

# Carbon Cliff-Barstow District #36



Student-Parent Handbook  
2025-2026

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## **Statement of Principle**

No form of discrimination will be permitted against persons associated with the Carbon Cliff-Barstow School District regardless of racial or cultural background, gender, religious beliefs, or national origin. This relates to all areas of employment, admission to, and participation in, any program or activity by any student residing within the District.

## **Board of Education**

Following are the seven elected Board of Education members for District 36:

Mrs. Lisa Cantrell, (President)  
Mr. Brian Allen, (Vice-President)  
Mr. Cody Allen, (Secretary)  
Mrs. Stacy Gusaf (Treasurer)  
Mr. David Tepen  
Mr. Ryan Cameron  
Mrs. Shari Hess

### **BOARD OF EDUCATION MEETING DATES** **School Year 2024-2025**

**Meetings begin at 6:00 p.m. at Eagle Ridge School**

**Monday, July 21, 2025**  
**Monday, August 18, 2025**  
**Monday, September 15, 2025**  
**Monday, October 20, 2025**  
**Monday, November 17, 2025**  
**Monday, December 15, 2025**  
**Tuesday, January 20, 2026**  
**Tuesday, February 17, 2026**  
**Monday, March 16, 2026**  
**Monday, April 20, 2026**  
**Monday, May 18, 2026**  
**Monday, June 15, 2026**

## Administrative Offices Directory

309-792-2002

Mr. Eric Lawson, Superintendent  
Extension #203

Mr. Ted Trueblood, Principal  
Extension #204

Ms. Carri Anderson, Superintendent's Administrative Assistant  
Extension #205

Ms. Susan Martin, District Bookkeeper  
Extension #206

Mr. Ryan Moore, Director of Maintenance/Operations  
Extension #320

Ms. Starla Potter, Building Administrative Assistant  
Extension #201

## Transportation Department

Mr. Brian Stombaugh, Transportation Director

309-792-2002

## School to Family Contact

CCB#36 uses a software platform called School Messenger to contact parents and staff for announcements and emergencies. School Messenger uses a combination of phone numbers, emails, and text messages to communicate with as many individuals as possible in the event of an emergency or for school announcements. School Messenger works with Teacherease, the district's student information system, to get updated contact information for every student in the district. **Contact information MUST be up to date in the Teacherease parent portal.** Please contact the school for any questions regarding this process. Announcements and emergencies are also posted on the CCB#36 Facebook page.

## Emergency Closing of School

The sudden weather changes sometimes make it necessary to close schools because of the hazard of transportation. Although the building may be closed, students could "attend" school virtually following CCB#36's E-Learning Plan. Should this occur on any day prior to the time for opening schools, the school district will inform the community using School Messenger (phone blasts), ClassDojo messages, Facebook, and local newscasts. **PLEASE DO NOT CALL THE SCHOOL.** Whenever possible, the district will make the decision the night before to give families time to prepare.

In the event weather conditions should force the closing of schools during the middle of the day or in the early afternoon, arrangements should be made NOW with neighbors in order that someone may be responsible for your child whenever any emergency arises. Those individuals must be on the student's contact list in Teacherease. Again, announcements will be made using School Messenger (phone blasts), ClassDojo messages, and local newscasts. You can "follow" the district on Facebook ([Facebook.com/CCB36](https://www.facebook.com/CCB36))

## Notice of Non-Discrimination

The Carbon Cliff-Barstow School District #36 does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, treatment or access to its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Mr. Eric Lawson, Superintendent  
309-792-2002, Ext. 203

## **SECTION 1 - PARENT INFORMATION**

### **Homeless Children/Families**

Carbon Cliff-Barstow School District offers immediate enrollment, referral and support services for homeless children/families. A homeless child is one who, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, train or bus station, or on the street, doubled up with relatives or friends. (*“Out of necessity” means not by choice, just to save money or awaiting a move to other housing that has already been secured.*) If you believe your child or another child you know fits this definition and you are interested in pursuing available services, please contact the district’s Homeless Liaison, Mr. Eric Lawson, at 309-792-2002, Ext. 203.

### **How to Help Your Child Succeed at School**

There are many ways in which the home can help directly and indirectly to insure the best educational progress for each child.

- 1) Student records and files are available for review by parents/guardians after arrangements are made with the building principal.
- 2) Attend parent/teacher conferences that are scheduled in the fall and spring.
- 3) Maintain contact with your child's building principal and classroom teacher.
- 4) Demonstrate to your child a genuine and regular interest in his/her school- work and school activities.
- 5) Parents can best assist students with homework by providing a quiet place, sufficient time, and a positive encouraging attitude. Despite the fact that this may take more of your time, you should strive to give your child as much support as necessary to complete his/her homework.

### **School Volunteers**

All school volunteers must complete the “Volunteer Information Form” and be approved by the building principal prior to assisting at the school. Forms are available in the school office. 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.

### **Visitors**

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

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

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

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

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

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

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

## **Field Trips**

Field trips are scheduled periodically throughout the school year as part of the learning experience provided to students. In many cases, school buses are used to transport students to and from the field trip site. Schools will make every effort to notify parents/guardians prior to a field trip.

## **Address/Phone Number Changes**

It is important that schools have a **current** address, home/work phone numbers, and an emergency phone number at all times, especially in case of an emergency. **Please notify the school secretary immediately or update your information in Teacherease upon changing your address and/or telephone number(s).**

## Telephone Messages

Students WILL NOT be called to the telephone during school hours, except in case of an extreme emergency. Messages for students WILL NOT be delivered to the classrooms except in an emergency. Staff members WILL be notified of your call and will return such calls at the first opportunity. This is necessary in order to avoid undue interruption in the classroom.

## Picking Up Child During School Hours

**Eagle Ridge School Attendance Hours: 8:00am-3:00pm**

If a child must leave early, please send a note stating the reason and the time the child will be picked up. For the safety of your child(ren) please report to the office and we will call the child(ren) to the office for you.

**Students will only be released to persons identified on the district registration form or those persons identified in Teacherease.**

## Teacherease

Teacherease is the District's program for tracking student demographic information and grades. The program also gives parents the ability to view their students' progress via the internet. Each student and family is provided with a password to give them access to only their information.

**To access the service:**

1. Connect to the Internet and go to: [Standards-based Learning and Student Information System - Common Goal Systems, Inc \(teacherease.com\)](http://Standards-based Learning and Student Information System - Common Goal Systems, Inc (teacherease.com))
2. Near the top of the page is the Login button.
3. Enter your assigned login ID and password.
4. Click on *Log In*.

Your browser's pop-up blocker may ask you to allow pop-ups for Teacherease. It is safe to allow pop-ups.

**Please be sure to logout from the site before you visit other websites or disconnect from the Internet.**

## **SECTION 2 - SCHOOL HEALTH**

### Physical Examination

All children (upon initial enrollment in any grade) who have not previously been enrolled in an Illinois school district must have a current physical examination documented on the required form and signed by a licensed physician. An examination by a chiropractor is not acceptable. "Current" physical examination is defined as one which has been received within the past year. This will be required for all students when they enroll in early childhood, Kindergarten, and Sixth. During this examination, the following immunizations should be updated:

Diphtheria Pertussis-Tetanus series (DPT)  
Polio series  
Measles vaccine  
Varicella (chicken pox) vaccine (K, 1<sup>st</sup>, 2<sup>n</sup>, 3<sup>rd</sup>)  
Tdap (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)

Rubella vaccine  
Mumps  
Hepatitis  
Hib  
Meningococcal Conjugate Vaccine (6<sup>th</sup>)

Please Note: Sixth graders and new transfer students, who do not meet these requirements, must present proof by October 16 of the current school year. Those not in compliance by October 16 will be excluded from school until requirements are met. Transfer students entering after October 16 will be given a thirty day temporary admittance to meet these requirements.

## Dental Requirements

State law requires students entering Kindergarten, Second and Sixth grades provide proof of having been examined by a dentist, documented on the required form, before May 15. For students who show an undue burden or lack of access to a dentist, a waiver may be submitted to meet this requirement. Please consult your school nurse.

## Vision Requirements

State law requires an eye/vision exam within one year prior to Kindergarten starting school and for all students who are entering an Illinois school for the first time. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. For students who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations, a waiver may be submitted. Please consult your school nurse.

## Immunization Requirements

- 1) Chickenpox (Varicella) Vaccine - All grades are required to have two varicella vaccines.

Children entering into any school-operated program for the first time at the kindergarten level and below are required to show proof of having received two doses of chickenpox vaccine (varicella) on or after their first birthday. In lieu of vaccination, a physician can confirm past disease history by having examined the infected child, documenting the parent's description of the child's history or reviewing laboratory evidence. For documentation of illness, the physician must write a comment in the immunization section of the form with signature below or attach a separate signed note to the physical form. **Early Childhood Only.....** Children entering early childhood are required to show proof of having one dose of chickenpox (varicella) vaccine on or after their first birthday.

- 2) DPT or DTaP (Diphtheria, Pertussis, Tetanus)

Any child entering school for the first time must show proof of having received four or more doses of Diphtheria, Pertussis, Tetanus (DPT or DTaP) with the last dose being a booster and having been received on or after the 4th birthday, but prior to school entrance. Individual doses in the series must have been received no less than four weeks apart.

Any child 6 years of age or older must show proof of receiving three or more doses of DPT, DTaP or Tetanus, Diphtheria (Td) with the last dose being a booster and having been received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart. **Early Childhood Only.....** Any child entering early childhood for the first time must show proof of having received three or more doses of DPT or DTaP prior to school entrance. The first three doses in the series must have been received no less than 28 days apart. The interval between the third and fourth or final doses must be at least six months.

- 3) Polio

Any child entering school at any grade level, K-12 must show proof of having received 4 or more doses of polio vaccine. A child who received any combination of IPV or OPV must show proof of having received at least 4 doses, with the last dose having been received on or after the fourth birthday. Doses in the series must have been received no less than 4 weeks (28 days) apart. A child who received IPV exclusively or OPV exclusively must show proof of having received at least 3 doses, with the last dose having been received on or after the fourth birthday. Doses in the series must have been received no less than 28 days apart. **Early Childhood only....** Any child entering an early childhood program must show proof of having received 3 or more doses of polio vaccine. (defined as {OPV} or {IPV}) Doses in the series must have been received no less than 28 days apart.

- 4) Measles (Rubeola)

All students entering kindergarten or new students must show proof of immunization with two doses of measles

vaccine. The first must have been given at least 12 months of age and the second no less than 28 days apart. **Early Childhood only...**Any child entering early childhood must show proof of receiving one measles vaccine on or after the first birthday. Proof of disease, if verified by a physician, may be substituted for proof of vaccination.

5) Rubella, Mumps

All children entering Kindergarten or higher must show proof of receiving 2 doses of rubella and mumps vaccines on or after the 1st birthday, with the second dose being no less than 28 days apart. Proof of disease is not acceptable unless laboratory evidence of immunity is presented. **Early Childhood only....**All children entering early childhood must show proof of receiving one live rubella vaccine and one mumps vaccine on or after the 1<sup>st</sup> birthday. Proof of rubella disease is not acceptable unless laboratory evidence of immunity is presented. Proof of mumps disease, if verified by a physician, or laboratory evidence of mumps immunity may be substituted for proof of vaccination.

6) Haemophilus Influenza Type B (Hib)

**Early Childhood only...** Any child entering a school program must show proof of immunization that complies with the Hib vaccination schedule. Children 24-59 months of age who have not received the primary series of Hib vaccine, according to the Hib vaccination schedule, must show proof of receiving one dose of Hib vaccine at 15 months of age or older. The Hib vaccination is not required after the 5<sup>th</sup> birthday (60 months of age.)

7) Hepatitis B (HBV)

Children entering the 6th grade for the first time must show evidence of having received 3 doses of HBV. The first 2 doses must have been received no less than 4 weeks apart and the interval between the second and third dose must be at least 2 months. The interval between the first and third dose must be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination. **Early Childhood only...** Any child entering an early childhood program must show proof of having received 3 doses of HBV. The first two doses must have been received no less than 28 days apart and the interval between the second and third dose must be at least 112 days. The third dose must have been administered on or after six months (168 days) of age. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.

8) Tdap

Children entering the 6th, 7th and 8th grade must show proof of receiving Tdap vaccine. It must be the Tdap that is given and documented as such, with the words "Tdap," or the accepted "Tdap medication."

9) Invasive Pneumococcal Disease (PCV)

**Early Childhood only:** Any child entering early childhood must show proof of immunization that complies with the PCV vaccination schedule. Children 24-59 months of age who have not received the primary series of Pneumococcal Disease Vaccine, according to the PCV vaccination schedule, must show proof of receiving one dose of the PCV vaccine. The Pneumococcal Disease vaccination is not required after the 5<sup>th</sup> birthday (60 months of age.)

10) Meningococcal Conjugate Vaccine: Applies to Students entering 6th grade beginning 2015-2016 school year. One dose of Meningococcal vaccine at entry to 6th grade.

All immunizations must be recorded on a physical examination form with complete dates (month, day, year) in the immunization box and be signed by a doctor or health professional.

**PLEASE NOTE:**

The previously mentioned physical examination and immunizations are required by the Illinois School Code.

Exemptions to this requirement are outlined in the Illinois School Code, Chapter 122, Section 27:8.1.

## **Objections of Parents to Health Requirements**

Parents may object to physical, immunizations, dental, hearing or eye examinations for their children on religious grounds. If a religious objection is made, a written and signed statement that details the specific religious belief that conflicts with the examination, immunization or other medical intervention must be presented to the school. Religious objection to immunizations must be completed on a specific form per school code and signed by a healthcare provider. Please consult with the school nurse. General philosophical or moral reluctance to allow such examinations or screenings will not provide a sufficient basis for an exception to the laws which require them. The school authority is responsible for determining whether the religious objection is valid.

## **Lead Screening**

All children entering the Carbon Cliff-Barstow School District early childhood or Kindergarten programs are required by the State of Illinois to show proof of lead screening.

## **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.

For further information, please contact the building principal.

## **Illness**

When a student is suspected of having a viral illness causing vomiting, such as norovirus, the ill person should stay home for 24 hours after the last vomiting episode to reduce exposure to others. Students may “vomit” for reasons that are not contagious. It is the school nurse’s assessment that determines whether a student can return before 24 hours or stay in school.

Students and Employees should remain home for 24 hours until fever free without fever-reducing medications (ibuprofen, acetaminophen). Students/employees should remain home until free of diarrhea for 24 hours.

For the protection of other children, all communicable diseases should be reported to the school at once. Illness or conditions that fall within the guidelines of the Department of Public Health as a reportable communicable disease will be reported as mandated by law.

## **Guidelines Regarding Communicable Diseases**

<u>DISEASE</u>	<u>SIGNS &amp; SYMPTOMS</u>	<u>INCUBATION</u>
Chicken Pox	Rash of small blisters developing from small pimples, fever. RETURN TO SCHOOL - 6 days after eruption	10 -21 days

and blisters are dry.

Infectious Conjunctivitis	Redness of one or both eyes. RETURN TO SCHOOL AFTER red- ness or discharge disappears or after effective treatment has begun. (usually 24 hours on medication).	24 - 72 hours
Streptococcal Sore throat & Scarlet Fever	Sudden onset, with fever, vomiting, sore throat and (in scarlet fever) development of rash and "strawberry tongue." RETURN TO SCHOOL AFTER 24 HOUR TREATMENT WITH ANTIBIOTICS, and free of fever.	1 - 3 days rarely longer
Impetigo	Blisters which dry and form a yellowish crusty scab on skin and mucous membrane. RETURN TO SCHOOL AFTER EFFECTIVE TREAT- MENT HAS BEEN ADMINISTERED. (Usually 24 hrs. on medication).	Variable but commonly 4 -10 days
Ringworm of the Scalp	Small rounded elevated scaly grayish patch on the hairy scalp. Itching is mild. Eventually the hair is lost, leaving bald patches. RETURN TO SCHOOL AFTER TREATMENT HAS BEGUN.	10 -14 days
Ringworm of the Body	Characterized by flat spreading ring- shaped lesions. RETURN TO SCHOOL AFTER EFFECTIVE TREATMENT HAS BEGUN OR PHYSICIAN'S NOTE TO RETURN TO SCHOOL.	4 -10 days
Scabies	Small, scattered red spots, some may be watery or pus-filled blisters. It is an infectious eruption caused by a mite and found most frequently be- tween the fingers and on the forearms but may involve the entire body. RETURN TO SCHOOL AFTER EFFECTIVE TREATMENT HAS BEEN ADMINISTERED.	Variable
Measles	Generalized rash of 3 or more days duration, temperature of 101 degrees or higher, cough, runny nose, eyes red and/or sensitive to light. REPORT SYMPTOMS IMMEDIATELY until rash appears TO YOUR SCHOOL NURSE.	Varying from 8 to 13 days exposure to onset of fever, about 14 days

## Standard Operating Procedure in the Treatment of Head Lice

Lice are a nuisance, not a disease or illness. The goal is to keep students in school. With this in mind, the

following is the practice of Carbon Cliff-Barstow School District 36.

1. Any student suspected of having head lice will be examined by the nurse (or a trained staff member if the nurse is not available) to identify the lice and inform parents regarding the need for treatment.
2. For any student found to have live lice or nits:
  - a. The parent will be notified.
  - b. Students who were found to have live lice or nits will take home a parental responsibility checklist and treatment information. The child's parent must complete treatment. They must also complete and sign the parental responsibility checklist and return it with the student upon his/her readmission to school.
  - c. When the parent is notified, the nurse will explain to the parent what lice and nits are and what procedures must be followed for treatment. The nurse may show the parents the nits and how to remove them. The nurse will recommend that all family members be checked for nits or lice.
3. If a parent calls to report that a student is home because of head lice, the nurse will explain to the parent the necessary treatment procedures that must be completed.
4. Students who have had lice or nits must be rechecked by the nurse or trained staff before being readmitted to class to ensure that treatment has been successfully completed.
  - a. The returned checklist will be reviewed to determine the action taken by the parent.
  - b. If the student is clear of live lice, the student will be readmitted to class.
  - c. If the student still has live lice, the parent will be contacted again.
  - d. If the student has nits only, the parent will again be contacted and the student will be readmitted to class.
  - e. At the nurse's discretion, those students who were found to still have live lice or nits will take home a parental responsibility checklist, treatment information, and the parent may be required to accompany the student in order to be readmitted to school.
5. The school nurse may contact the parent to assess the progress being made and to offer further advice on treatment procedures.

The policy follows the recommendation of the American Academy of Pediatrics and the National Association of School Nurses.

## **Food Allergies**

Refer to Section 4, Student Information.

## **Physical Education Exemption**

Limited participation in the physical education program may be provided for those who are recovering from a serious illness or injury. An excuse from a medical doctor requesting exemption from all or part of the physical education program should be sent to the school nurse. This excuse should detail the duration of the request and the specific reasons for the exemption; and, if appropriate, the type of activities from which the student is exempted. Students excused from physical education will also be inside for recess. A one to two day temporary exclusion from P.E. will be honored with a note from the parent. The school nurse may write a note for one day's exclusion.

## **Exemption from Recess**

Students are expected to participate in all recess periods. It is our philosophy that if a student's health is good enough for him/her to arrive at and attend school, a brief outdoor recess cannot be any more injurious to health than the trip to school itself. If a student is not well enough to be outside with the other students, parents should carefully consider whether or not to send the student to school in the first place. Also, we would appreciate cooperation from the home in seeing that students are properly dressed for cold weather.

In certain special cases parents may feel that the student can attend school, but due to serious recent illness or injury, should stay indoors for recess. In such instances, a note must be sent detailing reasons for the request. A letter from parents is sufficient to keep the student indoors for one day. For more than one day, a doctor's excuse detailing the duration of the request and the specific reasons is necessary. The principal and/or school nurse will review the letter. These students will remain indoors. Parents are asked to please use this procedure only when absolutely necessary.

## **Administering Medication**

The administration of medication is not normally a function of education. However, some students may require prescription medication during the school day. Only in cases where failure to take prescribed medication would jeopardize the student's health and/or education will medication be administered in school. Medication shall only be administered to students by authorized school officials, unless student self-medicating has been specifically authorized by the prescribing physician.

Children are not allowed to bring Tylenol, aspirin, ibuprofen, or other over-the-counter medications unless authorization is received from a physician. Administration of such medication shall be by the nurse, administrator or designee.

Medication shall be delivered to school by a parent/guardian. Medication must be in a container appropriately labeled by a pharmacist/physician. Written orders must be received from the physician. Written permission must be received from the parent/guardian. Notification shall be received when the drug is to be discontinued. Medication orders shall be renewed annually.

The school has a form to be completed by the parent and doctor authorizing the school to administer medication. Medication **will not be given without this form.**

All left-over medications shall be picked up by the parent at the end of the school year, or meds will be discarded.

## **Students with Asthma**

The Illinois General Assembly, PA99-0843, requires school districts to request an ASTHMA ACTION PLAN from parents for students with asthma. Annually, each school district shall request an asthma action plan from the parents or guardians of a pupil with asthma. If provided, the asthma action plan must be kept on file in the office of the school nurse or, in the absence of a school nurse, the school administrator. Copies of the asthma action plan may be distributed to appropriate school staff who interact with the pupil on a regular basis, and, if applicable, may be attached to the pupil's federal Section 504 plan or individualized education program plan. Please see your school nurse for an Asthma Action Plan form, for further information, or for questions.

## **Emergency Care of District Students**

Should a student be injured while being transported by or in attendance at Eagle Ridge School, the District will act in the best interest of the student. The parent/guardian shall assume any expenses for the emergency transportation or treatment initiated by school personnel while acting in the best interest of the child.

## **Home/Hospital Instruction**

Home/hospital instruction may be available if the student is anticipated to be absent from school for 10 or more school days, or if the student has a chronic medical condition which necessitates recurrent periods of absence of 10 or more school days. Bedside instruction consists of tutoring provided free of charge by District 36 for no less than five hours of individual instruction per week, depending upon the student's ability to participate. A licensed physician must complete a medical form before such services may be initiated. The medical form should note the health condition warranting absence: a statement indicating homebound instruction is medically necessary, and the anticipated duration of the need for services. If bedside instruction is desired, the parent/guardian should notify the school nurse so a bedside tutor can be arranged. For more information, please contact the school at (309) 792-2002.

## **SECTION 3 - SPECIAL SERVICES**

### **Special Education Services**

Article XIV of the School Code of Illinois places responsibility on local school districts to provide and maintain appropriate and effective educational programs for all exceptional children who are residents of the district. A child is eligible for services if he/she needs special education and/or related services as a result of having one or more of the following characteristics or conditions: specific learning disability, emotional disability, intellectual disability, speech and/or language impairment, visual impairment, hearing impairment, orthopedic impairment, multiple impairments, autism or traumatic brain injury. The need for special education and related services must be determined at an individualized education conference following a documented series of unsuccessful regular education intervention attempts and a comprehensive evaluation.

Special education instructional programs and related services are available to children with disabilities ages three through twenty-one and who are enrolled in the local school district. Depending on the nature and the severity of the educational need, programs are either provided at the local level or through Black Hawk Area Special Education District (BHASED). Carbon Cliff-Barstow School District 36 is a member of the Black Hawk Area Special Education District.

Carbon Cliff-Barstow School District 36 provides the following special education programs and services for eligible students within the local district:

- 1) Screening by teachers and other professional personnel to identify students with potential hearing, vision, speech/language, learning or social/emotional needs
- 2) Speech and language therapy for early childhood through middle school age.
- 3) Evaluations and consultation by a certified school psychologist.
- 4) Parent and student counseling by a certified school social worker or school counselor.
- 5) Special classes and resource services for students with various disabilities including: mild and moderate intellectual disability (ID), emotional disability (ED), autism (AUT), and learning disability (LD).

Homebound tutoring services are available for those requiring special placement at home or in a hospital because of a "temporary health impairment" certified by a medical provider.

All elementary schools are directly serviced by multiple certified special education teachers. Students needing a limited amount of services, generally less than 75% of their instructional time, are served by these teachers in their home school, depending on the uniqueness of his or her educational needs. These students are assigned consultation or direct resource special education services for the amount of time necessary to meet their special needs. For some students, services may be provided by itinerant special education teachers employed by

BHASED. Among special education and related services provided by BHASED itinerant teachers are vision, hearing, orthopedic, adaptive PE, occupational therapy and physical therapy services.

Parents desiring that their child be evaluated for special education services should contact the principal to discuss the request. For further information regarding special education programs, procedures, or parents' rights, please contact Ted Trueblood, Principal, (309) 792-2002 ext. 204.

## **SECTION 4 - STUDENT INFORMATION**

### **Admissions**

**Children entering Eagle Ridge School for the first time must present a certified birth certificate.** Students transferring in from another Illinois School should present the Illinois State Board of Education Student Transfer Form. Verification of Address is required for all students on an annual basis at registration, or when transferring into the Carbon Cliff-Barstow School District.

Only children who have reached their 5th birthday on or before September 1 of the current year are eligible for admission to kindergarten.

### **Admission of Transfer Students**

The "Illinois School Student Records Act", Act 10, prohibits public schools from denying admission to students who do not present records from a school previously attended, and further, requires that such schools must furnish requested records to the receiving school within 10 days of request. The responsibility for securing and providing school records rests with the schools rather than with the student. The section reads as follows:

#### **Act 10, Section 10/8.1**

Sec. 8.1. (a) No school may refuse to admit or enroll a student because of that student's failure to present his student permanent or temporary record from a school previously attended. (b) When a new student applies for admission to a school and does not present his school student record, such school may notify the school or school district last attended by such student, requesting that the student's school student record be copied and sent to it; such request shall be honored within 15 days after it is received.

Sec. 8.1. (b) Within 10 days after receiving a request from the Department of Children and Family Services, the school district last attended by the student shall send the student's school records to the receiving school district.

Sec. 8.1. (c) In the case of a transfer between school districts of a student who is eligible for special education and related services: when the parent or guardian of the student presents a copy of the student's then current individualized education program (IEP) to the new school, the student shall be placed in a special education program in accordance with that described in the student's IEP\*.

Sec. 2.3. 13 (a) The Illinois School Code, also requires that all public school districts provide a student transfer form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and, whether or not his or her medical records are up-to-date and complete as defined in Section 2-3.13(a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of this form. No public school district is required to admit a new student unless he or she can produce this form from the student's previous public Illinois school district enrollment.

\*In accordance with the 23 Illinois Administrative code, if the IEP cannot be fully implemented, a note identifying services to be provided and a plan for future action will be incorporated into the IEP and it will be implemented in its modified form.

### **Student Supplies**

Student supplies will be provided by the District.

## Attendance

The state law provides that school must be in session a minimum of 176 days. Your child is deprived of doing his/her best work if he/she is not in regular attendance at school. We stress regular attendance at all grade levels.

Senate Bill 730 mandates that parents must call the school when their child is absent from school. If the parent does not call school, then the school will contact the parent at home or work to verify the child's absence. Your phone call to the school will help us tremendously. However, if you are unable to call, please send a note stating the reason upon the child's return.

Any student absent from school can be admitted to class by returning to school with a note stating the reason for the child's absence.

School personnel will monitor attendance. Parents/students will be referred to the Rock Island County Attendance Project, if absences become excessive.

In order for a student to achieve **Perfect Attendance**, all school days must be attended without any absences (excused or truant) or tardies.

## Tardiness

A student is considered tardy if he/she is not in his/her classroom by 8:00 a.m. **To be counted in attendance for the full day, students in kindergarten and grade 1 must be present for 4 hours and students in grades 2-8 must be present 5 hours.**

## Grading and Report Cards

Grading is an important part of monitoring each student's development and is intended to provide parents with an evaluation of the student's progress. The district's focus is on meeting State Standards and grade level Expectations while taking into account the student's individual needs; evaluation and grading reflect that philosophy.

Information about each student's progress is shared with parents through phone calls, written notes, special reports, quarterly report cards, conferences, e-mail, and Teacherease Parent Access. Parent/Teacher Conferences are held twice during the school year with the second conference by teacher invitation or parent request only.

## Student Retention

District 36 Administrators have the authority to retain students.

## Achievement, Ability and State Testing

District 36 administers the Measure of Academic Progress (MAP) assessment. The MAP is a computerized adaptive test that accurately reflects the instructional level of each student and measures growth over time. The MAP is administered Fall and Spring for all students. This test is used to determine students' strengths and weaknesses (to assist in planning for instruction), monitor growth in achievement, and to identify student eligibility for special programs.

Each spring, students are administered the Illinois Assessment of Readiness in the following grades: reading and math in grades 3 - 8. These tests are used to determine the extent to which students and schools are meeting the Illinois Learning Standards. In addition, grades 5 and 8 take the Illinois Science Assessment to determine the extent to which students are meeting the Illinois Learning Standards for Science which are aligned with the Next Generation Science Standards (NGSS).

## Food Service Program

The Carbon Cliff-Barstow School District participates in the federally sponsored Child Nutrition Lunch and Breakfast Program. Our nutritionally balanced meals meet all USDA nutrition requirements. Menus for breakfast and lunch may be viewed on the district website.

### **Food Allergies:**

Food substitutions will be made for children who are diagnosed with food allergies that may result in severe life threatening reactions (7CFR Part 156). A dietary request regarding food allergy substitutions **MUST BE** supported by a statement from a licensed physician that must include the following:

- identification of the medical allergy.
- the food or foods to be omitted from the child's diet.
- the food or choices of foods to be substituted.

Juice may be substituted for milk at mealtime if a child is documented as lactose intolerant.

The above information must be submitted to the school nurse.

### **Meal Substitutions for Religious Reasons:**

In accordance with the United States Department of Agriculture, school food service is **NOT REQUIRED** to provide food substitutions on the basis of religious purposes. Our facilities cannot support allowing meal pattern variations for religious reasons to be made on an individual basis. This puts too much of a burden on our kitchen facilities and staff. The Carbon Cliff-Barstow School District **ONLY MAKES FOOD SUBSTITUTIONS FOR MEDICAL REASONS** in which a licensed physician must provide documentation of this medical condition. The food service office can provide parents/guardians menus informing you of pork or other food item contents. It is recommended that you bring an alternative item or meal from home such as a sack lunch on the days your child(ren) cannot eat the items on the school menu. If you send an alternative item, your child(ren) can still receive the school meal without taking the item they are not allowed to eat and substituting it with the item you sent from home. For questions regarding this, you may call the Director of Food Services, Sandra Dau, at 792-2002, ext. 215.

## Rules and Regulations to Govern School Student Records

Citizens of District 36 should be aware of the following information regarding student record keeping. This is in compliance with the mandated Illinois Office of Education Student Records Act. The following information is a summary of some of the salient points of the Act:

### A. **STUDENT PERMANENT RECORD** (It is kept for 60 years after graduation).

- 1) Basic Identifying Information
- 2) Academic Transcript
- 3) Health Record
- 4) Attendance Record
- 5) Accident Reports
- 6) Other Basic Information

### B. **STUDENT TEMPORARY RECORDS CAN INCLUDE:**

- 1) Family History
- 2) Intelligence & Aptitude Tests
- 3) Reports of Evaluations by Staff Specialists

- 4) Group Achievement Test Results
- 5) Extracurricular Activities & Honors or Awards
- 6) Teacher Anecdotal Records
- 7) Disciplinary Records
- 8) Reports from Private Agencies and Non-Educational
- 9) Special Education Reports
- 10) Other Information of Clear Relevance to the Child's Education
- 11) Releases of Information

Temporary student records are shared between school districts upon request from school authorities. Parents have the right to examine and copy information. School records will not be shared with other individuals or agencies, except as indicated in D. below, without first having written consent from the parent or guardian.

Copies of student temporary records will be maintained for five years after the student leaves the district. After the five year anniversary of the student's leaving the district, the records will be destroyed unless the parent or student of age 18 or older requests the copies. To make such a request, contact the school.

C. PARENTS HAVE THE RIGHT TO:

- 1) Inspect and copy any and all information
- 2) Challenge the contents of the records (by notifying the principal)
- 3) Receive copies of records proposed to be destroyed
- 4) Inspect and challenge information proposed to be transferred to another school district.

D. LOCAL, STATE AND FEDERAL EDUCATIONAL OFFICIALS

- 1) Have access to student records for educational and administrative purposes without parental consent.
- 2) To a court order or subpoena
- 3) All other releases of information require the written consent of the parent or eligible student (18 years of age)

E. A PARENT OR STUDENT MAY NOT BE FORCED TO RELEASE INFORMATION

- 1) As indicated, this information is open to students and parents within the framework of the document.
- 2) Any persons interested in their child's records should contact the building principal.
- 3) All student records, as mandated by law, have recently been cleared of information not felt to be relevant to your child's education.
- 4) A copy of this Record Act Document is available for review in each school building upon proper request to the building principal.

F. PERMISSION TO CONDUCT RESEARCH

H.B. 0990 changes the requirements for granting permission to persons who request the use of student records for the purpose of research, statistical reporting or planning. Previously, permission was granted by the State Superintendent. Now, local school district officials are responsible for granting permission and securing a signed affidavit from the person seeking access to the records. The revised section reads as follows: Ch. 122, par. 50-6 Sec. 6 (a). No school student records information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows: (4) To any person for the purpose of research, statistical reporting or planning, providing that no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

## **Extracurricular Activities**

Participation in school dances - **ONLY** students of Eagle Ridge, no students from other school districts will be

allowed.

## **Address/Phone Number Changes**

As stated in Section 1, Parent Information, it is important that schools have **current** address/home/work phone numbers, and an emergency phone number at all times, especially in case of emergency. **Please notify the school secretary immediately upon changing your address and/or telephone number (s) or update the information in Teacherease.**

## **Internet Access Acceptable Use Policy**

Internet access is available in all District 36 classrooms and the library. We believe that the Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

**Privileges** – The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

**Acceptable Use** – Access to the District’s Internet must be for the purpose of education or research and be consistent with the educational objectives of District 36.

**Unacceptable Use** – Some examples of uses are:

- using the network for any illegal activity, including violation of copyright or other contracts.
- unauthorized downloading of software.
- using the network for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- invading the privacy of individuals.
- using another user’s account or password.
- posting material authored by another without his/her consent or posting anonymous messages.
- accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

**While the district uses a filter to block access to inappropriate websites, it is not considered to be a "fool proof" system.**

**All CCB#36 students who violate acceptable use policy could have internet privileges revoked and/or face disciplinary action.**

**Vandalism** - Vandalism may result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy physical hardware, data of another user, the Internet, or any other network.

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

- be polite
- do not swear or use vulgar language.
- do not reveal any personal information.

## **TEXTBOOKS/TEXTBOOK REPLACEMENT FEES**

Textbooks are purchased as curriculum is adopted by the District. Therefore, **textbook replacement costs differ from library book replacement costs in that the full value of a lost/stolen/damaged textbook is charged.** A

**full replacement value will be required during the time the textbook is in use by the District.**

## **SCHOOL TECHNOLOGY & DEVICES**

The Carbon Cliff - Barstow school district provides technology and devices for student use. The district may provide shared devices or assign individual devices to students. Students are expected to use all school technology resources appropriately and with care. The "Device Student Pledge" outlines the expectations for device care. Damages to school technology and/or devices may result in costs for repair or replacement and/or a damage fee.

Device repair cost is as follows:

Standard iPad cannot be repaired.

Standard Chromebook screen repair: \$50

Touchscreen Chromebook screen repair: \$100

Device replacement cost is as follows:

Standard iPad replacement: \$200

Standard Chromebook replacement: \$200

Touchscreen Chromebook replacement: \$200

Parents will be notified of damage to technology and/or devices and necessary replacement, repair, and/or damage fees. Payment for replacement, repair, or damage fee(s) must be made in full before the assigned device is returned to the student for use.

Students may have access to a loaner device or classroom-issued device while their primary assigned device is being repaired or replaced. This access is temporary and meant to serve the best interest of the student continuing to use technology. This access to a loaner device or classroom-issued device is subject to availability. Loaner devices or classroom-issued devices may not leave the school building and are subject to the same care expectations.

Access to technology is a privilege and may be revoked for continued technology misuse or abuse.

## **SECTION 5 - STUDENT CONDUCT**

### **Rights and Responsibilities Dress and Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Administrative discretion will be used to determine the appropriateness of clothing items worn by students if in question.

Examples of inappropriate clothing items, or dressing modes, may include, but are not limited to:

1. Clothing which advertises a product or service that is illegal for students.
2. Clothing containing profanity or inappropriate language.
3. Clothing with sexual, vulgar, lewd, or indecent graphics or pictures.
4. Clothing worn to represent gang affiliation.
5. Clothing which is considered too revealing or deemed to be unsafe.
6. Clothing which displays messages that are demeaning of other individuals or groups of people, or depict

violence or death

7. Halter tops or bare-midriff tops.
8. Exposed undergarments other than undershirts.
9. Wearing pants with the beltline pulled down over buttocks.
10. Outwardly worn undergarments or compression wear.
11. Sport-specific equipment, cleats, or wheeled-shoes.

Students are not permitted to wear hats, caps, gloves, or sunglasses in class or school during the school day, or at school-sponsored activities. Personal pouches, bags, or backpacks cannot be carried into classrooms, nor may outdoor coats be worn in class (as long as the temperature within the school building is judged to be within a reasonable range).

Only head coverings required by a student's religious affiliation are allowed. Students ARE NOT ALLOWED to wear hoods during the school day.

The Superintendent will be responsible for the development of administrative procedures for addressing the implementation of student clothing and appearance standards and dealing with any violations by students.

## **Electronic Devices**

**Cell Phones and Other Electronic Devices....**The possession and use of cell phones and other electronic devices, other than District issued Chromebooks and/or iPads, are subject to the following rules:

- 1) they must be kept in the student's locker
- 2) they must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency; and
- 3) they may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- 4) electronic devices, personal or otherwise are NOT to be carried into or used in any school restroom for any reason.

Electronic study aids may be used during the school day if:

- 1) use of the device is provided in the student's IEP; or,
- 2) permission is received from the student's teacher.

The school district is not responsible for the loss or theft of any electronic device brought to school.

Note: Rules regarding use of district provided devices and software can be found in the district's acceptable use policy.

## **Discipline**

The Board of Education recognizes that maintaining discipline is essential to a good teaching-learning environment. Discipline is the responsibility of the Board of Education, administration, school staff, students, and their parents working together to provide the best possible environment for all students.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Inappropriate behavior infringes on the rights of others and cannot be tolerated. To help the students grow toward self-discipline and to appreciate the rights of others, appropriate behavior must be maintained. Therefore, the Board of Education is committed to a policy of strict discipline for students who disrupt a safe and orderly learning environment by bringing weapons to school or assaulting other students or District employees. The development and implementation of discipline rules for the school is the responsibility of the principal and

professional staff. In order to do this, each school staff or standing committee representative of the building staff shall develop and recommend specific rules, not inconsistent with the laws or in conflict with District policies. Each staff or a standing committee shall also review and recommend updates and revisions of building rules annually as needed.

The Board of Education also recognizes that parents have a great deal of influence upon good discipline and their child's behavior in school. Therefore, the Board believes that parents have an obligation to set an example by emphasizing the necessity for good behavior, and by supporting and participating with school personnel in maintenance of expected behavior at school.

District policy shall apply to all students except in such cases where the policy is in conflict with the provisions of the Illinois School Code or the 23 Illinois Administrative Code 226 governing special education and legal opinions regarding such rules. In complying with those provisions, the Board of Education will maintain and make available to all parents of students with Individualized Educational Plans a separate policy statement and procedures pertaining to behavioral interventions for misconduct by students with disabilities. In order to establish a safe, fair and appropriate learning environment, the following shall be considered:

- 1) Children are individuals who possess unique needs. No single method of discipline is effective or appropriate for every student. Specific rules and regulations are necessary. However, mitigating circumstances will be considered in determining fair and equitable consequences.
- 2) The dignity of the student, as an individual, shall be protected with respect for his/her race, gender, physical, emotional and intellectual characteristics. The recognition by the student and the teacher of their responsibilities to each other in this connection will establish a mutual respect and provide a sound basis for carrying out school procedures.
- 3) The dignity of the teacher and the principal, as individuals, and the respect for the teacher and the principal in their professional capacity as an important part of the school system shall be protected.
- 4) Positive parental support and reinforcement is necessary for a child to succeed in school. Adherence to the Code of Conduct shall be expected both at school and reinforced at home. The school authorities, acting in loco parentis, and in cooperation with parents, shall establish and enforce the most appropriate means of addressing misbehaviors.
- 5) Primary to discipline is the maintenance of a well-organized, well-planned building policy with clearly defined rules, which are to be implemented in creating a positive learning environment. The principal or designee through his/her position of authority is best suited to communicate the level of student expectations and to oversee the student's adherence to the Code of Conduct.
- 6) While the teacher has primary responsibility to maintain proper discipline in the classroom there are situations of chronic or severe misbehavior that require assistance. If all appropriate actions have been taken and the situation warrants intervention from other school authorities, the principal or designee shall provide assistance and/or assume responsibility for the child's behavior.
- 7) Chronic or severe misbehaviors beyond the scope of the teacher and principal require assistance of support personnel from the school and community. The building administrator has the responsibility to be aware of district policies and of district special service resources (counselor, social worker, special education teacher, and psychologist) to be called upon as needed and for assisting and follow-up as the situation requires.
- 8) It is the responsibility of the Superintendent and/or his/her designee to establish standards of proper behavior in accordance with Board policy. The Board of Education is aware that application of these standards require reasonable and professional judgment on the part of administration and staff.
- 9) Teachers, administrators, and other school personnel shall have the support and approval of the Board in disciplinary actions taken in bringing about the remediation and education of a student in a safe environment.

10) If the situation warrants, appropriate physical force, physical restraint and/or removal of the student from the classroom by an administrator or teacher or liaison officer shall be recognized and backed by the administration and the Board of Education.

## **Student Code of Conduct**

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and school. The adjustment of the individual to an appropriate pattern of behavior must be achieved in a manner that will not jeopardize the education of others.

In order to ensure the best possible environment for all students, unacceptable behavior as described in the following section shall be prohibited and subject to disciplinary action if such actions occur while the student is in attendance at school or at school activities (whether as a participant or spectator).

## **Unacceptable Behavior**

Students who demonstrate unacceptable behavior will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the consequences to be used in enforcing established rules. Continued violation of school rules may result in more stringent disciplinary actions. Those situations requiring more stringent disciplinary action shall be referred to the principal or to the person to whom he/she has delegated authority to handle problems of this nature. It is important that parents be apprised of the problem, and the necessity for supporting and cooperating with the school to prevent their child from becoming involved in other incidents.

Unacceptable behavior shall be defined as gross disobedience or misconduct and shall be further described as follows:

- 1) Open defiance or willful disobedience of rules/regulations of the classroom or school.
- 2) Loud or disruptive conduct which interferes with the orderly operation of the classroom or school.
- 3) Refusal to abide by requests or instructions of staff members, including insubordinate or disrespectful behavior.
- 4) Threats, bullying (see district bullying policy in the following section) and/or physical abuse aimed at students, teachers, administrators, or other staff members.
- 5) Obscene, vulgar, or profane language or gestures.
- 6) Gang-related behavior.
- 7) Disregard for, or destruction of, school property or the property of others.
- 8) Possession/use of weapons or their look-alikes.
- 9) Sexual harassment aimed at students, administrators, teachers or other staff members.
- 10) Other such behavior that might jeopardize the safety and security of the school, and/or its students, teachers, administrators and other staff members.
- 11) Public display of affection, including but not limited to, physical touch, holding hands, embracing, or kissing.
- 12) Possession/use of electronic cigarettes, vapes, e-liquid cartridges, or inhalants.
- 13) Possession/use of alcohol, drugs, tobacco, or look-alikes.
- 14) Use of racial slurs or verbal harassment.

## **District Bullying Policy**

Bullying and/or intimidation of others is strictly prohibited by the Board of Education of Carbon Cliff-Barstow School District #36. The term “bullying” encompasses behaviors including, but not limited to, any aggressive or negative gesture or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying most often will occur

when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.

## **Consequences for Unacceptable Behavior**

The principal is delegated by the Board of Education with the responsibility for the maintenance of acceptable student conduct within the school to which he/she is assigned. The principal and/or designee shall communicate and delegate to the staff the necessary authority for the enforcement of building rules and regulations regarding conduct of the students - such authority relates not only to the immediate classroom situation but to the general building premises and during all school sponsored activities.

Following are a list of possible options available to teachers and the principal that may be used singularly or in combination to enforce district and school rules:

- 1) Conferences (which may include students and/or parents and/or other school personnel and/or outside agency representatives).
- 2) Referral to outside agencies.
- 3) Denial of privileges (which may include attendance at school activities).
- 4) Behavior contracts.
- 5) Probationary status (student's behavior will be closely monitored and periodically evaluated).
- 6) Temporary education environment (students are temporarily isolated from their peers and allowed to progress with schoolwork).
- 7) Detention before or after school.
- 8) Notification of police.
- 9) In-school suspension.
- 10) Out-of-school suspension.
- 11) Expulsion (Note: a student may be expelled for up to two (2) calendar years according to Board of Education Policy).

*District 36 does not believe corporal punishment is an effective means of enforcing or maintaining proper student behavior; therefore, corporal punishment is prohibited.*

## **Suspension and Expulsion**

Suspension is defined as the "temporary removal from school and all school-related activities by the Superintendent or Principal for a period not to exceed ten (10) school days."

Expulsion is defined as the "removal from school and all school-related activities by Board of Education action for a period longer than ten (10) school days and up to the remainder of the school year or longer as dictated by current legislation."

A student may be suspended or expelled under the following conditions based upon Illinois State School Code (Section 10-22.6) as below:

1) To suspend or by regulation to authorize the Superintendent of the district or the principal to suspend pupils guilty of gross disobedience or misconduct and no action shall lie against them for such suspension. The Board may by "regulation" authorize the Superintendent of the district or the Principal of any school, to suspend pupils guilty of such acts for a period not to exceed 10 school days. Any such suspension shall be reported immediately to the parents or guardian of such pupil, along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be made available to the school board. Upon request of the parents or guardian, the school board or a hearing officer appointed by it shall review such action of the Superintendent or Principal. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. If the Board appoints a hearing officer, he/she shall make available to the Board a written summary of the evidence heard at the meeting. After its hearing or upon review of the written report of its hearing officer, the Board may take such action as it finds appropriate.

2) To suspend or by regulation to authorize the Superintendent of the district or the Principal to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus and no action shall lie against them for such suspension. Upon request of the parents or guardian, the school board or a hearing officer appointed by it shall review such action of the Superintendent or Principal. At such review, the parents or guardian of the child may appear and discuss such suspension with the Board or its hearing officer and may be represented by counsel. If the Board appoints a hearing officer, he/she shall report to the Board a written summary of the evidence heard at the meeting. The Board may take such action thereon as it finds appropriate upon the Board's hearing or the written report of its hearing officer.

3) To expel pupils guilty of gross disobedience or misconduct and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If the Board appoints a hearing officer, he shall report to the Board, a written summary of the evidence heard at the meeting and the Board may take such action thereon, as it finds appropriate.

4) The Department of Human Services Division of Mental Health may be invited to send a representative to consult with the Board at such meeting whenever there is evidence that mental illness may be the cause for expulsion or suspension.

5) Special education students may be removed to an alternative education setting for up to 45 days in addition to suspension or instead of suspension or recommendation for expulsion in situations dealing with alcohol/drug offenses, weapons offenses, or offenses resulting in serious bodily harm/injury.

**Procedures for suspending a student for one day or more (up to 10) days from school:**

1) In each case where a child is suspended from school for a period of ten days or less, the parents will be notified in writing of the reasons for the suspension and their rights to a hearing with the Board of Education or a hearing officer as appointed by the Board of Education. The parents will be given three school days in which to request such a hearing. If there is no response from them in this time, it will be deemed that they have waived their rights to a hearing.

2) In each such suspension, the Principal of the school will submit a copy of the above to the Superintendent.

**Procedures for expelling a student for gross misconduct or disobedience shall be as follows:**

1) Principal recommendation submitted to the Superintendent of School in writing (stating background of case - citing previous disciplinary problems, if any, and previous disciplinary action taken - stating the Principal's recommendation as to length of expulsion and conditions of expulsion, if any).

2) The Superintendent's Office will notify the parents of the child by registered or certified mail of the

proposed expulsion and notification of the right to a hearing on the proposed expulsion before the Board of Education.

### **Police Questioning of Students**

While at school, the student is entitled to the guidance, assistance and protection of the parent when he/she is part of an investigation related to a misdemeanor or felony. Police questioning of students in the schools and during school hours may be undertaken after a reasonable attempt to notify parents has been made. In every case, a school official must sit in on the interview. In the event the school is unable to locate the parent, and the law enforcement representatives feel that the time factor is critical, the school official is authorized to use his/her judgment and act on the behalf of the parent if he/she deems it necessary. It shall be his/her responsibility to see that the student is advised of his/her rights.

### **Searching of Student Lockers/Desks**

School personnel have occasion to search students' lockers/desks as part of a routine inspection and when they have information leading them to believe one particular locker/desk contains dangerous or prohibited items. THIS WILL BE A NON-CONSENSUAL SEARCH.

## **SECTION 6 - STUDENT SAFETY**

### **Safety and Welfare**

The safety of every student is the utmost concern to the Board of Education. In an effort to assure the safety of children while attending school or while under school supervision, it is the responsibility of the Superintendent and/or his/her designee to develop clear safety rules and to distribute these rules to children and parents/guardians. Proper supervision of all children will be maintained through the employment and scheduling of professional and paraprofessional staff. Safety standards will be adhered to on all school property and at all school functions.

### **Picking Up A Child During School Hours**

If a child must leave early, please send a note stating the reason and the time the child will be picked up. For the safety of your children, please report to the office and we will call the child to the office for you. Students will only be released to persons identified on the district registration card or those persons identified by parent note or phone call per occasion.

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.

### **Picking Up Children After Extra Curricular Activities**

If students are involved in after-school activities such as clubs, sporting events, dances, etc. their ride should be at school no later than fifteen (15) minutes after the activity concludes.

### **Bicycle Rules**

Bicycle racks are located by the elementary side of the building. Please lock up your bicycle. The District is not responsible for stolen or damaged bicycles. Again for safety, while on school property, sidewalks, and driveways, please walk your bicycle.

### **Sex Offender Registration Notice Regarding Public Act 94-994**

The purpose of this notice is to help the school and district comply with the state law placing restrictions on

**child sex offenders' access to school property. State law prohibits a child sex offender from being present on school property or loitering within 500 feet of a school property when persons under 18 are present. Detailed information can be found at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).**

Any known sex offender shall be prohibited from being present in any school building, on any real property comprising any school in the Carbon Cliff-Barstow School District, loitering on a public way within 500 feet of school property when persons under the age of 18 are present, or in any conveyance owned, leased or contracted by the School District to transport students to or from school or a school related activity when persons under the age of 18 are present in the building, on the grounds or in the conveyance, unless the offender:

- 1) is a parent or guardian of a student present in the building, on the grounds or in the conveyance; or
- 2) has permission to be present from the Superintendent, Building Principal, or the Board of Education.

At any time a person who is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1, enters onto school property, he or she must first come to the Building Office and identify himself or herself as such to the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as determined by the Principal or Superintendent.

No such person shall be permitted to be present in a classroom or in a conveyance where students other than his or her own child or children are present.

**If a child sex offender violates this procedure, school officials shall immediately contact law enforcement.**

### **Surveillance Cameras**

Carbon Cliff-Barstow School District #36 employs the use of video surveillance cameras in the school district building and on school district property (including buses) for the protection of our students and staff.

These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, staff, and visitors.
2. For the detection, reduction and/or prevention of occurrences of vandalism or theft.

Carbon Cliff-Barstow School District #36 shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.

### **Asbestos Management Plan**

This is to notify you that Carbon Cliff-Barstow School District #36 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facilities. Copies of the Management Plan are available in the Administrative Office of the school building. These Plans are available for your inspection during normal business hours of the office (Mon thru Friday; 8:30 a.m. to 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact: Ryan Moore, Director of Maintenance and Operations at 309-792-2002 Ext. 320.

### **Integrated Pest Management Plan**

This is to notify you that according to State law, Public Act 095-0058 the Carbon Cliff-Barstow School District #36 has implemented policies and procedures to be in compliance with this act.

Chemical treatment for pests will only occur when other methods have failed. Chemical treatments will only take

place “after hours”. As per the law, parents and staff members will be notified prior to the application of chemical treatment. All monitoring and treatment records of our pest control are kept in a log book in the District building office.

The District requests an appointment be made if you are interested in reviewing these logs. To make arrangements or for any questions, please contact: Ryan Moore, Director of Maintenance and Operations at 309-792-2002 ext. 320.

## **Emergency Drills**

Emergency drills related to fire, severe weather, and crisis situations are planned and regularly practiced. This is in accordance with recommendations of officials of the Civil Defense Program, Fire Department, Police Department, and the Regional Office of Education.

## **SECTION 7 - TRANSPORTATION**

### **Transportation Service**

*It is the intention of the Board of Education to maintain a transportation system based on the following guidelines:*

Students in grades K-8, whose residence is one and one-half miles or more as measured by the customary route of travel from the school attended, will be transported.

It shall be the responsibility of the Superintendent and/or his designee to develop a transportation schedule and to insure that this schedule is made available to parents on an annual basis.

It shall be the responsibility of the Superintendent and/or his designee to inform students who utilize free transportation service that they are under the jurisdiction of the School District while riding transportation vehicles.

### **School Bus Rules to Insure Safety**

To ride a school bus is a privilege and a convenience for a student and his/her family. There are, however, certain standards of behavior that are necessary for the physical safety and good moral environment that is desired for students attending Eagle Ridge School. Students are expected to give bus drivers the same high level of respect and personal courtesies that they give their teachers. In fact, the atmosphere within the bus should be on a par with that of a classroom. We hope that all parents will take some time to discuss these rules with their children and to emphasize to them the importance of their abiding by the rules.

The rules for bus riders are posted on each bus. Failure to abide by these rules will be reported to the school principal by the bus driver on a form provided for this purpose. Following are the most serious but not an all-inclusive list of types of misconduct, which will result in some type of disciplinary action as indicated below. The following rules apply for all school related activities:

#### **Disrespect to driver**

Fighting  
Profanity  
Smoking  
Vandalism  
Throwing objects inside the bus  
Throwing objects at the bus  
No electronic devices – including cell phones and ear pieces  
Inappropriate use of sharp objects (such as poking holes in the seats)

#### **Refuse to obey driver**

Failure to remain seated  
Lighting matches  
Eating, drinking or chewing gum  
Throwing objects out of the bus  
Sticking part of body out window

If your child is reported for any of the mentioned types of misconduct, the following disciplinary actions may be taken:

**First Offense:** After receiving notice of the misconduct from the driver, the Principal contacts the child, parents, or others as necessary regarding the incident.

**Second Offense:** The student is denied transportation for up to 5 school days.

**Third Offense:** The student is denied transportation for up to 10 school days.

**Additional Offenses:** The student may be suspended from the bus for the rest of the semester or year by the Board of Education.

The Principal will determine the seriousness of an incident. The principal may suspend or revoke bus privileges on first offenses if the misbehavior is willful and major.

In regard to musical instruments, those instruments that are small enough to be held on the student's lap may be brought on to the bus. Drums and tubas and the like that cannot be held on the student's lap cannot be transported by the school bus. If you have any questions about the type of instruments allowed, contact the band director or transportation director. In addition, no animals are to be carried onto the bus by students.

Since there is to be no eating on the bus, treats and other food are to be eaten at school. However, if it is necessary to take such treats home, they, as well as leftovers from school lunches, are not to be eaten on the bus.

We hope that it will not be necessary to deny any student the opportunity to ride the school bus because of repeated instances of misconduct. On the other hand, we do feel that it is important that children do understand the need for proper conduct on their part while riding the bus and what the consequences for improper conduct will be. Your cooperation in informing your children in this regard is appreciated. Parents who choose to pick up their children after school should do so at the dismissal time. In regard to cell phones, your student must keep his/her cell phone out of sight. In the event that a cell phone is taken away from your student, a parent or guardian must come to the school to pick it up.