

**Student Handbook**  
**2023 / 2024**  
**PHONE NUMBERS**  
**Cass Junior High School 331.481.4020**  
**Attendance 331.481.4025**  
**Fax 331.481.4021**  
**School Safety Hotline 331.481.4045**

Dear Students and Parents,

Welcome to the 2023/2024 school year! I hope you are as excited as we are to begin a new year! We work to make every year the best it can be by building on our past successes. This promises to be a great year!

At Cass Junior High School, we are committed to making each student's junior high experience intellectually stimulating and emotionally supportive. Students, we hope you accept our challenge to stretch yourselves. Your experience at Cass will also involve discovering more about yourself, building friendships, and getting along with others. Parents, we hope you will be comfortable stepping back a bit and allowing your children to celebrate successes and learn from mistakes as students mature and become more independent. We will support you as your parental role shifts from one of helping and doing for, to one of more guiding, watching and waiting.

Effective communication is essential to a successful school experience. This handbook includes information about school procedures and expectations that are important to know. It is also an important organizational tool for you to use throughout the year. Students will have the opportunity to discuss each section in class during the first week of school. Please don't hesitate to ask questions. Our students are outstanding! I challenge each of them to make a difference in the world and to have the most successful school year ever.

Sincerely,

Mrs. Christine Marcinkewicz  
Cass Jr. High Principal

Ms. Michelle Roberts  
Assistant Principal

## VISION STATEMENT FOR CASS JUNIOR HIGH SCHOOL

My school will:

- Provide an education including an opportunity to explore talents in many activities
- Provide a safe environment
- Acknowledge my individuality and treat me with respect

As teachers, we will:

- Address student needs
- Recognize students for positive performance
- Recognize individualism and provide curriculum that addresses student needs

Parents & Community members can expect:

- Communication through various means
- Students to be provided with the resources to reach their potential
- A safe and secure environment

This handbook is designed to acquaint you with the school and provide you with information about our school. The handbook cannot anticipate every circumstance that occurs and as the times change or as situations arise that are not addressed in this handbook, the need may arise to change the information in the handbook. The District reserves the right to revise, supplement, deviate from or rescind any policy from time to time as it deems appropriate, in its sole and absolute discretion.

Should there be any questions as to the interpretation of the handbook listed herein, the final explanation and resolution will be at the sole and absolute discretion of the Principal subject to appropriate federal, state and local laws.

## ACADEMICS

**Expectations:** Cass Junior High School has a proud tradition of outstanding student achievement. The Cass community strongly believes that all students can be successful. In order to be successful, students should:

- |  |                        |
|--|------------------------|
| ● Be on time (to school and classes)                 | ● Pay attention        |
| ● Be prepared (have appropriate materials for class) | ● Study for tests      |
| ● Complete assignments and all homework              | ● Do your best         |
|  | ● <b>Ask for help!</b> |

**Academic Grade Scale:** Students are assessed on academic progress for each standard using the following scale:

<b>Exceeds Mastery</b>	<b>Mastery</b>	<b>Approaching Mastery</b>	<b>Progressing</b>
A student who merits an A+ is one who has exceeded expectations by outperforming the standards listed.	A student who merits an A is one who has mastered the standards listed.	A student who merits a B is one who meets the standards listed but has not quite mastered them all.	A student who merits a C is one who is progressing toward the mastery of standards listed but not yet meeting all of the standards.
<b>A+</b>	<b>A</b>	<b>B</b>	<b>C</b>
96.0% - 100%	90.0% - 95.99%	80.0% - 89.99%	70.0% - 79.99%

<b>Needs Improvement</b>	<b>Incomplete</b>
A student who merits an NI is one who needs to improve in order to progress toward the standards listed below.	A student who merits an INC is one who has not completed the work in whole or in part necessary to assess progress on the standard(s).
<b>NI</b>	<b>INC</b>
50.0% - 69.99%	0.0% - 49.99%

**Report cards are no longer sent home via US mail.** Parents and students are encouraged to check academic progress through the Parent Portal via our website. If you need to obtain your user name and password, please contact the school office. Teachers update online grades on a weekly basis. Students will take NWEA Map tests three times per year. You will receive an updated NWEA Progress Report during these reporting intervals.

Additionally, standards based grading looks at a student’s growth over time. Therefore, at the end of each quarter, standards are not wiped clean. Standards are set for the year with progress checks occurring at quarterly intervals. In other words, one quarter’s work builds upon the next.

**Work Habits:** In addition to the report card, you will receive a separate indication of “work habits” for your student. The Work Habits Rubric helps us to demonstrate how well

your student studies, participates, behaves, organizes or completes homework. The “grade” that your student receives on the traditional report card is a more accurate reflection of your student’s academic progress than it has been in the past because the academic achievement and work habits are now reported separately.

**Work Habits Grade Scale:** Students are assessed on work habits using the following scale:

M Meeting  
P Progressing  
NM Not Meeting

**Test Retakes:** With a focus on mastery, the learning environment provides all students the time and opportunity to demonstrate what they know and are able to do. This may include a reassessment or retake. A retake is an opportunity to do this; however, students must learn the responsibility by completing some sort of “corrective” action prior to retake. (Ken O’Connor)

- A Retake Test provides students with an additional opportunity to demonstrate what they know and are able to do. Retakes are only available on assessments which earn a grade *Needs Improvement* or *Incomplete*.
- Test retakes may take place on Tuesday or Thursday mornings from 8:00 – 8:30 am, during lunch times, or Monday or Wednesday afternoons from 3:30 – 4:00 pm. See your teacher’s retake schedule for details.
- There are time limits on retakes. Students must commit to retaking the test within two days and retake the actual test within the dates laid out in your teacher’s retake obligation form.
- A student must independently obtain and complete a retake obligation form, which includes a student and parent signature, dates for retake, and a corrective plan of action.
- The Retake Obligation Form must be returned prior to the retake appointment.
- Retake Obligation Forms are available in all classrooms, shared as a Google Doc and Google Classrooms.
- If the student misses the retake opportunity for any reason other than an excused absence s/he will forfeit his or her retake opportunity for that test.
- **How will the final grade be determined?** The student will earn the new test score. If the student’s score does not improve on the retake, s/he will receive his or her original score.
- Students should arrive on time (not more than 5 minutes early) and check in directly with the office staff. Lunchtime testing sessions will be administered through the LLC. Transportation arrangements must be provided by the parent/guardian.

**Academic Recognition:** Students recognized at the conclusion of the school year for outstanding academic achievement.

- Academic Platinum – Overall EMs in each class which requires between a 96% and 100% average of student work. The designation of Academic Platinum is viewed as the compilation of the entire year’s work. High academic standards and personal integrity are some of the attributes considered in this award.
- Academic Gold – Mastery in each class which requires a minimum of a 90.0% in every single class.

**Promotion:** Promotion to the next grade requires that a student be designated as Progressing (P) or greater on the majority of standards. A student should also have satisfactory attendance. Failure to meet these requirements may result in a remedial plan of action determined by teachers, administration, and the student’s parent/guardian.

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

<b>ACTIVITIES</b>
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Cass Junior High School offers a wide range of activities, which include clubs, dances, intramural activities and interscholastic athletics. We encourage all students to take part.

***Requirements for Participation in Extracurricular Athletic Activities:*** A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. Physicals are valid for 395 days.
- A permission slip to participate in the specific sport or activity signed by the student's parent/guardian.
- A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the sponsor or coach for: 1) pre-arranged medical appointment; 2) a death in the student’s family; or 3) a religious ceremony or event.
- A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

**CLUBS:** Cass Junior High offers various clubs such as Art Club, Spanish Club, Student Council, and Yearbook for students of all grade levels. Please see the office for additional offerings.

**INTERSCHOLASTIC TEAM SPORTS:** Some of the teams for these competitive activities are chosen on a tryout basis. State Law requires physical examinations are required prior to student tryouts (excluding Chess). Physicals are considered valid for 395 days. After team member selection is determined, team rules are distributed and reviewed by all team players and coaches. The following activities have teams for both boys and girls except where noted:

Chess	Volleyball	Cross Country	Soccer
Basketball	Cheerleading	Softball (girls)	Math Team
Track	Scholastic Bowl		

**Interscholastic Eligibility:** Students involved in interscholastic competition are expected to represent the team, school, and community in an exemplary manner. Team members are to follow school rules, team rules, and meet the following academic eligibility standards:

- Students shall be passing all classes and taking all necessary steps to ensure academic achievement.
- Students shall master all standards of work habits with an emphasis on assignments, behavior, and assessments.
- Students who do not meet standards as outlined on the Interscholastic Eligibility Form are deemed ineligible.
- Eligibility shall be checked weekly on Thursdays. Forms must be turned in at practice on Thursday. Failure to hand in a completed form will result in ineligibility.
- Ineligible athletes will attend a study group in lieu of practice or games until the issue is remediated.
- All students attending the study group will remain with this group until 4:50 p.m.
- A student who remediates the missing or poor quality assignment shall be deemed eligible upon the teacher's consent.
- A student who needs to retake an assessment will do so during study group. The student will be deemed eligible upon a satisfactory grade on the assessment retake.
- A student ineligible due to behavior shall be deemed eligible upon completion of a restorative exercise and initial of the Principal.
- Team members found to be in violation of the team rules or behavioral guidelines in the Student Handbook shall be subject to dismissal from the team.
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco, vape or nicotine in any form;
- Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal

substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia

**Student Concussions and Head Injuries:** Student athletes must comply with Illinois’s Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the SDEAA 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 return-to-play and return-to-learn protocols.

**Behavior Expectations for activities:** Students attending school-sponsored events outside of the regular school day schedule (e.g. athletic events, dances, field trips, and concerts) are expected to behave appropriately, according to the regulations outlined in the Student Handbook. Failure to abide by these guidelines will result in disciplinary action.

**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 attend a field trip must receive written permission from a parent or guardian with authority to give permission.

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

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

A school board must allow a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences.

#### **ATTENDANCE**

The system for reporting student absences at Cass Junior High School utilizes the voice mail system. When a child is absent, the parent should call the school and leave the child’s name, parent name, telephone number, where parent can be reached, and the reason for the child’s absence. Parents should call the school voice mail system no later than 8:45 a.m. the day of the pupil’s absence. Students will have one day for every day of excused absence to make up assignments. Please submit a doctor’s note to the office for absences three days or longer. The school office may send county attendance letters home when a student accumulates 5 or more absences.

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

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

- Eyes that have any of the following: red, pink or have green or yellow drainage or crust to eyelids. These are signs of possible infection requiring medication. Any child with these symptoms will be sent home and must be seen by a healthcare provider to determine if medication is required. If medication is prescribed, the student must wait 24 hours before returning to school.
- Coughing: Any child who has a frequent cough should be kept home. This is one of the most common ways for germs to be spread. Children who continually cough may be sent home.
- Sore Throat: Redness, white or cream colored patches in the mouth or around the throat and/or pain when swallowing should stay home. Children experiencing these symptoms with or without fever should stay home.
- Nose Drainage (Runny Nose): If your child has yellow or green drainage, keep them home. Clear drainage is ok to manage at school.
- Fever: Take your child's temperature whenever a child complains of not feeling well, even for headaches. Using your hand is not an accurate way of determining fever. A fever is a sign of illness. When a child has a fever, s/he is spreading illness to all who come in contact with him. **Children must be fever free (less than 100 degrees) for 24 hours without having taken Tylenol or Motrin within 24 hours.**
- Vomiting: Children who have vomited should not return to school until 24 hours after the last episode of vomiting.
- Rash Any child that has a rash that has not been evaluated by a doctor should be kept home.

If your child is complaining of a symptom, please do not give your child medications such as Tylenol, Motrin, or cough medicine and send them to schools. Those medications will not keep your child feeling well all day. Keeping your child home will prevent illness from being spread and eliminate the need to have to come and pick your child up in the middle of the school day. If you are not sure if you should send your child to school, feel free to contact the health office.

**Truancy:** The Illinois School Code defines a "truant" as a child who is absent without valid cause from school. Valid causes for a child being absent from school include illness, religious observances, and family emergencies. Vacations are considered unexcused absences in accordance with Illinois State Board of Education guidelines. A chronic truant is defined as a student who has missed 5% of the previous 180 school days (which translates to 9 of the previous 180 days). Those parents of students who are experiencing attendance problems will be contacted at the occurrence of the concern so as to explore reasons for the absences. If all interventions at the school level prove to be unsuccessful, he/she will be referred to the DuPage County Superintendent of Schools Truancy Office.

**Tardy:** If a child is going to be late to school, parents should call the main office. Students must report to the main office when tardy. Teachers may not admit a student without a pass signed by the office. Students who are excessively tardy without legitimate excuses will be subject to the school's disciplinary policy.

**Excused / Unexcused Absences:** There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, 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, or other reason as approved by the building principal.

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.

Pursuant to Public Act 102-981 (effective 1-1-23), school boards must allow "public middle school and high school" students one day-long excused absence per school year for the purpose of attending a civic event.

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

All other absences are considered unexcused.

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

In the event of any absence, the student's parent/guardian is required to call the school at 331.481.4020 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 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.

**Unexcused Absences:** Absence without a valid cause as defined by Illinois State Board of Education guidelines will be treated as an unexcused absence. Vacations are considered

unexcused absences in accordance with ISBE guidelines. Unexcused absences may result in truancy. Students guilty of this will be subject to the school's disciplinary policy. Students determined to be chronically truant will be referred to the appropriate authorities.

**Early Pick-up:** It may be necessary for a child to leave school early for a medical appointment or other reason. Students with such appointments should bring a note of explanation, signed by a parent or guardian, to the office upon arrival. In the event of a family emergency, a parent or guardian should contact the school by phone, if possible. **Parents should pick up and sign out their children in the office - not the classroom, athletic fields, or parking lot.** The Superintendent and Principal are the only persons authorized to dismiss your child from school, and they will do this through the school office, with established procedures.

**Absence and Activities:** A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the sponsor or coach for: 1) pre-arranged medical appointment; 2) a death in the student's family; or 3) a religious ceremony or event. Also, a student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

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

<b>AWARDS</b>
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**Amanda Macal Memorial Award:** Since Amanda Macal so enjoyed Spanish, her memorial award has its roots in the foreign language classroom. Candidates are those who show a love for the language as well as an aptitude for learning it. Cultural curiosity often plays a role in selection. Candidates must achieve recognition for Work Habits and have mastered all standards in Spanish during their 8th grade year.

**American Legion Award:** The American Legion organization sponsors an annual award for two eighth grade students who display patriotism, leadership and scholarship. Candidates considered for this award must achieve recognition for Work Habits, Community Outreach, as well as display mastery of all standards in Social Studies for the year.

**Carrie Biswurm Memorial Arts Scholarship:** The Carrie Biswurm Memorial Arts Scholarship is open to students in grades 5-8. It encourages talented young artists to

attend accelerated art classes outside of the regular school day. The award is sponsored by Mr. and Mrs. Robert Biswurm, in memory of their daughter.

**Christopher Lyons Memorial 'Peace' Award:** Christopher Lyons struggled with mental health and was lost to suicide at the young age of 18. Christopher loved to express himself through art. The winner of this "Peace" Award will submit a design to be used on the t-shirt worn in support of the annual walk in his memory.

**Director's Award for Band:** The Director's Award for Band is awarded to one eighth grade student who has shown exemplary musicianship, scholarship, positivity, and leadership throughout their years of involvement with the band program. Candidates must achieve Leadership status on the Path of a Warrior. Candidates must display mastery of all standards in Band for the year.

**Herb Rosen Student Athlete of the Year:** This is much more than an athletic award. Herb Rosen believed that athletics are important, but only in conjunction with academics and good citizenship. Coaches will discuss one eighth grade boy and one eighth grade girl to receive the Herb Rosen Award.

**Jane Jansen 'Heart of a Warrior' Award:** In honor of Counselor Jane Jansen's service to Cass Junior High School for 35 years, the 'Heart of a Warrior' will recognize a student who goes out of his or her way to do what is right, no matter what the circumstance. Jane Jansen did this for our school as she went out of her way to make everyone, students and staff alike, feel special and appreciated, and a part of the Cass Junior High family. Jane Jansen gave a piece of her heart to everyone she met, and her legacy of doing what is right and best will forever be a part of Cass Junior High School with the 'Heart of a Warrior' award.

**Leonard Bernstein Musicianship Award:** In his long career, Leonard Bernstein made an indelible mark on the musical world as a conductor, composer, and teacher. This award honors a student whose musical contributions, dedication, and creativity set them apart as deserving of the highest recognition for their achievements. Candidates must display mastery of all standards in Jazz Band for the year.

**Louis Armstrong Jazz Award:** The Louis Armstrong Jazz Award is awarded to one eighth grade Jazz Band member who has shown tremendous musical talent and leadership through their jazz performance. Candidates must display mastery of all standards in Jazz Band for the year.

<p style="text-align: center;"><b>AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS AND BOUNDARY VIOLATIONS</b></p>
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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 as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

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

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

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

- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic 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.

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

**Dress Code:** Students are expected to present themselves in a manner which is appropriate for their age level. If a student is found not be in compliance with the school dress code policies, the student will be asked to change into alternative clothing that is here at school or a call will be made home in order to get the appropriate clothing. If a student is non-compliant with dress code on a consistent basis, disciplinary action may be taken. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a disruption in the school environment. 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. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Students may not carry bags of any kind during the school day for safety reasons. School bags, athletic bags and large purses should be left in lockers.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the science laboratories or during physical education class.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting (ie. too tight or revealing), showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. The length of the out stretched arms to the fingertips is considered 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. A student deemed inappropriately dressed may be asked to change into the PE uniform. Student whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

**Lunchroom Responsibilities:** Good manners and good conduct is expected of everyone in the lunchroom.

- Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall walk to lunch and shall be orderly, quiet, and remain seated.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

### **General School Regulations**

1. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing is prohibited.
2. Use of fire or explosives without teacher supervision is prohibited.
3. All drugs, look-a-like drugs, drug paraphernalia, prescription drugs, weapons, and look-a-like weapons are prohibited on school property.
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol is strictly prohibited;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco, vape or nicotine in any form;

6. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
7. Students are expected to be courteous and respectful at all times. Talking back to staff members will not be tolerated. Insubordination will also not be tolerated. These behaviors may result in disciplinary action.
8. Bullying (name calling, putdowns, intimidation, etc.) is not permitted.
9. Students may not carry bags of any kind during the school day. School bags, athletic bags and large purses should be left in lockers for safety reasons.
10. Using or possessing a laser pointer is prohibited.
11. Students may only use the washroom facilities during the passing period except in an emergency. This is left to the discretion of the teacher.
12. Students are not allowed to eat any food in any area of the building except the lunchroom. Gum chewing is not permitted.
13. Students must be on time to school and class. More than two unexcused tardies to school may result in disciplinary action.
14. The personal use of cellular telephone, smart watch, ear buds, tablets and other personal electronic devices on school property is limited to before and after school hours. During the school day (8:30 a.m. to 3:30 p.m.) such devices must be turned off and stored in lockers. Violation of this policy will subject students to disciplinary consequences and may require a parent to pick up the device from school.
15. Students are not allowed to show public displays of affection (hugging, kissing, hand-holding).
16. Gambling and possession of gambling paraphernalia (playing cards, dice) are prohibited.
17. Intentional damage to, loss of, destruction of, theft of, or any attempt to damage, deface, or destroy school property or property of school personnel or other students will result in disciplinary action.

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

- Disciplinary Conference
- Peer Conferencing
- Check in / Check Out
- Withholding of privileges
- Problem-solving Lesson
- Restitution
- Re-teaching of violated expectation
- Referral to counselor, social worker or other interventionist
- Written Behavior Intervention Plan
- Behavior Monitoring Sheet
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
- Detention Hall
- Suspension of school activities

- Suspension of bus riding privileges, provided that appropriate procedures are followed.
- Notification of parents/ guardians
- Parent Conference with the Principal
- Notification of juvenile authorities or other law enforcement whenever the conduct involves criminal activity such as illegal drugs, controlled substances, “look-alikes” alcohol or weapons and/or in other circumstances as deemed necessary by the Principal
- Temporary removal from classroom
- Loss of privileges such as field trips or other non-academic activities
- Alternative Learning Opportunity
- Restorative Activities such as apology or restoring damaged materials
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Loss of participation in end of year activities including graduation commencement exercises
- Expulsion per Board of Education Policy from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Community Service

**Detention Hall:** Families will be notified in advance via a form sent home with the student for a parent signature. Detentions will be served in an assigned room from 3:30 pm until 4:50 pm. The detention room will be monitored by a staff member and attendance will be taken.

Students are not allowed to attend any sporting events or school sponsored activities on days when the detention is served. It is at the coach or sponsor’s discretion as to whether or not students may participate in practices or rehearsals on the day of a detention.

**Alternative Learning Opportunity:** A student may be provided an alternate learning opportunity during the school day. This may include modified school hours and activities. Appropriate interventions will be included in this learning opportunity. The student’s parent/guardian will be notified as soon as possible. During this alternative learning opportunity, the student will be able to complete assignments for credit. S/He will not be able to attend or participate in club, extracurricular, interscholastic activities, or trips including, but not limited to, the Washington D.C. Trip.

**Out of School Suspension (3 days or less):** A student may be suspended from school for up to three (3) days for a behavior that poses a threat to school safety or a disruption to the other students’ learning opportunities, as determined on a case-by-case basis. Administration will make all reasonable efforts to resolve threats, address disruptions and minimize suspensions to the greatest extent practical. Ultimately, the decision is left to the administration. Students have the opportunity to make up any missed work for equivalent academic credit.

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

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

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

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

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

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

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

**In all disciplinary situations,** please remember your student will not be able to attend or participate in club, extracurricular, interscholastic activities, or trips including, but not limited to, the Washington D.C. Trip and graduation commencement exercises.

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

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

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

**These additional behaviors listed below will result in an immediate referral to the Principal's office** and can also result in detention, alternate learning environment, suspension, expulsion and/or referral to local law enforcement:

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

1. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician'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.

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

**Vandalism:** Any student causing intentional damage to, loss of, destruction of, theft of, or any attempt to damage, deface, or destroy school property or property of school personnel or other students will be held responsible for the cost and repair. This includes all books, technology and classroom related materials. Further, the student will face disciplinary action including involvement of law enforcement.

**Fighting:** Any student who participates in, or is responsible for a fight in the school or on the school grounds, will be subject to suspension and a parent conference. Students continually involved in fighting or violent behavior may be subject to expulsion.

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

**Technology Misuse:** When students are using technology, they will be subject to disciplinary action for the inappropriate use of such items. This includes, but is not limited to, unauthorized and inappropriate use of computers, Chromebooks, iPads, heart-rate

monitors, projectors, printers, scanners, software, email, and the internet. Students are not allowed to use or load any unapproved software at school.

**Fire Alarms:** Each school is equipped with a central fire alarm system which activates alarms at both the police and fire stations. Our police and fire departments automatically respond to all such alarms and cannot be recalled until they arrive at the school. Turning in a false alarm is not only dangerous, it is illegal. Turning in a false alarm or pulling the alarm box with intent will result in an immediate referral to the Principal's office, disciplinary action and involvement of law enforcement.

**Gross Disobedience/Gross Misconduct:** Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing or selling tobacco materials.
2. Using, possessing, distributing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon is in violation of the "weapons" section of this policy.
5. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, or be pledged to become a member of an unauthorized public school fraternity, sorority or secret society.
6. Involvement in gangs or gang-related activities, including display of gang symbols or paraphernalia on notebooks, papers, printouts, etc.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group
2. Off school grounds, at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function, or event
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function

5. During periods of remote learning.

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

**Weapons:** A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for a definite time period of at least one calendar year, but no more than two calendar years. The School Board, however, may modify the expulsion period on a case-by-case basis. A “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, and billy clubs, or “look-alikes” of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

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

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

<b>BULLYING</b>
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Bullying is prohibited. Bullying or intimidation of others includes, but is not limited to, any aggressive or negative gesture, written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying or intimidation most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal contact of a belittling or browbeating nature. This behavior also extends to actions on social networking websites.

**Prevention of and Response to Bullying, Intimidation, and Harassment:** Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing

all students equal access to a safe, non-hostile learning environment are important school and district 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying may take various forms, including without limitation one or more of the following examples of prohibited conduct: name calling, using derogatory slurs, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, causing psychological harm, threatening or causing physical harm, public humiliation, threatened or actual destruction of property, wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

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

Cyber-bullying 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 principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member.

**Anonymous reports are also accepted by phone call or in writing. Complaint Manager: Mrs. Lia Lamb, Counselor, 331.481.4020, LLamb@CassD63.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.

<b>BUILDING</b>
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**Hours:** Classes are held from 8:45am - 3:30pm. Students will not be allowed into the building unsupervised before 8:30 am unless attending an Encore class (7:30-8:30am).

The main office is open until 4:00pm. Students and their families should not expect to be admitted into the building after this time, unless there is an after school activity taking place.

**Locker Decorating:** Locker Décor is no longer allowed by students due to repeated, excessive damage to the lockers.

**Bicycles:** Students' bicycles are permitted on school grounds and should be parked and locked in the bike racks by the northwest entrance to the rear parking lots. Bicycles are not to be ridden on the sidewalks or in the parking lot in front of the school (Bailey Road). Cass School District 63 is not responsible for lost or stolen bicycles.

## BUSING AND TRANSPORTATION

**Drop-off / Pick-up:** Those parents wishing to drive their child to and from school are asked to follow some basic traffic guidelines in and around the school building. All traffic along the north side of the building, *Willow Creek Lane* will be one-way (east) from 8:00am until 8:45am. Students arriving at 8:40am or later, should walk around to the front door to enter the building. The same traffic pattern is in effect at dismissal from 3:15pm until 3:45pm. All students getting driven to and from school are asked to exit out the north side of the building in order to accommodate this traffic flow. **Parents should not attempt to drop-off or pick-up their child at the front of the building during these times as this lane is reserved for our buses.**

**Bus Guidelines:** Bus service is available only for those students who have paid for it. All students are required to display a bus pass in order to board the bus. A list of bus stops will be published at orientation day at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

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

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Keep the bus neat and clean.

- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

A student who is suspended from riding the 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.

An Encore bus is provided to students who have paid the bus fees. Bus students attending Encore class at 7:30 a.m. are provided a morning route. Please see school office for stops and times.

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

Students, parents and community members are urged to regularly visit the Cass Junior High website ([www.cassd63.org](http://www.cassd63.org)) to keep current with the latest information and communication from teachers, administration, and the Board of Education.

### **DATA AND INFORMATION**

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

### **DELEGATION OF AUTHORITY**

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

The Superintendent, Building Principal, or designee is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

### **DIABETES - CARE OF STUDENTS**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin.

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.

### **STUDENTS WITH DISABILITIES**

**Education of Children with Disabilities:** It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of

1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

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

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

### ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/ guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners programs, contact **Ms. Liz Saucedo at 331.481.4020 or [LSaucedo@CassD63.org](mailto:LSaucedo@CassD63.org)**.

### EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/ guardian with a sex equity or equal opportunity concern should contact: **Mrs. Christine Marcinkewicz, District Title IX Coordinator at 331.481.4020 or CMarcinkewicz@CassD63.org.**

#### **FAITH'S LAW NOTIFICATIONS**

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

#### **FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

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

The building principal will give additional consideration where one or more of the following factors are present:<sup>2</sup>

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be

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

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

### **FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the main office.

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

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

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

### **HARASSMENT**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<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.

#### **MANDATED REPORTERS**

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

#### **MEDICAL REQUIREMENTS**

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

In addition to standard list of immunizations, proof of immunization against meningococcal disease is required for student entering sixth grade.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register midterm have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a require 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.

By May 15, all students entering sixth grade must present proof of a dental examination by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card and release of records.

**Exemptions:** A student will be exempt 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.

#### **MEDICATION**

Administration of medicine at school and school-related activities should be discouraged unless necessary for the critical health of the student.

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

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

**Self-administration of medication:** A student may possess and self-administer an epinephrine auto-injector (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. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

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

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

## **PANDEMIC PREPAREDNESS, MANAGEMENT & RECOVERY**

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

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

Additionally, please note the following:

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.

### **PHYSICAL EDUCATION EXEMPTION**

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

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

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

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

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

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

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

### **SAFETY DRILL PROCEDURES AND CONDUCT**

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

each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

## **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" include school liaison police officers.

### **School Property and Equipment, as well as Personal Effects Left There by Students:**

School authorities may inspect and search all school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as the 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 Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or materials including searches conducted through the use of specially trained dogs.

**Students:** School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, backpacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that a 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 disciplinary rule or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school officials to make a factual determination. School officials may not request or require a student or his or her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **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.

**Seizure of Property:** If a search produces evidence that a student has violated or is violating either the law or school policy, evidence may be seized and impounded by the school authorities and discipline action may be taken. When appropriate, evidence may be transferred to Law Enforcement.

### ***SEXUAL HARASSMENT***

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

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

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

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include

touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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

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

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

If parents and guardians have questions or concerns regarding the warning signs of child sexual abuse, or need assistance, referral or resource information to support sexually abused children and their families, please contact: **Mrs. Lia Lamb, Counselor, 331.481.4020, LLamb@CassD63.org**

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

**District Title IX Coordinator: Mrs. Christine Marcinkewicz, 331.481.4020, CMarcinkewicz@CassD63.org.**

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

<b>STUDENT RECORDS - TEMPORARY AND PERMANENT</b>
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Please refer to the Board of Education Policy for details. Each student in the District has a permanent and a temporary record to which parents have access. The Family Educational Rights Act of 1974 states that parents of students under 18 years of age have the right to inspect students' records. Requests to inspect student records should be made in writing

to the District Office. Access to records by people other than parents without written parental consent is prohibited.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school office. If you have concerns about suicide or depression, please contact **Mrs. Lia Lamb 331.481.4020** or **[LLamb@CassD63.org](mailto:LLamb@CassD63.org)**.

### **TECHNOLOGY**

**Personal Device Expectations:** The personal use of cellular telephone, tablets and other electronic devices on school property is limited to before and after school hours. During the school day (8:30 a.m. to 3:30 p.m.) such devices must be turned off and stored in lockers. Violation of this policy will subject students to disciplinary consequences as outlined in the handbook. Students are to keep all cell phones off and in lockers during school hours. If there is a need to call home during school hours, the office assistants will facilitate your call.

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

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) 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.

**Access to Student Social Networking Passwords & Websites:** School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking site that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his or her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

**1-1 STUDENT TECHNOLOGY DEVICE AGREEMENT: Every parent consented to this agreement with registration.**

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

**Expectations**

1. **Students may not:**
  - a. Disrupt the educational process of the school district through non-educational use of the device;
  - b. Endanger the health or safety of themselves or anyone else through the use of the device;
  - c. Invade the rights and privacy of others at school through the use of the device;
  - d. Engage in illegal or prohibited conduct of any kind through the use of the device; or
  - e. Violate the conditions and rules of acceptable use of electronic network/technology.
2. **Maintenance of device.** Student must keep the device in good and working condition. In addition to following the manufacturer's maintenance requirements, students should:
  - a. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used;
  - b. Insert and remove cords and cables carefully to prevent damage to connectors;
  - c. Not write or draw on the device or apply any stickers or labels that are not property of the District;
  - d. Handle the device carefully and ensure others do the same;

- e. Not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;
  - f. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, a desk, or other location where someone else might take it;
  - g. Use a protective carrying case with the device.
3. **Daily Use of device.** Unless otherwise instructed, the device is intended for use at school every day. If students are permitted to use the device at home, they are responsible for bringing it to school every day, fully charged.
  4. **No Unauthorized Software or Data.** Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), or remove or modify the District-installed device configuration.
  5. **No Right to Privacy.** The devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

#### **Additional Terms**

1. **Damage to or Loss of device.** Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device. All district owned devices are included and not limited to Chromebook, iPads, MacMinis and Polar Heart-Rate Monitors.
  - a. Accidental Damage: In the event of the first instance of accidental damage to the device which is greater than \$50, the parent is responsible for the first \$50 of the cost of repair. Cass School District 63 will fund the remainder of the repair. For any further incidents of accidental damage during one school year, the parent is responsible for full cost of device replacement.
  - b. Theft: In the event of theft, upon presentation of a filed police report, the parent is responsible for the first \$50 of the replacement cost. Cass School District 63 will fund the remainder of the replacement cost, for a single occurrence.
  - c. Loss: In the event that the device is lost, the parents are responsible to cover the entire replacement cost.
  - d. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.
2. **Hardware or Functionality Problems.** If a problem arises with the functionality of a student's device, the student must notify his or her classroom teacher of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff to attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom teacher, who will report it to the District's Technology Department.

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

<b>TREATS AND SNACKS</b>
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Due to health concerns, treats and snacks for any occasion may not be brought in by students. Activities planned by parent organizations or student activity groups must be arranged in advance and approved by the principal.

<b>VIDEO &amp; AUDIO MONITORING SYSTEMS</b>
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A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the

tape may be provided to law enforcement personnel. However, due to student confidentiality, recordings may not otherwise be shared.

<b>VISITORS</b>
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**VISITORS:** Visitors are welcome to our school during appropriate times. In order to maintain a safe and secure environment, it is mandatory that visitors present themselves to the front door of the school office and follow visitor procedures. **Please be aware that all visitors must present a valid ID which will be processed via The Raptor System to obtain a visitor's pass.** Approved visitors must wear a visible visitor's pass. Visitors are required to proceed immediately to their destination and should not go to classrooms or anywhere else in the building. Visits by siblings, relatives and friends from outside of the District are discouraged in order to promote and maintain the educational environment.

If a parent wishes to speak to a teacher ***in person***, the parent must make an appointment, preferably 24 hours in advance. The advance appointment allows the teacher to make necessary arrangements so as not to deprive students of instruction (which can result from a drop-in appointment). Please call or email the teacher to prearrange the conference. Visits by former students must be prearranged with the teacher and conducted ***after*** the regular school hours.