

# STUDENT/PARENT HANDBOOK 2024-2025



**MISSION STATEMENT:** It is the mission of Creve Coeur School District 76, in partnership with home and community, for all students to obtain the necessary knowledge, skills, and self-motivation to become life-long learners, socially responsible citizens, and active participants in their ever-changing world.

**VISION STATEMENT:** In keeping with the mission statement, Creve Coeur School District 76 will provide students with access to current curriculum and the tools necessary to enable them to become competent life-long learners.

Website location [www.cc76.org](http://www.cc76.org)



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## INTRODUCTION

Welcome to Creve Coeur School District 76. Our School District is dedicated to student achievement and promoting positive citizenship. We believe in providing quality programs that serve all students. Service to our students is in no way limited to race, creed, color, or ability. We sincerely hope that our School District will become a comfortable place for both you and your child (children).

**The District is governed by Board Policies which are available to the public at the administrative offices. This Student/Parent Handbook is an abbreviated version of District 76 School Board Policy and may not always be an accurate reflection of current policy. The Student/Parent Handbook may be amended during the year without notice.**

The local authority for the administration of our schools is the Board of Education, which generally meets the second and fourth Tuesday of each month at the Litchfield Building beginning at 6:00 P.M. You are encouraged to attend!

### DISTRICT 76 BOARD OF EDUCATION

Linda Bailey, President  
Brenda Keogel, Vice President  
Pam Greiner, Secretary  
Brandon Lang, Valerie Ragon, Mason Shear, Amanda Stimeling, Members

#### DISTRICT 76 OFFICE

Steve Johnson, Superintendent  
Litchfield Building  
400 N. Highland Street  
Office: 698-3600

#### SPECIAL EDUCATION OFFICE

Teresa Admire, Special Education Coordinator  
300 N. Highland Street  
Office: 698-3618

#### LASALLE SCHOOL (Grades K-4)

Kayla Woods, Principal  
300 N. Highland Street  
Office: 698-3605

#### PARKVIEW SCHOOL (Grades 5-8)

Jake Yocum, Principal  
Jason Thompson, Assistant Principal  
800 Groveland Street  
Office: 698-3610

#### FOOD SERVICE DIRECTOR

Gina Stewart  
300 N. Highland Street  
Office: 698-3604

The information in this handbook is provided to parents of all pupils expected to enroll this school year, in order to assist in registration, provide for requirements of law, and to answer some of the most frequently asked questions.

Kindergarten, 1st, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grade students will attend LaSalle School.

All 5th, 6th, 7th and 8th grade students will attend Parkview School.

Early Childhood Classes will be held at LaSalle School.

## **RESIDENCY REQUIREMENT**

To attend Creve Coeur Public Schools without a tuition charge, a student shall reside within the boundaries of the District. All new students are required to show proof of residence. (Policy 7.60AP1) It is not ordinary practice of the District to accept students on a tuition basis. Exceptions for a compelling reason may be made upon recommendation of the Superintendent to the Board of Education. In such cases the tuition charged shall be that calculated by the latest per capita tuition cost as established by the Illinois State Board of Education.

In those cases where a student is residing with someone other than a parent, the District shall require proof of guardianship and that the student resides with that guardian within the District. There shall be no exceptions to this practice. Should the Administration suspect or determine that a non-resident student is in attendance within Creve Coeur Public Schools, the student in question shall be denied attendance until such time as proper residence is established. The Superintendent, at his discretion and acting in the best interest of the student, may defer removal of such a student from attendance rolls until completion of an investigation.

A student whose family moves out of the District during the school year shall be permitted to attend school for the remainder of the year without payment of tuition. **Transportation to and from school building will be the responsibility of the parent/guardian.** If frequent tardiness and absenteeism becomes a concern, this privilege may be revoked by the school district. To register for the next school year, the family must have moved back into the Creve Coeur School District. (NOTE: If you move out-of-district and your child has an IEP and receives special education services, a staffing involving both school districts will be held to determine the most appropriate placement in either of the school districts...this may over-ride the parents desire to continue services in our District.)

### **McKinney-Vento Homeless Education Assistance Act:**

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the Streets
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your student has certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact the school district's liaison.

## **REGISTRATION**

One parent, legal guardian or foster parent of kindergarten or new students who have not previously been enrolled in the Creve Coeur Public Schools will be required, at the time of registration, to provide a certified copy of their child's **Certificate of Live Birth**, available from the County Courthouse where your child was born. **A hospital birth certificate is not acceptable.** New students to the District must have a Student Transfer Form from the school last attended and proof of residency.

### **REGISTRATION FORMS**

All information on the Student Information Sheet is to be filled in as thoroughly as possible, including the phone numbers of your physician, place of employment of you and/or your spouse, and two or more close neighbors, friends or relatives who will be of assistance to us concerning your child in the event we are unable to reach you. **Those adults listed on your child's Student Information Sheet have your permission for Creve Coeur Schools to release your child to their custody in the event the parent, guardian or foster parent can not be contacted.**

### **KINDERGARTEN ELIGIBILITY**

To be eligible to attend kindergarten, your child must attain age 5 on or before September 1, 2024. We offer full-day kindergarten classes and are pleased to provide this opportunity for our children to enhance their early school success. Although parents may choose morning classes only, you are encouraged to take advantage of the full-day program.

### **KINDERGARTEN STUDENT IDENTIFICATION**

An identification tag will be distributed at Kindergarten Round-up to parents of kindergarten children. **This tag contains the child's name, address, bus number, and bus stop location, and must be worn for the first two weeks of school.**

**PHYSICAL EXAMS, DENTAL EXAMS AND IMMUNIZATIONS (BOE Policy 7:100)**

Physical examination and immunization record forms are required by law upon entrance into kindergarten and sixth grade and for new students entering Illinois public schools. Dental examinations are required for students entering kindergarten, second grade, and sixth grade. Waivers will be available to those students who do not have access to dental insurance. Anyone who has not completed these examinations should do so immediately and before registration. The physical examination must include a complete immunization record (month, day, and year), and a diabetes screening. Lead screening is required for children ages six months through six years of age. Eye examinations are required by the State for children entering kindergarten and any student enrolling for the first time in an Illinois public, private or parochial school. All students entering, advancing or transferring into 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades must show proof of receiving one dose of Tdap vaccine (defined as tetanus, diphtheria, acellular pertussis) regardless of the interval since the last DTaP, DT or Td dose.

Only the Illinois State Physical and Dental Forms will be accepted. Forms are available at the school offices.

Students must be immunized against DPT (diphtheria, pertussis, tetanus), MMR (measles, mumps and rubella), polio and chicken pox. If a shortage of vaccines exist, a note indicating such from the doctor and the date at which vaccinations will be given will be acceptable. All students entering sixth grade must show proof of two measles immunizations. In addition, all students entering pre-school, kindergarten or sixth grade must have started the Hepatitis-B series.

For all students that have medical conditions like **Diabetes, Asthma, or Seizure**, to provide an action plan from their Provider (doctor) at registration. This will ensure that the Nurse will be aware of all medical conditions and she will supply a Plan of Care for the staff interacting with the student. Example: Asthma Action Plan, Diabetic Medical Plan, and Seizure Action Plan.

**Your child will be excluded from school beginning October 15 unless all physical and immunization requirements are met. Transfer students will be given thirty days from point of enrollment in which to meet this requirement before being excluded.**

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve services. Therapy and diagnostic services, which may be provided to your child, are partially reimbursable to the School District and have no impact on your own ability to receive Medicaid funding now or any time in the future. Unless superseded by a letter from you objecting to this process, your signature on the registration form gives approval to the school district to claim allowable Medicare reimbursement for any services, which may be rendered to your child.

<b>FEES</b>
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**BOOK USAGE AND MATERIALS FEES**

Every effort is being made to contain costs and still provide a quality program. Everyone’s cooperation in paying fees promptly and taking care of books and equipment helps us to keep costs down.

**KINDERGARTEN THROUGH GRADE 8: \$ 90.00**

Those Students entering K and 5<sup>th</sup> grade must bring the following documentation: Notarized certificate of live birth, current physical and current shot records.

**ALL TEXTBOOK AND MATERIALS FEES, GYM SUIT AND LOCK FEES, WILL BE COLLECTED AT REGISTRATION.** The District has determined that before participation in graduation ceremonies is allowed, the student must have paid all 5th through 8th grade school fees.

An **Application Form for Book Waiver** is provided at registration or available upon your request. A form must be completed for each child in your family for the Book Waiver. To view the form and for more information go to the web page [www.cc76.org](http://www.cc76.org) and click on (registration information and forms). If you have any questions, please contact the Food Service Director at 309-698-3604.

If you are not eligible for the **Book Waiver** and cannot make payment of your child's fees at this time, you will need to complete and return the **Textbook and Materials Fees Compliance Form**. This form is a legal contract in which you agree to make payment of your child's fees by October 1. A payment plan can be arranged with the bookkeeper at the District office 698-3600. Such waivers are not applicable to non-resident tuition charges.

The Food Service Director will promptly notify the parent(s)/guardian(s) as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be appealed by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or a designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

An application form for **free and reduced lunches** is provided at registration or available upon request. A form must be completed for each family listing all students. All applicants must provide last pay stub or medical card when applying. To view the form and for more information go to the web page [www.cc76.org](http://www.cc76.org) and click on (registration and forms). If you have any questions, please contact the Food Service Director at (309) 698-3604.

### **SECULAR TEXTBOOK PROGRAM**

Public Act 79-791 of 1975 provides that the State of Illinois will purchase approved textbooks for school districts on behalf of the pupils. The State requires that individual students have the right to borrow secular textbooks. A parent/guardian or student may request the loan of a secular textbook(s) by submitting a request to the Superintendent. When the loan period is over the textbook(s) must be returned to the school district in good condition. In the event the textbook(s) is/are damaged a fee will be charged to cover the cost of the damage.

### **PHYSICAL EDUCATION REQUIREMENTS/FEES**

**GRADES K-8 - Gym shoes are required for gym participation. Only non-marking gym shoes will be allowed.**

## **OPENING DATE AND OFFICIAL SCHOOL HOURS**

### **FIRST DAY OF SCHOOL**

The first day of student attendance will be Wednesday, August 14. Pupils will be dismissed at the following times:

LaSalle School: 2:10 P.M.  
Parkview School: 1:45 P.M.

### **OFFICIAL SCHOOL HOURS**

Parents should not bring children to school before operating hours. A latchkey program is available for parents who need before-school and after-school childcare.

#### **LASALLE SCHOOL:**

Morning Kindergarten: 8:30 AM – 11:50 AM  
Full-Day Kindergarten-Grade 4: 8:30 AM – 3:10 PM  
Doors Open for Students 7:50 AM  
Breakfast Served 7:50 – 8:25 AM

#### **PARKVIEW SCHOOL:**

Grades 5 thru 8 7:45 AM – 2:45 PM  
Doors Open for Students 7:20 AM  
Breakfast Served 7:20 – 7:50 AM

District 76 schedules School Improvement Days for teacher inservice throughout the school year. Early dismissal times for each school on School Improvement Days are as follows:

Parkview School: 11:00                      LaSalle School: 11:30  
No Lunch Served                              No Lunch Served

## ATTENDANCE – LaSalle School 698-3605/Parkview School 698-3610

### **ABSENCE REPORTING, SCHOOL ATTENDANCE, AND TARDINESS (BOE Policy 7:70)**

Parents must call the school to report their child's absence both in-person learners and e-learners. Communication between home and school is essential and required by law when your child is absent from school. Being absent from school is defined as both not attending in-person learning and not logging in to complete e-learning work. In-person learners do not have the option to choose e-learning days to avoid being counted absent. Decisions about e-learning are made by the District. If you have no phone, you must make arrangements for someone to call us on your behalf or provide us with an alternate number of someone who can verify your child's absence. The absence reporting phone lines are listed on page 4 of this booklet. **YOU MUST CALL BETWEEN 6:30 A.M. AND 8:00 A.M.** Sick children should stay home; healthy children should attend school every day. Creve Coeur Schools employs a truancy officer to assist families who are deemed truant. A doctor's note may be required for absences greater than three consecutive days. Absences longer than three consecutive days will be considered truant from the first day.

Parents should make every effort to ensure that their child arrives at school on time. Students who are tardy (arrive at school after the morning bell has rung) must report to the school office before going to their classrooms. The school will attempt to contact parents of students who are tardy. Students with excessive tardiness may be referred to our truancy officer and/or local police department.

Parent must contact the school, orally before 11:00 a.m. or in writing, for a student to be excused before regular dismissal times. The parent is to go to the school office to have the student called from class and the student must be signed out before leaving. Parent pick-up request by phone at the end of the school day will not be honored except in an extreme emergency. This creates a disruption and confusion during dismissal time.

For parents who have questions regarding perfect attendance and what constitutes a school absence, the following criteria is followed: Illinois State law requires that a student must be present at school for 300 minutes (excluding lunch and recesses) in order to be considered to have a full day of attendance. Kindergarten and first grade children are required to attend 240 minutes per day. To receive half-day attendance credit, the child must be present at least 150 minutes (120 for kindergarten and first grade) excluding lunch and recesses. A child in attendance less than 150 minutes must be counted absent all day. Because each grade level has a different schedule, you may obtain attendance information from your school office.

#### **A. Excused Absence From School**

An excused absence occurs when class time is missed for an unavoidable reason. An absence is not automatically excused just for calling in. The following are considered to be "excused" absences:

1. Personal illness or other medically related reasons.
2. Family illness or emergency.
3. Civil proceedings.
4. Attendance at religious-related activities as per 105 ILCS 5/26-1 of the School Code.
5. Pre-Arranged Absence requests. (see note below)
6. Doctor Appointments – must supply note from Doctor's office.
7. 5 Mental Health or Behavioral Days.
8. Attendance at civic-related activities as per 102-981 of the School Code.

Students who miss school for an "excused" reason will be granted full makeup privileges for work missed during the period of the absence. The building principal has final say as to whether or not an absence is excused.

After absences equal to or above 5% of total possible attendance days (excused or unexcused) during a school year, a student will be considered potentially at-risk for academic failure due to his or her excessive absenteeism. As a result, the student may be referred to the truancy officer and/or local police department for possible intervention. Students missing 18 or more days of school, whether excused or not, will be retained unless the building principal approves of the promotion to the next grade level. More than 10 absences (excused or unexcused) can result in a student being prohibited from participating in any school sponsored activity, such as field trips, athletics, etc. unless appropriate documents provides proof of legitimate reasons for the excessive absences. This documentation will need to be provided to the truancy officer for a ruling.



Students who do not follow the recommendations of the truant officer can be “socially suspended” from in-school privileges. This may include loss of lunchroom privileges (lunch will be provided but not with the general population of students), inability to participate in extra-curricular activities, etc.

Attendance is an important factor in the education of a child. The parent must take responsibility in monitoring the attendance patterns of the student. **The parent will ultimately be held responsible for problems with excessive absences whether excused or unexcused.**

**B. Prearranged Absences**

Length of absences for vacations, trips, and other reasons may be approved when parents notify the school in writing at least two weeks prior to the planned absence. Generally, students who have demonstrated regular attendance and who maintain a “C” average or better in each of their academic classes will receive the Principal’s approval to be absent for the requested period of time. Work missed during the Prearranged Absence should be turned in within one week of the student’s return to school unless other arrangements are made with individual teachers. The school will not assume responsibility for the academic progress of students who are removed from school against the recommendation of the Administration or if the proper Prearranged Absence Procedure has not been implemented. “Take Your Child to Work” Day will be handled as a prearranged absence.

**C. Excessive Absenteeism**

In order to identify students at risk of academic failure due to excessive absenteeism, the Building Principal shall review or cause the review of student attendance records. If any student has been absent for ten or more student attendance days during any one school year, the student shall be considered for intervention services. Intervention services may include:

1. Investigation of the student’s absences from school to determine whether such absences are excused absence as defined herein;
2. Contact with parent, guardian or custodian either by phone or in person;
3. Recommendation and reference to services available in the community that may assist the student and/or his or her family unit;
4. Referral to the truant officer and/or local police department to provide additional support and information;
5. If all other attempts are unsuccessful, the truant officer may refer the matter to the proper authorities for prosecution for violation of the village ordinance related to truancy and/or excessive absenteeism.

<b>ACADEMIC REQUIREMENTS</b>
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**ACADEMIC STANDARDS FOR GRADING AND PROMOTION**

Board of Education Policy 6.280 govern grading and promotion of students in District 76. The following academic guidelines have been set for all students during the school year. Any student failing to meet these academic levels of performance will be considered for retention. Grades will be calculated using the student management system. The principal will review each student, on an individual basis. This review will include, but not be limited to, a student's attendance record, academic performance, tutorial or other school-assistance program attendance, special education placement, and/or eligibility for such placement.

**GRADING SCALE**

A+	98-100	A	95-97	A-	93-94
B+	91-92	B	88-90	B-	86-87
C+	83-85	C	79-82	C-	76-78
D+	74-75	D	72-73	D-	70-71
F	0-69	I=Incomplete			

**HONOR ROLL AND RECOGNITION**

We have Honor Roll and recognition for grades 3 through 8. High Honor Roll, Honor Roll, and Principal’s Recognition.

“High Honor Roll” – A student must attain an A- or above in all core subject areas.

“Honor Roll” – A student must attain a B- or above in all core subject areas.

**“B.U.G. (Bringing Up Grades) Award”** – A student must improve at least one letter grade without any other grades declining in at least one core subject during the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 9 weeks only.

Any grade of “D”, “F”, “Does Not Meet”, “Incomplete”, or “Unsatisfactory” disqualifies students for these awards.

### **ACADEMIC STANDARDS FOR GRADING AND PROMOTION**

Section 105 ILCS 5/10-20.9a of the Illinois School Code, section 105 ILCS 5/10-20.9b of the Illinois School Code, and Board of Education Policy 6.280 shall govern grading and promotion of students in District 76. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, achievement tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher’s classroom. In accordance with state law, and Board of Education policy, there will be no “social promotion” of students. The following academic guidelines have been set for all District 76 students during the school year. Any student failing to meet these academic levels of performance will be considered for retention. The principal will review each student, on an individual basis. This review will include, but not limited to, attendance record, academic performance, tutorial or other school-assistance program attendance, special education placement, and/or eligibility for such placement.

### **CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS**

Parents or guardians have the right to inspect all instructional materials used as a part of their child’s education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District’s uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

### **PROMOTION STANDARDS**

1. Mastery list – Students must successfully pass the items on the Kindergarten report card in order to be promoted to the first grade:
2. For grades 2-8, Spelling will not count as a core subject – it is a part of Language Arts.
3. For grade 1, students must receive final (cumulative) passing grades (“D-” or better) in Reading and Mathematics in each of the last three grading quarters of the school year.
4. For grade 2, students must receive final (cumulative) passing grades (“D-” or better) in all of the three core areas. The core areas include Reading, Language, and Mathematics.
5. For grades 3-8, students must receive final (cumulative) passing grades (“D-” or better) in all of the five core areas. The core areas include Reading, Language/English, Mathematics, Science, and Social Studies.
6. The retention/promotion of special education students will be determined by the student’s Individualized Education Plan (IEP) team.
7. The Principal and Superintendent may review each student on an individual basis and recommend promotion/retention based on policy 6.280.

### **RECOMMENDED RETENTION**

A student may not be failing by the above criteria, but may not have mastered essential skills that will enable him/her to be successful at the next grade level. Retention may still be in the child’s best interest. This type of retention allows the student to mature and gives him/her an additional opportunity to master the skills that have been established for that grade level. Retention in these cases requires parent permission. Parents who object to a recommended retention shall complete a form stating such. The form will be kept in the student’s temporary records file.

### **RETENTION**

First grade students must receive cumulative passing grades of D- or better in the last three quarters in Reading and Mathematics or they will be retained. Second grade students must receive cumulative passing grades of D- or better in all of the three core areas or they will be retained. Student in grades third through eighth must receive final cumulative

passing grades of D- or better in all of the five core areas or they will be retained. As stated earlier the Principal may review each student on an individual basis and recommend promotion or promotion based on policy 6.280.

**PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE AND/OR DROPPING OUT OF SCHOOL AND GRADUATION INCENTIVES PROGRAM – Board Policy 6:110**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants’ alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time
- Graduation incentives program
- Remediation program

**TRANSFER STUDENTS**

Students who transfer to District 76 before the beginning of the second semester will be assigned only using the grades from our District. Students transferring after the second semester begins will have their grades from their previous school averaged with our District’s grades to determine promotion/retention.

**PLACEMENT/CREDIT FOR PRIVATE, PAROCHIAL OR HOME-SCHOOLED STUDENTS**

Any student who applies for enrollment in a District 76 school after attending a private, parochial, or home-school shall receive the full cooperation and support services of the District and joint agreement personnel to maximize the educational, social, and emotional development of the student.

Private, parochial, or home-schooled students entering the District school shall meet the health examination and immunization requirements of Section 27-8.1(8), of the School Code (105 ILCS 5/27-8.1 (1994)). Children who do not comply with this requirement will be excluded from school until compliance is in accordance with District policy and the School Code.

To be eligible for admission to Kindergarten, a child must be 5 years old on or before September 1 of the current school year. Children who enter first grade must be at least 6 years of age on or before September 1 of the current school year. (District policy: 7:50)

Before final placement of a private, parochial, or home-schooled student, a review team consisting of appropriate personnel may be assembled to review the student’s past work/grades, administer tests, and evaluate results. The review team may conduct an interview with the student to be placed, his/her parent(s)/guardian(s), and/or the person(s) who provided the private, parochial, or home-school instruction.

After considering all relevant materials, the review team will make recommendations regarding the grade level placement of the student. School Administrators retain the right to decide final placement. The grade level placement may be appealed to the District Superintendent. If agreement is not reached at the Superintendent level, the parent(s)/guardian(s) may appeal to the Board of Education whose decision will be final. The District will accept the grades received for private, parochial, or home-schooled students for those classes and/or subjects meeting District requirements. Credit for classes in religion will not be counted toward promotion or graduation. Grades received from private, parochial, or home-schooled students will be designated as such on the student’s permanent record. In order to qualify for awards, honors, class rank, scholarships, etc., a student must be enrolled and in full-time attendance for two full semesters prior to graduation. Before being promoted or graduated, a private, parochial, or home-schooled student will be required to meet

District promotion and graduation requirements. Exemptions will be permitted in the physical education requirements according to School Code.

## **HOMEWORK**

**Board Policy 6:290** states “Teachers may give homework to students to aid in the student’s educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.” To this end, District 76 has implemented the following procedures. Homework is a shared responsibility. The purpose of homework is to enhance student achievement; to help students become self-directed, independent learners; and to develop good work habits. Some projects, reports, or other long-term assignments serve as a demonstration of student learning and are not considered routine homework. Homework may be assigned to be completed outside of the student’s day (whether in-person or e-learning) for practice to help students master specific skills which have been presented in class (in-person or e-learning), preparation to help students gain the maximum benefits from future lessons, extension to provide students with opportunities to transfer specific skills or concepts to new situations and creativity to require students to integrate many skills and concepts in order to produce original responses. According to the U.S. Department of Education, the following accumulative time allotment for homework seems to be most effective. Some children will need more time for homework, others will require less:

Kindergarten	Occasional assignments
Grades 1 – 3	20 minutes per day
Grades 4 – 6	20-40 minutes per day
Grades 7 – 8	90-120 minutes per day

### **Late Homework**

Each School Principal will develop procedures for assignments turned in late. Late homework procedures will be applied throughout the year in a consistent fashion in all classes in each grade level within the school.

### **Make-up Work**

Classwork missed due to an excused absence will be required to be completed within (2) days following the absence. Parents should arrange with the teacher to pick-up the missed assignments that day.

### **Use of Artificial Intelligence**

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete school work without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **Teacher Responsibilities**

1. Carefully plan and organize homework assignments in accordance with recommended time length guidelines stated above.

2. Assign homework consistent with the needs and abilities of students.
3. Monitor and check for student understanding of the assignment and skills necessary to successfully complete the homework.
4. Review, grade, acknowledge, and return homework to the student within one to two days for daily assignments. All graded homework will be sent home with the student.
5. Utilize homework to locate problems in student progress and to individualize instruction.
6. Confer with parents regarding concerns as they arise.

### **Parent Responsibilities**

1. Provide encouragement and support; show interest in your child's work.
2. Assist students to develop good study habits by providing a comfortable, well-lit area free from distractions.
3. Evaluate your child's activities to be sure they have sufficient time to study and participate in family or outside activities.
4. Schedule a regular time for homework completion. Monitor homework completion and the efficient use of time.
5. Encourage students to complete their own homework, unless otherwise specified.
6. Confer with teachers regarding homework concerns.
7. Supervise the signing and returning of homework forms, notes, and schedules as required.
8. Acknowledge responsible homework habits and effort.
9. ~~Check Daily Assignment Notebooks (Grades 3-8).~~

### **Student Responsibilities**

1. Understand the homework assignment(s) before leaving school.
2. Take home all necessary materials to complete assignment(s).
3. Schedule and organize time for homework that is compatible with family and/or after-school activities.
4. Schedule time free from distractions.
5. Complete and return homework on time.
6. Confer with teacher(s) regarding homework concerns.
7. Make necessary arrangements for work missed due to absence.

### **COMPREHENSIVE HEALTH EDUCATION PROGRAM (Policy 6:60)**

The health program in grades K-8 shall include annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, age appropriate, information on child sexual abuse.

Parents/guardians of students in grades kindergarten through eighth grade shall be given at least five days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

### **STUDENT AND FAMILY PRIVACY RIGHTS (Policy 7:15)**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in School Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Parents/guardians may request that their child not participate in surveys that concern one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income other than as required by law to determine program eligibility.

The school will not penalize any student whose parent/guardian exercises this option. In addition, a parent/guardian may review surveys asking questions about the above areas as well as other instructional materials. School Board policy 7:15, Student and Family Privacy Rights, contain a more thorough explanation of these rights and may be obtained from the Building Principal.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-8 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-8 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-8 school purposes and other limited purposes permitted under the law.

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

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

Operators may collect and use student data only for K-8 purposes, which are purposes that aid in the administration of school activities, such as:

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

Visit our website at [www.cc76.org](http://www.cc76.org) for more information, including who to contact with questions and a list of all of our vendors who collect PII.

### **EXPERIMENTS UPON OR DISSECTION OF ANIMALS**

Students who have moral objections to dissecting or vivisectioning animals will be excused without penalty from classroom attendance during times when such activities are taking place. The building principal shall inform students and parent(s)/guardian(s) at the beginning of the school year of students' right to refrain from attending classes when instruction involves the dissecting or vivisectioning of animals. Alternative instructional programs and classroom attendance shall be arranged by the classroom teacher, with the building principal's approval, for students, with written parental permission. Experiments on living animals are prohibited. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals will comply with The School Code of Illinois.

### **SPECIAL EDUCATION**

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 22 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES (Policy 8:70)**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

**PARENTS RIGHT TO REQUEST THEIR CHILD’S CLASSROOM TEACHERS’ QUALIFICATIONS**

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child’s classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subject he or she teaches
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher’s college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

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

**GENERAL INFORMATION**

**EMERGENCY SCHOOL CLOSINGS AND "SNOW DAYS"**

Whenever school is closed due to weather conditions or unforeseen emergencies, area radio and television stations are notified and regularly broadcast this information. The District may declare these days, "E-Learning Days," which are considered regular attendance days wherein instruction is conducted remotely, rather than in-person. In case of emergency early dismissal, it is impossible to notify all parents individually by phone that their child will be arriving home earlier than anticipated. **TO PREPARE FOR AN OCCASION WHEN SCHOOL IS CLOSED EARLY AND YOU MAY NOT BE HOME WHEN YOUR CHILD ARRIVES, IT IS IMPORTANT THAT YOU MAKE ARRANGEMENTS FOR YOUR CHILD.**

The following area television stations will be notified of any necessary school cancellations: WHOI TV (19), WEEK TV (25), WMBD TV (31). Blackboard Connect shall be activated to leave a recorded message at the family’s primary telephone number. Please make every effort to keep your phone number updated with the school office.

**FIRE DRILLS/TORNADO DRILLS/LOCK DOWN DRILLS**

Fire and tornado drills are conducted regularly throughout the year. When a fire drill is sounded, the teacher leads the students out of the building quietly. During a tornado drill, students sit on the floor facing an inside wall. 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.

**ITEMS BROUGHT FROM HOME**

Only school-related items should be brought from home unless special permission has been granted by school personnel. Students will not bring toys, trading cards, athletic equipment, electronic signaling devices, tape recorders, laser pens, skateboards, etc., unless given special permission. If the student is found to be in possession of any of the above listed items, the items will be confiscated.

*Note: Creve Coeur School District 76 will not be responsible for lost, stolen, or damaged items.*

**CELL PHONE/ELECTRONIC DEVICES/PERSONAL PROPERTY (Policy 7.190.001)**



Cell phones may not be used or activated during school hours or on school buses. Their use, including text messaging and digital photography is prohibited during the school day.

### **Electronic Devices/Personal Property**

1. Personal electronic devices deemed potentially disruptive shall not be allowed at school.
2. Students bringing any electronic devices for a class project must make arrangements with the principal for safekeeping.
3. Building administrators must approve the use of electronic devices for appropriate classroom supported activities.

#### Cell Phone Administrative Procedure

Cell phone use is prohibited during the school day. Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. This includes the use in hallways, restrooms, offices or any other place on school grounds. Students may **NOT** take a pass out of class to use their phones. If brought to school, cell phones must be turned off and turned in to home room teacher at the beginning of the day. Students are not to use cell phone in the classrooms. Cell phone use is not permitted during lunch.

### **Students who choose to use or have the cell phone in sight will be referred for insubordination and the following disciplinary action will occur:**

**First offense:** Cell phone will be confiscated by District 76 staff at the time of incident and turned over to the appropriate administrator; students may pick up the cell phone at the end of the day. Referral written at the time of incident. Parent contacted by teacher.

**Second offense:** Cell phone will be confiscated by District 76 staff, and a parent will have to pick up the phone from the appropriate administrator at the end of the day. Referral written at the time of incident.

**Third offense:** Cell phone will be confiscated by District 76 staff, and a parent will have to pick up the phone from the appropriate administrator at the end of the day. Referral written at the time of incident. One day of In-School suspension.

**Fourth offense:** Cell phone will be confiscated by District 76 staff, and a parent will have to pick up the phone from the Superintendent at the end of the day. Referral written at the time of incident. One day Out-of School Suspension

Any student who refuses to surrender a cell phone, or removes the battery before surrendering the cell phone, to a school official may be subjected to the loss of school privileges, alternative In School Suspension and/or other disciplinary actions.

**Any further offenses will be subject the student to disciplinary action as set for in Board Policy 7.190.**

Any inappropriate use of cell phones, including but not limited to, inappropriate photographs, text messaging, and recording or videotaping will result in confiscation of the phone; further consequences include possible police referral. Students bring these devices to school at their own risk. District 76, its faculty and staff are **NOT** responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges.

### **8<sup>th</sup> GRADE GRADUATION FIELD TRIP**

In order to participate in the 8<sup>th</sup> grade graduation field trip a student must assist in the fund raiser or pay their share of the cost. A student must have a cumulative grade of D- or better or meeting IEP requirements in all subject areas by the end of the 3<sup>rd</sup> grading period in order to participate in the trip. All fees and fines must be paid prior to this field trip. In the event a student receives an In-School Suspension, Out-of-School Suspension, Bus Suspension or has excessive absenteeism of 10% or more during the school year the Principal will review the students discipline file and the student may be required to have a parent/guardian accompany the student on the trip at the expense of the parent/guardian.

### **PETS AT SCHOOL**

Students will not bring pets to school without special permission from school personnel and Principal.

### **PUBLICITY – PHOTO/NAME RELEASE**

On occasion, schools may have reason to publish in our local newspapers, TV, or website names and/or pictures of students due to their accomplishments or participation in district programs. If you would like to have your child's picture or name included in these publications, please check the appropriate box on the Student Information page that you will complete for each child.

### **BUYING, SELLING AND TRADING AT SCHOOL**

Students will not bring any item to sell at school without special permission from the building principal.

### **SCHOOL WELLNESS**

School wellness, including good nutrition and physical activity, shall be promoted in the Creve Coeur School District # 76 educational program, school-based activities, and meal programs.

The goals for addressing nutrition education and nutrition promotion include the following:

- LaSalle Elementary and Parkview Schools will support and promote sound nutrition for students.
- LaSalle Elementary and Parkview Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity for students to develop and learn.
- Nutrition education will be a part of the Creve Coeur School District # 76 comprehensive health education curriculum.

The goals for addressing physical activity include the following:

- LaSalle Elementary and Parkview Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and will include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhanced health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.
- Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students will be offered and our schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, Food Services (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) Smart Snacks rules).

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic

reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community.

### **FOOD ALLERGIES**

Students who have allergies to certain foods must have verification of the food allergies from a physician on file. If your student has allergies to foods, please pick up a physician statement for food substitution to be filled out by your child's physician. You may pick up the form at registration or at the school offices. All forms must be turned in to the Food Service Director.

### **CAFETERIA RULES**

Creve Coeur Schools have a CLOSED lunch period. Students are not allowed to leave school grounds during the lunch period. The lunch program is operated for your convenience. In order to use it to your best advantage, the following will be helpful:

1. District 76 prefers that students not bring soda in their lunches. Milk is available to purchase. Other alternatives are to send juice or water. These provide a much healthier drink than soda. We also request that you not bring in fast food to your child. If you are eating lunch with a child, we prefer that you eat a hot lunch or bring a sack lunch. This prevents any other children from feeling left out. Pizza or other food related parties before or during lunch are discouraged.
2. Each day a student is offered a cafeteria lunch or bring a sack lunch.
3. Please walk in cafeteria and hallways.
4. Please talk quietly.
5. Display good table manners.
6. Do not trade food or take food from anyone's tray or sack. (Keep hands to yourself.)
7. Clean up after yourself.
8. Sit in your designated area.
9. Parents or persons on the emergency contact list are welcome to eat lunch at school with their child with prior notice.

### **SCHOOL VISITORS** (BOE Policy 8:50)

**Parents are welcome to visit the school at any time during the school year.** Limited space will not permit students from other schools to visit our classrooms, unless special permission is granted by the Building Principal. All **Visitors must check in at the office before visiting with teachers and/or students.** You will be issued a visitors badge which must be worn at all times and returned to the office when you leave. Classroom visitations will not be allowed on days that students are taking achievement tests, or classroom tests. Visitors will be requested to schedule a visit on another day. If a parent wishes to have a conference with the teacher an appointment must be made with that teacher.

### **GROOMING/DRESS CODE**

School spirit, pride, and attitude are closely related to the appearance of the students. Neat, well-groomed students create a good atmosphere for learning. **STUDENTS WHO COME TO SCHOOL INAPPROPRIATELY DRESSED AND/OR NOT CONFORMING TO THE DRESS CODE ARE SUBJECT TO BEING SENT HOME OR HELD OUT OF CLASS UNTIL SUITABLE CLOTHES ARE AVAILABLE.** (Dress requirements may change due to extreme weather conditions or special school activities.)

Due to safety and security book bags/totes, messenger bags and purses are not allowed in the classroom and must be kept in a locker.

### **PARENTS ASSUME THE RESPONSIBILITY OF SEEING THAT THEIR CHILD IS PROPERLY ATTIRED BASED UPON THE FOLLOWING GUIDELINES:**

1. Any student whose appearance causes a disturbance or distracts from classroom work, school activities, or creates a danger to the health and safety of the pupils will not be permitted to attend class.
2. Lewd, indecent, profane, or vulgar clothing will not be permitted.
3. Any clothing promoting or displaying alcohol, tobacco, drugs, foul language, nudity, acts of violence, or groups promoting these subjects will not be permitted.
4. The following are not permitted due to safety reasons: shoes without heel straps and flip flops. Students can not wear shoes deemed dangerous or that may create floor damage (such as roller skating shoes).
5. Shoulders to mid-thigh must be covered: examples,

- (a) No midriff showing
  - (b) Immodest attire, such as low-cut tops, spaghetti strap tops, exposed undergarments or other revealing items are not permitted.
  - (c) Shorts must be mid-thigh – fingertip length or longer
  - (d) No form fitting/elasticized (spandex like) shorts or leggings worn separately, but may be worn under other clothing.
  - (e) No tank tops may be worn unless worn over a T-shirt
  - (f) No undergarments will be displayed.
6. Pants will be worn in an appropriate manner: examples,
    - (a) No sagging/bagging, or extremely oversized pants
    - (b) Bib overalls must be securely fastened
    - (c) Pant cuffs will not touch the floor
    - (d) Clothing with holes from shoulder to knee is not permitted.
  7. No clothing resembling sleep wear will be allowed (i.e., pajama pants)
  8. Hoods, Hats, caps, bandannas, and sunglasses are not to be worn in the school buildings (boys and girls).
  9. No coats, jackets, or outdoor clothing will be worn or kept in the classroom. Warm indoor clothing is advisable.
  10. Any jewelry worn that is deemed to present a safety concern will not be allowed.
  11. Hair should be kept neat and clean. Spray-on or painted-on words, symbols, or hair designs will be prohibited if it causes a disruption in the school or classroom. The District 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.
  12. A student’s appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student’s graduation attire with items associated with the student’s cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

**EXTRACURRICULAR PARTICIPATION**

District 76 meets and exceeds all Illinois Elementary Schools Association (IESA) guidelines and established District policies regarding extracurricular activities. More information and guidelines are available from the Athletic Director. Eligibility applies to participation in all extracurricular activities, including, but not limited to, the following: all athletic teams, band and chorus competitions, math contests, drama, chess club, snowflake, yearbook, scholastic bowl and other extra curricular clubs. These rules apply to all activities held during the school day or after school.

**Concussion Policy:** Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

**ATHLETIC/EXTRACURRICULAR CODE  
STATEMENT OF COMPLIANCE**

- I. The student/athlete must comply with all rules and regulations of the Illinois Elementary School Association including:
  - A. All eligibility requirements such as those pertaining to scholastic standing. In order for students to be eligible, students must receive passing grades (“D- or better) in all of the five core areas. The core areas include Reading, Language/English, Mathematics, Science, and Social Studies.
  - B. Having a certificate of physical fitness issued by a licensed physician on file in the office. The physical exam is only good for 13 months from the date given. By law, all participants in any athletic activity must have a physical examination prior to tryouts each school year of participation.
  - C. Having on file in the office proof of insurability verifying adequate insurance coverage. District 76 does not assume financial responsibility for accidents incurred in athletic participation.
  - D. Having on file in the office a Statement of Compliance for athletics and/or any extracurricular activity signed and dated by both the students and parent or guardian.
  - E. On file – Certificate of Live Birth.

- II. The Principal, or designee, will determine the athlete's/student's eligibility to compete or participate.
- A. The student/athlete will not be eligible for the following reasons:
    1. He/She is not passing in all subjects.
    2. Grades will be checked on a weekly basis and will affect student's status for the following Monday through Sunday. Grade cards for ineligibility are due each Friday morning.
    3. An In School Suspension is received, in which case the student can not participate from the day it is assigned until and including the day it is served.
    4. Any students receiving a third In School Suspension in a semester may be dismissed from the activity which he/she is participating.
    5. If a student/athlete is suspended from school, whether an In School Suspension or an Out of School Suspension is being served, the student will not be allowed practice, participate or attend events the day or days of the suspension until that suspension is completed.
    6. Any student receiving a second Out of School Suspension may be dismissed from the activity in which he/she is participating.
  - B. If declared ineligible, the student must remain on the ineligible list for the entire week, even if the grade improves during the week.
  - C. If declared ineligible 3 times during a season, he/she is dismissed from the activity.
  - D. The student/athlete, if found guilty of the illegal use or possession of alcoholic beverages, illegal drugs, drug paraphernalia or tobacco products, is dismissed from the school related activity or school.
  - E. The student/athlete will not be eligible to participate for one (1) calendar year if convicted of any act which could constitute a felony.
  - F. Any student/athlete found to be in gross violation of ethics of competition or the principles of good sportsmanship, may be barred from competing and/or spectating at such events.
- III. A student must be present for the full school day of a scheduled event in order to participate unless waived by the principal if an appointment or unavoidable event is reported and approved in advance of the absence.
- IV. The coach/sponsor of any event taking place on a non-school day will determine whether a student who had an excused absence on the preceding day may participate.
- V. The coach/sponsor will be responsible for handling problems in the following categories:
  - A. Failure to appear at an interscholastic event without prior approval of the coach.
  - B. Attitude problems, insubordination or other specific rules or infractions covered in the student handbook.
  - C. Failure to care for and be responsible for any school equipment. Restitution for lost or damaged equipment will be expected.
- VI. Criteria for selection of recipients of all awards for athletics will be determined by a committee comprised of the respective coach or coaches, the Athletic Director and the Principal.

**Students must ride bus to and from extra curricular events unless approved by the Athletic Director, coach and a written approval from the parent.**

### **SCHOOL COUNSELING SERVICES**

During the school year, Creve Coeur Schools will be offering students in need of services the opportunity to participate in group counseling. Group sessions are formed based on need.

Because counseling is based on a trusting relationship between the counselor and the client, the information shared will be kept confidential except in certain situations in which there is an ethical responsibility to limit confidentiality. In the following circumstances, parent, guardian, foster parents and/or the proper authorities will be notified: (1) If the child reveals information about hurting him/herself or another; (2) If the child reveals information about criminal activity; and (3) If a child reveals information about child abuse.

Students in grades 5-8 will also receive abstinence education, which includes Looking Ahead, and Life Skills.

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION:** Safe2Help.com; Call/text 988

## **STUDENT TRANSFERS**

### **Transferring In**

Students seeking admission to the District must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed “student transfer” form from the Illinois school from which the student is transferring.

The Building Principal shall make the class or grade level assignment, with input from a teacher and/or review teacher when needed, and may accept or reject the transferring school's recommendations. The parent/guardian should give the Building Principal all records, including the unofficial grade records, mathematics and language arts placement levels, health records, and the most current set of standardized test reports. If the parent/guardian is unable to present the records, the student shall be admitted and the Building Principal shall request the records from the transferring school.

Any student who has been suspended or expelled from another school district shall not be permitted to enroll in the district until the student has served the entire period of suspension or expulsion.

### **Transferring Out**

Parent(s)/guardian(s) of a student transferring from the District should give the Building Principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

Within 10 days of a transfer notification, the Building Principal shall send to the District in which the student will or has enrolled, an unofficial record of the student's grades, current mathematics and language arts placement levels, health records, and most current standardized test reports. Within 10 days after the student has paid all outstanding fines and fees, the Principal shall mail an official transcript of the scholastic records.

The Building Principal shall complete a “student transfer” form for any student transferring from the District, indicating whether or not the student is “in good standing,” meaning that the student is not currently suspended or expelled, but is entitled to attend classes.

Parent(s)/guardian(s) will receive prior written notice of the nature and substance of the records proposed to be released and an opportunity to review and copy them.

## **ACCREDITATION AND SCHOOL IMPROVEMENT PLAN**

District 76 participates in the Illinois Public School Accreditation Process. The District reports and meets the law's operational requirements and the Illinois State Board of Education rules as identified in “The Illinois Program for Evaluation, Supervision, and Recognition of Schools, Part 1”. The District's reporting of the extent to which each of its schools meets student performance and school improvement standards is through the development of a School Improvement Plan. The District measures student and school performances using the State Standardized Tests. The Superintendent or designee regularly reports the District's progress to the School Board and seeks approval for each School Improvement Plan. The instructional program emphasizes multi-cultural education by presenting in context the contributions of all races and cultures, and by recognizing in all grades the similarities of students' various cultures. The School Report Card and Budget is on the District's website at [www.cc76.org](http://www.cc76.org)

## **ASBESTOS-CONTAINING BUILDING MATERIALS MANAGEMENT PLAN**

The Creve Coeur Public School District No. 76 Asbestos Management Plans have been prepared pursuant to the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for each school in our District. Copies of the Management Plans are available in each school office and at the office of the Superintendent of Schools. These Plans are available for your inspection during normal school hours and during other times by special arrangement. Should you desire to review these Plans, please make an appointment with the Building Principal or the Superintendent of Schools.

## **INTEGRATED PEST MANAGEMENT PROGRAM**

The State of Illinois has mandated that an Integrated Pest Management (IPM) program be used in controlling insect pests in schools. IPM programs will include the use of a variety of pest management tools including non-chemical and chemical choices. District 76 has an IPM program, which incorporates building maintenance, sanitation, physical barriers and pesticide application. District 76 contracts with a local pest management service to assist in our program. You may request prior notification two days in advance of any pesticide application if you wish. Call the District office if you would like your name on a notification list. Our pest management service is not responsible for providing prior notification in instances where there is an imminent threat to health or property. Examples of such instances include pesticide applications where stinging or biting insects are posing a threat to student's health, or pesticide applications where the insects may spread to numerous locations if immediate procedures are not taken to control them. Our pest management service uses pesticides, which are low in volatility, and when making interior applications, will place these materials into cracks and crevices or use child-resistant bait stations for their placement. A list of the pesticides is supplied to the school on an annual basis.

## **CIVIL RIGHTS, EQUAL EDUCATIONAL OPPORTUNITY, TITLE IX**

Creve Coeur School District No. 76 complies with the Rules and Regulations of Title IX of the Educational Amendments of 1972 and the Civil Rights Act, and assures equal educational opportunities regardless of race, sex, color, national origin, alienage, religion, age, or disability.

## **FAITHS LAW – EMPLOYEE CONDUCT STANDARDS**

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.

## **AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS – Board Policy 4:165**

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.

## **SEXUAL HARASSMENT**

Sexual harassment is prohibited by the Creve Coeur Public Schools. Sexual harassment is defined as follows:

1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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 unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as including this policy in the appropriate handbooks. The Superintendent is the Title IX Coordinator and maybe contacted at 300 North Highland Avenue, Creve Coeur, IL., 61610, (309)698-3600.

## **SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE**

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

## **SEX OFFENDER COMMUNITY NOTIFICATION LAW**

Public Act 94-004: Sex Offender Registration the sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## **UNIFORM GRIEVANCE PROCEDURE (Policy 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

### **Deadlines**

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

### **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.



### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Superintendent

Name

Mr. Steve Johnson, Superintendent

Address

400 North Highland St., Creve Coeur

309-698-3600

Telephone

Complaint Managers:

<u>Principal</u>	<u>Principal</u>
<u>Name</u>	<u>Name</u>
<u>Jake Yocum, Principal</u>	<u>Kayla Woods, Principal</u>
<u>Address</u>	<u>Address</u>
<u>800 Groveland St., Creve Coeur</u>	<u>300 North Highland St., Creve Coeur</u>
<u>309-698-3610</u>	<u>309-698-3605</u>
<u>Telephone</u>	<u>Telephone</u>

**ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATIONS AND INTERNET ACCESS**

Creve Coeur School District 76 is providing employees and students with access to the District's electronic communication system, which includes Internet access. The District system is limited to educational purposes. The purpose of the District system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase District intracommunication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The District system will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses. Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the District system. Users may not use the system for political lobbying, as defined by state statutes covering political lobbying. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues. The term "educational purpose" includes use of the system for classroom activities, professional/career development, and limited high-quality self-discovery activities.

**District Acceptable Use Policy:** A complete version of the acceptable use policy is available upon request from the District 76 office or on the District's Website. You may call for a copy of the policy on paper. The following is a summary of uses of the District system that are considered unacceptable:

1. Personal Safety (Restrictions are for students only)
2. Illegal Activities
3. System Security
4. Inappropriate Language
5. Respect for Privacy
6. Respecting Resource Limits.
7. Plagiarism and Copyright Infringement
8. Inappropriate Access to Material
9. Student/Staff Harassment, Bullying and/or Threats
10. Students are prohibited from: accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

**STUDENT RECORDS**

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal. (Note: District 76 records are forwarded to East Peoria or Pekin High Schools after completion of 8th grade.)

The student temporary record consists of all information not required to be in the permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every 4 years for destruction of out-of-date information and will be destroyed entirely within 5 years after graduation or permanent withdrawal.

**Parents have the right to:**

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask District 76 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. File a complaint with the U.S. Dept. of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

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

**DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) requires that Creve Coeur School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Creve Coeur School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. Neither Parkview nor LaSalle schools currently offer a student directory.

**ENGLISH LANGUAGE LEARNERS**

The District offers opportunities for resident English Language 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. The Superintendent or designee shall develop and maintain a program for English Language Learners. Specifics of the program are detailed in board policy manual.

<p><b>HEALTH SERVICE INFORMATION</b></p>
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**POLICY ON ADMINISTERING MEDICATION TO STUDENTS (Policy 7:270)**

Students should not take medication during school hours or during school-related activities 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 and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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 shall 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 policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

#### Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma 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 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 injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

#### 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.

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

#### HEAD LICE INSPECTION

Students found to have head lice will be excluded from school until proof of treatment and student is nit free. Parents should inspect their child(ren) frequently. The following are recommended steps that need to be completed to combat head lice:

1. Shampoo hair with head lice shampoo (not regular shampoo) as directed on bottle.
2. Check all other members in the house and also treat with lice shampoo if there are nits visible.
3. Treat the child's bedding, mattress, clothing, carpet, curtains, stuffed toys, coats, hats, book bags, car seats, and furniture with lice spray.
4. All nits (eggs) need to be removed from the child's hair.
5. Re-treat in 7-10 days.
6. Some difficult to treat items, such as stuffed toys, must be placed inside a sealed, air-tight plastic bag for at least 48 hours.
7. In situations where controlling head lice continue to be a problem, contact your Health Care Provider.

In an effort to eliminate/control the spread of head lice and nits, District 76 will conduct a minimum of two head lice inspections annually.

Individual inspections will be conducted on an as needed basis and will be conducted at the building Principal's discretion. Inspections will be conducted by such personnel as volunteers, educational assistants, secretaries and building principals. When an inspection is completed and nits or live lice are found, the child will be sent home and may not return until evidence is given by the parent, to the school, that the child has been treated for the problem.

When the student returns to school, he/she will undergo another inspection. The building Principal has sole discretion for student to return to classroom or to be sent home. The first two days of absence will be “excused”.

### **ILLNESS AND ACCIDENTS AT SCHOOL**

When a child becomes ill at school, he/she should report to the teacher. First aid supplies are provided at each school for the student who is not seriously ill. If a student is so seriously ill or injured as to constitute an emergency, parents will be notified if they can be reached. Students must be fever free for 24 hours prior to returning to school. Parents should be sure the emergency card information is current and accurate. Without this information communication becomes very difficult. If a parent can not be reached and a student is in need of immediate medical care, the emergency rescue squad will be called to transport to a hospital.

If a student is injured at school, he/she should report this injury immediately to the teacher or other school official. Appropriate action will only be taken at that time.

## **STUDENT BEHAVIOR**

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

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. 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 tablet or powdered form.
  - g. *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.
  - h. 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.
  - i. 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 had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

## Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

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

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).



## Weapons

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

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. State Police (ISP), and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## Non-School Sponsored Publications Accessed or Distributed on Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District. Please refer to Board of Education Policy 7:310.

## Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members. Please refer to Board of Education Policy 7:310.

## SUSPENSION PROCEDURES

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

## Out-of-School Suspension

**The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:**

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

## **EXPULSION PROCEDURES**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, & HARASSMENT**

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of

protection status, status of being homeless, or actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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 any staff member with whom the student is comfortable speaking. All school staff 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 building principal. Anonymous reports are also accepted by phone call or in writing.

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.

Policy 2:270; Students will be treated with respect, regardless of race, color, or origin. Discrimination/harassment will not be tolerated. Report incidents to the Nondiscrimination Coordinator, Complaint Manager, or trusted staff.

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

### **PERSONAL INJURY/PROPERTY DAMAGE**

Note: Parents or legal guardians may be held financially responsible for personal injury and property damages caused by the acts of their student. District #76 when deemed necessary will seek damages, under the Illinois Parental Responsibility Law, Chapter 740 Act 115 of the Illinois Compiled Statutes. Students responsible for damaging, defacing or vandalizing property will be held accountable for repair and clean-up in addition to being subject to other disciplinary actions.

## **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH A DISABILITY**

Behavioral interventions for students with disabilities shall be used to promote and strengthen desirable behavior and reduce inappropriate behaviors. These interventions will be made available to parents and special education students. The District will implement the behavioral interventions for special education students in one of two ways:

1. Application of procedures as stated in the District's Student/Parent Handbook and School Board Policy Number 7.190, Student Discipline; and/or,
2. Development of a Behavioral Intervention Plan (BIP), as determined by the Individualized Education Program (IEP), which specifies what interventions, will be implemented.

An Individualized Behavioral Intervention Plan is a written plan of one or more behavioral interventions, individualized to the need(s) of a student who requires behavioral intervention, which addresses only unacceptable behavior caused by the student's disability; supplements and/or is in lieu of part or all of the general Behavioral Intervention Plan which the District has for the student; and is required to be a part of that student's IEP plan.

## **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 or expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) 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 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 Lead Teacher are authorized to impose the same disciplinary measures as teachers. **The Superintendent and Building Principal** may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for two years or for a shorter period as determined by the Board.

## **SEARCHES (BOE Policy 7.140)**

**Student lockers are school property and are subject to search at any time.** For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

With the approval of the Board of Education, the Superintendent may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances/illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the direction of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

## **RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS**

The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:

1. All cases involving illegal or controlled substances
2. All cases involving weapons of any type
3. All cases involving gang activity
4. All cases involving a serious crime or felony
5. Any other case for which the reporting may be beneficial

The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).

## **VAPE SENSORS**

On a local, state, and national level, many students are known to be experimenting with vaping during this time, and many are doing so at school. Vaping is occurring at a rate that is being described as an epidemic. According to the National Education Association (NEA) article, Vaping in Schools: 3 Million Students and Counting (2018), federal officials call vaping an “epidemic of youth use.”

To do our part to mitigate vaping in our school, Vape Sensors have been installed in the restrooms at Parkview School. The Vape Sensors have been installed to detect when vaping occurs. It is a tool that allows the administration to help investigate a vaping incident. The administration will monitor the notifications of the vape sensors as often as possible to assist in mitigating the negative impact of vaping at Parkview School.

If it is determined that a student may have been vaping, the students will be assessed and possibly searched. If a student is presumed to be under the influence, we will follow our District code of conduct. Additionally, we will ask the student to follow up for counseling with our Counselor, and of course, any disciplinary actions aligned with the code of conduct will be enforced.

## **NON-TOBACCO, NO-SMOKING POLICY** (105 ILCS 5/34-18.11)

We welcome you to our smoke-free schools and ask that our no-smoking policies be observed. Smoking is prohibited on all school property--inside and outdoors.

## **ENERGY DRINKS AND SUPPLEMENTS**

The District has determined that beverages or similar supplements containing high levels of caffeine or other stimulants are detrimental to the health of its students and disruptive to student discipline and concentration. Further, the medical properties of stimulants and herbal additives of beverages marketed as "energy drinks" are largely not understood. Accordingly, the District has established this policy as a means to limit the consumption of these types of beverages and products while students are attending school or School District sponsored athletic or extracurricular events.

The possession or consumption of energy drinks and similar energy products by students on School District property, or at School District sponsored athletic or extracurricular events occurring on or off School District property, is prohibited. Students violating this policy may be disciplined as set forth in the District's regular student discipline policy.

For purposes of this policy, the terms "energy drinks or similar energy products" is defined to include:

1. Any beverage containing more than 55 milligrams of caffeine per bottle, can or container, regardless of the recommended serving size or number of servings contained in the bottle, can or container; or
2. Any beverage containing one or more of the following ingredients: Guarana, Ginseng, Taurine, Yerba Mate, or Ginkgo (Ginkgo biloba); or
3. Any beverage marketed as an energy drink or stimulant, including but not limited to, "Red Bull", "Full Throttle", "Cocaine", "Crunk!!!", "Mountain Dew Energy", "Rockstar", "Blue Ox", and "SoBe."
4. Any supplement or pill that contains any of the following ingredients: Caffeine, Guarana, Ginseng, Taurine, Yerba Mate, or Ginkgo (Ginkgo biloba).

## **ADDRESSING THE ADMINISTRATION AND SCHOOL BOARD**

### **CHAIN OF COMMAND**

Should a question, concern, or problem arise during the course of the school year, it is the policy of District 76 to follow the chain of command in order to affect the proper solution.

1. You must address your question or concern to your teacher.
2. If you are not satisfied with your teacher response, you should then schedule a meeting with your Building Principal where you can discuss your question or concern.

3. If you are not satisfied with your Building Principals response, you may submit your concern in writing to the Superintendent for consideration. The matter will be discussed with you or others if deemed appropriate.

### **LODGING COMPLAINTS**

Students or their parents or guardians should notify their building principal if they believe that the school board, its employees, agents, programs, or policies have violated their rights.

The building principal will make every attempt to resolve the complaint and will promptly investigate. If this is not possible, the principal will contact the district complaint manager, who will file a report with the superintendent. The superintendent will then render a decision. If the person filing the complaint is still not satisfied, he/she may appeal to the school board.

### **ADMINISTRATIVE AUTHORITY**

The administration reserves the right to make any additional rules and regulations that are necessary to protect the health, life, safety, and educational environment of the school. Additions will be sent home with students and will be posted in each school office.

### **ADDRESSING THE SCHOOL BOARD**

Board of Education meetings provide a specified time for individuals to address the full board. Individuals desiring to address the board should contact the Superintendent and indicate the topic. Comments shall be normally limited to 5 minutes.

## **TRANSPORTATION**

Please understand that weather conditions, traffic, loading and unloading problems can cause a variation in the schedule. Therefore, we suggest that your child arrive at the bus stop **7 to 10 minutes** earlier than the estimated time of arrival of the bus. We caution parents not to send their child to the bus stop earlier than this, however, to avoid problems at the bus stop. We expect your child to wait at the assigned stop in an orderly manner. Horseplay, bullying, fighting, rock or snowball throwing, running through yards and damaging property of those living near the bus stops will not be tolerated and may result in your child losing his or her bus privileges.

If a parent wishes to pick their child up at school instead of having he or she ride the bus home, it is required that you send a note with your child indicating your intent to do so. Without a parent note, your child will be sent home on the school bus. If parent pickup of child occurs before dismissal time, the parent must sign their child out at the school office. Parent pick-up request by phone at the end of the school day will not be honored except in an extreme emergency. This creates a disruption and confusion during dismissal time.

**Bus routes are planned by using the student's legal residence.** Before any students are allowed to be picked up or dropped off at an address other than their legal residence, parents must complete a bus stop request form and return it to the District Office. All bus stop request forms will be carefully reviewed but parents must realize that all requests cannot be honored. Students must utilize the same bus stop everyday of the week. Any changes in permanent bus stop location must be approved by the Board of Education. Also, unless authorization has been given to the bus driver in writing by the District Office staff, your child will be dropped off after school at the same location he or she boarded the bus before school. If, for any reason, your child is to be dropped off other than at the assigned stop, you **must** make prior arrangements through the District Administration Office. The Transportation Schedule is available on the District website. Daily requests for bus passes will not be allowed due to overloading of the busses.

### **VIDEO SURVEILLANCE ON BUSES AND PUBLIC AREAS**

In order to ensure the health, safety, security, and welfare of all students and District staff members, students may be recorded for visual and audio purposes from time to time as part of the ongoing audio-video taping and recording system used on the school buses. Additionally, in order to secure the school buildings and grounds and to maintain a safe and secure environment for all students, staff members, and visitors, video taping and recording of students and other persons at points of entry in District 76 school attendance centers may also occur. However, such recordings shall be treated like any other evidence in a disciplinary proceeding, and in the case of criminal proceedings, the recordings may be turned over to law enforcement authorities for such purposes.

## **INSTRUCTIONS TO SCHOOL BUS RIDERS**

The bus drivers are in complete charge of the conduct of students on the bus. Seating arrangements made by the bus drivers are to be obeyed by the students. Any misbehavior on the bus not corrected after a warning from the driver will result in a report to the school principal. **Bus transportation to and from school is a privilege and not a right.** Any misbehavior on the bus not corrected after a verbal warning from the driver and or monitor will result in a written referral to the building principal. A student may be suspended from the bus up to 10 days for inappropriate behavior.

1. Follow directions of driver.
2. Stay seated forward in your assigned seat.
3. Keep hands, arms, legs, and objects to yourself.
4. No eating or drinking at any time.
5. No loud talking.
6. No cell phone usage.

### **In addition to the above, the following rules will be applied:**

- a. Be on time at the designated school bus stop; help keep the bus on schedule.
- b. Stay off the road at all times while waiting for the bus.
- c. When crossing a roadway, cross at least 10 feet in front of the bus on the right side of the road. Remain there until a signal is given by the bus driver to cross.
- d. Wait until the bus has come to a complete stop before attempting to board or exit the bus.
- e. Follow all rules posted in the bus.
- f. Keep all objects out of the aisle.
- g. Do not throw anything out of the bus window.
- h. Be silent when approaching a railroad crossing.
- i. Leave no articles on the bus.
- j. No pets or animals of any kind are allowed on the bus.
- k. In case of a road emergency, remain in the bus until instructions are given by the driver.
- l. Never tamper with bus equipment.
- m. While on the bus or upon departing the bus, help look after the safety and comfort of the younger students.
- n. Be courteous to fellow students and the bus driver.
- o. Follow instructions of the driver both inside and outside of the bus.
- p. Do not ask the driver to stop at places other than your regularly assigned bus stop; the driver is not permitted to do this except by proper authorization from a school official. **NO EXCEPTIONS.**
- q. Cursing and foul or bad language is never allowed.
- r. Never walk between buses.
- s. When possible, use a buddy system when walking to and from bus stop.



**CREVE COEUR SCHOOL DISTRICT NO. 76**  
**2024-2025 School Calendar**

Friday	Aug.	9	Teachers' Institute - No School
Monday	Aug.	12	Teachers' Institute - No School
Tuesday	Aug.	13	Teachers' Institute - No School
Wednesday	Aug.	14	First Day of Student Attendance; 1 Hour Early Dismissal
Thursday	Aug.	15	1 Hour Early Dismissal
Friday	Aug.	16	1 Hour Early Dismissal
Monday	Sept.	2	Labor Day - No School
Wednesday	Sept.	11	Data Day – 1 Hour Early Dismissal; Med-Term Ends
Friday	Sept.	20	School Improvement Day (Early Dismissal: PV-11:00 / LS: 11:30) End of First School Month

Wednesday	Oct.	9	Data Day - 1 Hour Early Dismissal
Friday	Oct.	11	End of 1 <sup>st</sup> Grading Period
Monday	Oct.	14	Indigenous Peoples Day – No School
Thursday	Oct.	24	Parent/Teacher Conferences 12:00pm-7:00pm – No School
Friday	Oct.	25	Parent/Teacher Conferences 8:00am-12:00pm – No School
Thursday	Oct.	31	Halloween Parade; TBA End of Second School Month

Friday	Nov.	1	School Improvement Day (Early Dismissal: PV – 11:00/ LS: 11:30)
Tuesday	Nov.	5	Election Day
Monday	Nov.	11	Veterans Day
Wednesday	Nov.	13	Mid-Term Ends
Wednesday	Nov.	20	Data Day - 1 Hour Early Dismissal
Wed.-Fri.	Nov.	27-29	Thanksgiving Holiday - No School End of Third School Month

Friday	Dec.	13	School Improvement Day (Early Dismissal: PV – 11:00 LS: 11:30)
Friday	Dec.	20	Last Day Before Winter Break; 1 Hour Early Dismissal End of 2 <sup>nd</sup> Grading Period/First Semester End of Fourth School Month
Saturday	Dec.	21	Holiday Break Begins

Monday	Jan.	6	Teachers' Institute - No School
Tuesday	Jan.	7	Classes Resume
Monday	Jan.	20	Martin Luther King Jr. – No School End of Fifth School Month

Wednesday	Feb.	5	Mid-Term Ends
Friday	Feb.	7	School Improvement Day (Early Dismissal: PV – 11:00 LS: 11:30)
Wednesday	Feb.	12	Data Day - 1 Hour Early Dismissal
Monday	Feb.	17	Presidents' Day – No School End of Sixth School Month

Friday	Mar.	7	End of 3 <sup>rd</sup> Grading Period
Monday	Mar.	24-28	Spring Break

End of Seventh School Month

Wednesday	Apr.	9	Data Day - 1 Hour Early Dismissal
Wednesday	Apr.	16	Mid-Term Ends
Friday	Apr.	18	Easter Holiday – No School
Monday	Apr.	21	Easter Holiday – No School
Tuesday	Apr.	22	Classes Resume End of Eighth School Month

Tuesday	May	20	End of 4 <sup>th</sup> Grading Period/Second Semester
Friday	May	23	Last Day of School ( <b>If no emergency days taken</b> )
Monday	May	26	Memorial Day – No School
Tuesday	May	27	Teachers' Institute – No School - ( <b>If no emergency days taken</b> ) End of Ninth School Month

**STATEMENT OF COMPLIANCE**

I, \_\_\_\_\_, hereby certify that I have read the entire Creve Coeur School District Student/Parent Handbook. I also certify that I have reviewed the Handbook with my parent and I understand that I am accountable for knowing and following the rules, procedures, and policies contained in the Handbook. I also understand that I may be videotaped and recorded – for both visual and audio purposes – while riding School District buses. If I have any questions, it is my responsibility to seek the answer from my teacher or principal.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Confirmation**

I have reviewed the Creve Coeur School District #76 Student/Parent Handbook with my son/daughter. I further consent to the use of video and audio recording systems on School District buses when my son/daughter rides a school bus.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Receipt of Confirmation and Compliance**

Date of Student/Parent Handbook Test: \_\_\_\_\_ Score: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date