guidance counselor for a list of those courses.

### **School Day Participation & Behavior**

Student athletes are expected to participate and demonstrate appropriate behaviors in all classes. Failure to participate in classroom activities, including participating in Physical Education class, or demonstrating behaviors deemed inappropriate by teacher or principal will result in athletic related consequences based on the discretion of the coach, principal, and athletic director. Insubordination on game days including, but not limited to, refusal to participate in classroom activities and/or Physical Education will result in a loss of participation in that night's activities.

### **Requirements for Participation**

Remember that as an athlete you are not eligible to participate in any sport or practice until the following items have been completed.

1. Participation fee of \$50.00 paid
2. Physical exam completed and card on file in office
3. School insurance or insurance waiver signed.
4. Concussion testing

### **Guidelines for Students Involved in Multiple Activities**

Cerro Gordo students may choose to participate in more than one activity simultaneously. Students choosing to do so are bound by the guidelines set forth below and are also responsible for informing his/her sponsors/coaches of possible conflicts when the student is involved in multiple activities. Sponsors, coaches and administrators will collaborate on the scheduling of games, performances, practices and rehearsals to minimize conflicts for such students. Despite these efforts, conflicts will arise on occasion. If a student is scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches, or sponsors involved will determine if it is possible for the students to participate in both events. If this is not possible, the following guidelines will determine in which event they will participate.

1. Before the season athletes will declare their primary sport. For the duration of the spring sports season athletes will work with their coaches to attend two-thirds of the practices for their primary sport. Primary sport selections cannot be changed.
2. A performance, contest or game takes precedence over a practice, rehearsal or non-competitive cheerleading (sideline cheering at football and boys' basketball games).
3. A regional qualifier that could lead to the state level takes precedence over a performance, competition, or game that does not lead to the state level.
4. The LPC Track Meet shall take precedence over any baseball or softball game.
5. If two competitions or performances or two practices or rehearsals are in conflict, the student may choose either without penalty as long as they inform both teachers (coaches, sponsors) of their choice in advance.
6. Failure to follow these guidelines or to inform their teacher (coach, sponsor) of a conflict in a timely manner may result in the student suffering the normal consequence for failure to show up.



## **National Honor Society**

### **Scholarship:**

Sophomores must have a 3.5 cumulative GPA. Juniors and seniors must have a 3.0 cumulative GPA.

### **Service:**

Potential applicants must have been involved in at least 5 extracurricular activities at school, church, or in the community. Three of these must be school activities or organizations. Applicants must also have documentation of completed service projects such as but not limited to: Mentoring, Big Brothers Big Sisters, Hospital Auxiliary, Relay for Life, etc. Check with the NHS adviser if you are unsure if an activity qualifies as a service project. As a member of NHS, students will be required to log service hours.

### **Leadership:**

Applicants must meet 1 of the following requirements: 1. must have held a leadership role such as class officer, club officer, club committee member, team captain, drum major, etc. in a school organization **OR** 2. Must have held a leadership role in a youth group, church group or other civic organization. If requirement 2 is applied, a letter of recommendation and confirmation must be submitted by the adult in charge of the organization.

### **Character:**

The faculty will be given a list of students who meet the minimum GPA requirement for acceptance. Teachers will evaluate those students in the following areas: integrity, behavior, dependability, attitude, and motivation. Because character evaluations tend to be subjective, the evaluation committee will benefit from specific comments that explain extremely low scores. There is no minimum score required for acceptance; however, students with low scores from more than 1 teacher will most likely not be accepted into NHS even if all other requirements are met. Any student who has been suspended from school or who has multiple disciplinary infractions will not be accepted into NHS. Students who have received an attendance letter or who have excessive tardies will most likely not be accepted into NHS.

### **Applications:**

Students who meet the GPA, Leadership, and Service requirements and who pass the Faculty Evaluation process will be given an NHS application. Applications DO NOT guarantee acceptance. Students must complete the application and return it to the sponsor by the deadline given. Students with incomplete or late applications will not be considered for acceptance.

National Honor Society members will be selected in March. The induction ceremony will take place at Honors Night. If you have any questions, see the National Honor Society sponsor.

### **National Honor Society Dismissal Procedures**

Members whose cumulative grade point average falls below the required 3.5 or 3.0 will receive a written warning from the chapter advisor and be given one semester to correct the deficiency. If the grade point average does not return to the required 3.5 or 3.0, the student will be dismissed from the National Honor Society at the end of the probationary semester.

Members who fall below the standards for Leadership, Service and/or Character which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given reasonable time to correct the deficiency. In case of a flagrant violation of school rules or civil laws, a warning is not required. In all cases of dismissal, other than grade point averages, a hearing will be held.

Students who have been involved in a flagrant violation of school rules or civil laws (i.e. drugs, alcohol,

out of school suspensions) are not eligible to apply the school year these infractions occur.

### **Student Council**

The Student Council works to improve the school by acting as a liaison between students and faculty/administration. Members of the Student Council are elected by their classes and clubs to serve for one year. Class Presidents are automatically Student Council representatives.

Each student must maintain at least a C average to be a representative on the Student Council

### **Fund Raising**

Any class, school sponsored organization or club desiring to run a fundraising event must first have approval of their sponsor, the Principal and the Superintendent. No two high school classes, clubs, or organizations may run a fundraising sales event simultaneously. Classes and clubs may not use class time to earn money. Earning activities may be planned at class meetings or club meetings. Funds raised by all school organizations must maintain their accounts through the High School Office. The proper form must be filled out and on file.

### **Drug and Alcohol Testing Program**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Cross-References: POLICY 6:190, *Extracurricular and Co-Curricular Activities*; POLICY 6:190-AP, *Eligibility for Participation in Extracurricular Activities*; POLICY 7:240, *Conduct Code for Participants in Extracurricular Activities*; POLICY 7:240-AP1, *Code of Conduct for Extracurricular Activities*

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as a high school student or graduates under 21 years of age.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Attendance at school dances can be revoked by the Principal based on attendance, grades, and behaviors.

Cross-references: POLICY 6:190, *Extracurricular and Co-Curricular Activities*; POLICY 7:240-AP1, *Code of Conduct for Extracurricular Activities*

### **Student Athlete Concussions and Head Injuries**

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

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

Cross Reference: POLICY 7:305, Student Athlete Concussions and Head Injuries

## **Chapter 10 - Special Education**

### **Education of Children with Disabilities**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact:

Brandon Willard  
Jr/Sr High School Principal  
217-763-2711

Cross Reference: POLICY 6:120, *Education of Children with Disabilities*

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

Cross Reference: POLICY 7:230, *Misconduct by Students with Disabilities*

### **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

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

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

Cross Reference: POLICY 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

### **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross Reference: POLICY 6:300, *Graduation Requirements*

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

Cross Reference: POLICY 6:120, *Education of Children with Disabilities*; POLICY 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Cross Reference:  
PRESS 7:340-AP1, School Student Records

## **Chapter 11 - Student Records and Privacy**

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- 8.

Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

#### Instructional Material

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

#### Selling or Marketing Students' Personal Information Is Prohibited

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

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

Cross-References: POLICY 7:15, *Student and Family Privacy Rights*; POLICY 7:15-E, *Notification to Parents of Family Privacy Rights*

### **Student Records**

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.
  - a. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building

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

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

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

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

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

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

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

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

5. The right to a copy of any school student record proposed to be destroyed or deleted. a. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. 6. The right to prohibit the release of directory information.

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

i. Name

ii. Address

iii. Grade level

iv. Birth date and place

v. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

vi. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

vii. Academic awards, degrees, and honors

viii. Information in relation to school-sponsored activities, organizations, and athletics

ix. Major field of study

Period of attendance in school Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

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



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

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

Cross-reference: PRESS 7:340, Student Records

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-reference: POLICY 7:340, *Student Records*

### **Requests from Military or Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-reference: POLICY 7:340-AP, *Student Records*

## **Chapter 12 - Parental Right Notifications**

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross-References: POLICY 5:190, *Teacher Qualifications*; POLICY 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

### **Homeless Child's Right to Education**

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

- (1) continuing the child's education in the school of origin for as long as the child remains

homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or  
(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross-References: POLICY 6:140, *Education of Homeless Children*; POLICY 6:140-AP, *Education of Homeless Children*

### **Family Life & Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References: POLICY 6:60-AP, Comprehensive Health Education Program;  
POLICY 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can:

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

For questions related to this program or to express input in the school's English Learners program, contact Dr. Emily Weidner, Superintendent.

Cross Reference: 6:160, English Learners

### **School Visitation Rights**

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

Cross-References: POLICY 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights* POLICY 8:95-E2, *Verification of School Visitation*

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Dr. Emily Weidner, Superintendent  
300 East Durfee Street,  
Cerro Gordo, IL 61818

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference: POLICY 4:160-AP, <i>Environmental Quality of Buildings and Grounds</i>
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### **Asbestos**

The following public notification is being released for compliance with the regulations of the Federal AHERA guideline for the management of asbestos containing materials. The Inspection Report and Management Plan are on file for review at the Cerro Gordo C.U.S.D. Superintendent's Office. PUBLIC NOTIFICATION

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Cerro Gordo Community Unit School District No. 100. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the following school buildings: Elementary Building & Annex, Jr./Sr. High School Buildings, I.A./Ag Shops, and High School Gym.

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Any concerns relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager (W.P.M.), Mr. Chris Johnson, Cerro Gordo Community Unit School District No. 100, 300 East Durfee St., Cerro Gordo, Illinois 61818 (217)763-5221 ext. 1116.

### **Mandated Reporters**

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

Cross Reference: POLICY 5:90, Abused and Neglected Child Reporting

### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State

Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Cross-References: POLICY 4:170, Safety

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross Reference: POLICY 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

### **Sex Offender Notification Law**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
  2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
  3. To attend conferences to discuss issues concerning their child such as retention or promotion.
- In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

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

A violation of this law is a Class 4 felony.

Cross-References: POLICY 4:170-AP2, Criminal Offender Notification Laws

## **Sex Offender & Violent Offender Community Notification Laws**

Date: 08/05/2019

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry,

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,

<http://www.isp.state.il.us/sor/faq.cfm>

Cross Reference: POLICY 4:170-E6, Informing Parents About Offender Community Notification Laws

## **Parent Notices Required by the Every Student Succeeds Act**

### **I. Teacher Qualifications**

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

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

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law.

### **IV. Parent & Family Engagement Compact**

### **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public

charter school within the District under certain circumstances.

#### VI. Student Privacy

Students have certain privacy protections under federal law.

#### VII. English Learners

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

#### VIII. Homeless Students

For information on supports and services available to homeless students, see handbook

For further information on any of the above matters, please contact the building principal.

Cross Reference: POLICY 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

## **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

### **Requesting Support Services**

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence. In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan. An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

### **Filing a Complaint**

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

### **Article 26A Resource Person:**

Renee Probst

300 E. Durfee Street Cerro Gordo, IL 61818

[cprobst@cgbronzos.org](mailto:cprobst@cgbronzos.org)

217-763-2711

**Nondiscrimination Coordinator and Title IX Coordinator:**

Emily Weidner

300 E. Durfee St. Cerro Gordo, Illinois 61818

eweidner@cgbroncos.org

217-763-5221

**Complaint Managers:**

Jodi Neaveill

209 S. Monroe St. Cerro Gordo, IL 61818

jneaveill@cgbroncos.org

217-763-2551

Brandon Willard

300 E. Durfee Street Cerro Gordo, Illinois 61818

bwillard@cgbroncos.org

217-763-2711

**Retaliation Prohibited**

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

Cross Reference:

PRESS 7:255, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*



PRESS 7:255-A1, *Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*

PRESS 7:255, A2, *Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*

### **Harassment Prohibited**

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited (Title IX)**

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

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

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

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

**Nondiscrimination Coordinator and Title IX Coordinator:**

Emily Weidner

300 E. Durfee St. Cerro Gordo, Illinois 61818

[eweidner@cgbroncos.org](mailto:eweidner@cgbroncos.org)

217-763-5221

**Complaint Managers:**

Jodi Neaveill

209 S. Monroe St. Cerro Gordo, IL 61818

[jneaveill@cgbroncos.org](mailto:jneaveill@cgbroncos.org)

217-763-2551

Brandon Willard

300 E. Durfee Street Cerro Gordo, Illinois 61818

[bwillard@cgbroncos.org](mailto:bwillard@cgbroncos.org)

217-763-2711

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

**Investigation Process**

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

**Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

### **Nondiscrimination Notice**

Cerro Gordo CUSD #100 does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law and prohibits discrimination, including harassment, in any education program or activity that it operates. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of Cerro Gordo's nondiscrimination policy and is prohibited.

Cerro Gordo CUSD #100 has designated the following individuals to coordinate efforts to comply with and carry out its nondiscrimination responsibilities, and questions regarding the school district's nondiscrimination commitments, as well as related laws, regulations, and district policies, may be referred to the designated employee.

Non-Discrimination & Title IX Coordinator: Emily Weidner  
Title: Superintendent  
Office Address: 300 E. Durfee Street Cerro Gordo, IL 61818  
Telephone: 217-763-5221  
Email: [eweidner@cgbroncos.org](mailto:eweidner@cgbroncos.org)

CGES 504 Coordinator: Jodi Neaveill  
Title: CGES Principal  
Office Address: 200 S. Madison Street Cerro Gordo, IL 61818  
Telephone: 217-763-2551  
Email: [jneaveill@cgbroncos.org](mailto:jneaveill@cgbroncos.org)

CG Jr./Sr. High School 504 Coordinator: Brandon Willard  
Title: CG Jr./Sr. High School Principal  
Office Address: 300 E. Durfee Street Cerro Gordo, IL 61818  
Telephone: 217-763-2711  
Email: [bwillard@cgbroncos.org](mailto:bwillard@cgbroncos.org)

Cerro Gordo CUSD #100 is required not to discriminate on the basis of sex by Title IX and its implementing regulations. Inquiries about Title IX may be referred to the Title IX Coordinator, The U.S. Department of Education's Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Cerro Gordo CUSD #100 Board Policy [#2:265](#). Any person may also report sex discrimination, including harassment, using the contact information listed for the Title IX Coordinator.