



Creston Community Consolidated School District #161

Student Handbook

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TABLE OF CONTENTS	PAGE NUMBER
CRESTON SCHOOL WELCOME INFORMATION	3
MISSION STATEMENT	4
INFORMATION FOR PARENTS	4
SPECIAL MESSAGE FROM DCFS	6
REGISTRATION PROCEDURES AND FEES	7
NON-RESIDENTIAL 110% TUITION CHARGE	8
STUDENT EDUCATIONAL RECORDS	8
PHYSICAL EXAMINATIONS	8
EARLY DISMISSAL	9
STARTING/ENDING TIMES-DAILY SCHEDULE	9
EMERGENCY SCHOOL CLOSING	9
BUS TRANSPORTATION OF STUDENTS	9
SCHOOL BUS CONDUCT AND RULES	10
CORPORAL PUNISHMENT	10
REASONABLE FORCE	10
STUDENT DRESS AND APPEARANCE	10
PREVENTING BULLYING, INTIMIDATION, & HARASSMENT	11
BULLY INVESTIGATION FORM	14
SEXUAL HARASSMENT	16
DISTRIBUTION OF PRINTED MATERIAL	17
ABSENCES	17
ILLINOIS STATE BOARD OF EDUCATION	
ATTENDANCE GUIDELINES	17
HEALTH RECORDS	18
SCHOOL HEALTH SERVICES	18
VISITORS TO SCHOOL	18
TELEPHONE MESSAGES	18
SECURITY AT SCHOOL	19
LOCKER INSPECTION	19
STUDENT FIELD TRIPS	19
FIELD TRIP CHAPERONE GUIDELINES	19
PARENTS' RIGHT-TO-KNOW	20
PARENT/TEACHER CONFERENCES	21
LEAVING SCHOOL GROUNDS	21
ATHLETICS	21
ATHLETIC ELIGIBILITY GRADES 4-8	22
REPORT CARDS	22
HONOR ROLL ELIGIBILITY GUIDELINES	22
PARENT "BACK-TO-SCHOOL" NIGHT	22
LUNCH PROGRAM/MILK	23

FREE AND REDUCED PRICE SCHOOL LUNCHES	23
LUNCHROOM RULES	23
STUDENT WELFARE/ ADMINISTERING MEDICATION TO STUDENTS	24
NON-EMERGENCY ADMINISTRATION OF STUDENT MEDICATION	24
AUTHORIZATION FOR THE SCHOOL MEDICATION AUTHORIZATION FORM	25
PHYSICAL EDUCATION	27
CIRCULATION POLICY-LIBRARY MEDIA SERVICES	27
GUN-FREE SCHOOLS ACT	27
FIRE AND TORNADO DRILLS/PROCEDURES	27
PEST MANAGEMENT LETTER	28
SOCIAL MEDIA	28
STUDENT DISCIPLINE CODE	28
STUDENT DISCIPLINE CODE-ATTENDANCE & TRUANCY	29
COMPULSORY SCHOOL ATTENDANCE	29
ABSENTEEISM POLICY	30
COMPULSORY ATTENDANCE LETTERS	31
STUDENT DISCIPLINE CODE-BEHAVIOR INFRACTIONS/ POSSIBLE CONSEQUENCES	33
RE-ENGAGEMENT OF RETURNING STUDENTS	34
DELEGATION OF AUTHORITY	34
OFFENDER COMMUNITY NOTIFICATION LAWS	35
INDEX	36

DISCLAIMER STATEMENT

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to unilateral change by the Board of Education.

CRESTON SCHOOL WELCOME INFORMATION

Creston Community Consolidated School District #161 is dedicated to education as a lifelong process, focusing on the education of children from preschool through eighth grade. Our academic purpose is to lay a basic foundation for future education and to provide a framework that meets the developmental needs of each child. The faculty tries to meet these needs by working together with other faculty, staff, students, and parents. Our curriculum and extra-curricular programs are designed to aid the growth of the child's intellectual, social, emotional, and physical life.

The school, as an extension of the home, with the support and cooperation of parents/guardians and the guidance of highly qualified staff, focuses on personal growth, educational excellence, and the integration of learning with life.

In this atmosphere, we trust that this school year will be successful and educationally profitable for every student. We are proud of Creston School and want to share this pride with the entire community. We hope for your cooperation and support in our efforts to continue to improve the quality of educational opportunities for students.

School Phone Number	815-384-3920
School Fax Number	815-384-3410
School Address	202 W. South Street P.O. Box 37 Creston, IL 60113
District/School Website	www.crestonschool.org
School email address	kcollins@crestonschool.org

MISSION STATEMENT

The mission of Creston Community Consolidated School District #161 is to maximize our resources to enable students to acquire the knowledge and develop the attitudes and skills necessary to become productive members of a dynamic and global society.

We at Creston School have organized the curriculum, staff, and physical facilities to achieve this purpose in corroboration with the parents and community.

The goals are as follows:

- To develop individual excellence in the following skills – Reading, Writing, Listening, Speaking, and Problem Solving.
- To develop in each child a sense of self-esteem, a respect for others, an understanding of human relations, the value of hard work, and the importance of humor.
- To provide a school community wherein faculty and staff serve as role models for the students.
- To provide opportunity, through study and comparison, to understand, experience, and value the importance of American citizenship, the democratic principles of government, and the importance of community involvement.
- To motivate students to reach their potential.

INFORMATION FOR PARENTS

Student Handbook

The handbook is only a summary of board policies governing the district. Detailed board policies are available to the public in the office of the Superintendent. This handbook may be amended during the year without notice.

The policies are in effect at all school-sponsored activities, be they on or off of school property. The Student Handbook shall also apply whenever the student's conduct is reasonably related to school or school activities including transportation. Parent/guardians are encouraged to review this document and discuss it with their student(s).

Student Rights

Creston Consolidated Community School District #161 exists for the welfare of its students. The identification and preservation of the rights and responsibilities of these students must be a major concern of all persons related to this school. The results of the educational experiences are measured, in large part, by the extent to which students fulfill their responsibilities and exercise their rights in a reasonable manner.

Specifically and fundamentally, each student has the RIGHT:

1. To due process to the extent required under laws of the State of Illinois and the United States

2. To freedom of speech and press, freedom of assembly and freedom to petition in a manner which does not materially or substantially disrupt or interfere with the educational process and which is consistent with the law and district policy;
3. To participate in appropriate educational programs at all grade levels;
4. To be free from discrimination based upon race, religion, sex, disability, or national origin;
5. To study in an educational environment free from bias, prejudice and disruption.

Student Responsibilities

Students have the responsibility to conduct themselves in each class in ways that are conducive to the learning process and to behave in a manner that does not disrupt or interfere with the learning environment.

Students are also required to keep track of their own personal effects because District #161 is not responsible for lost or stolen items.

Homeless Education

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or
4. Doubled up with friends or relatives because you cannot find or afford housing

Then your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

1. Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to the other children.
2. Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
3. Receive transportation to the school they attended before your family became homeless or the school they last attended if you or a guardian request such transportation.
4. Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
5. Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
7. Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.

8. Receive the same special programs and services, if needed, as provided to all other children served in these programs.
9. Receive transportation to school and to school programs.

When you move, you should do the following:

Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or at the school can direct you to the person you need to contact.)

Local Area Contact:

Nicole Zellmer
815-384-3920

If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145

SPECIAL MESSAGE FROM DCFS

Care Enough to Call

All School Employees in Illinois need to be aware of important changes to the Abused and Neglected Child Reporting Act, which affect their legal obligations as mandated reporters of child abuse and neglect. Effective June 20, 2006, the list of mandated reporters has been broadened and clarified to include "school personnel (including administrators and both certified and non-certified school employees)", as well as school board members (under certain circumstances.) The Illinois Department of Children and Family Services has made available a letter, brochure and poster to help administrators educate employees and board members about their obligations under the law.

Please access this information at:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1460&ChapterID=32> or feel free to call DCFS Communications at **217-785-1700** with any questions.

Tips for Parents

1. Know your educational rights.
 - a. Enroll your child in school. You can enroll your child even if you are missing immunization records, school records, and proof of residency
 - b. Let the school know where you want the child to attend school. The McKinney-Vento Homeless Education Act gives your child the right to stay at the current school even if the family's homeless situation means you are no longer in the attendance zone. The school would be called the school of origin, and school districts must let students stay, to the extent feasible. Your child also may attend the school where you are currently living.
2. Keep copies of critical records such as immunizations, Social Security number, health physicals, and individualized education programs (IEPs). Ask someone

you trust to keep a set of records for you if your current living arrangements make this difficult.

3. Maintain high expectations for your child.
4. Ask questions, such as the following:
 - a. Is transportation available for my child to stay in the same school?
 - b. Will someone help us transfer records quickly when we move?
 - c. Is there a preschool program?
 - d. Are there any special classes that would benefit a talent my child has?
 - e. Should my child be tested for special education?
 - f. Are there sports, music, or other activities in which my child can participate?
 - g. Can my child receive free meals at school?
 - h. Are school supplies available?
 - i. Will my child be able to go on field trips even if we are unable to pay?
 - j. Are there after-school study halls or tutoring available?

REGISTRATION PROCEDURES AND FEES

Students cannot be officially enrolled in District #161 until all registration procedures have been completed. These procedures include completing the necessary school forms, showing proof of living within the district, having the approved medical information, and paying the fees. All fee waiver requests are approved by the Board of Education. Online registration is available from the Creston School website: www.crestonschool.org.

The fee schedule is as follows:

Product/Service	Fee
Registration K-8th Students	\$65.00
All Extracurricular Athletic	\$25.00
Band	\$7.00
Lunch Program (daily fee that includes milk)	\$2.45
Milk Only	\$.35 per carton
Kindergarten Milk	\$61.60 per year

Kindergarten: Must be five years of age on or before September 1st of that year.

First Grade: Must be six years of age on or before September 1st of that year.

All students must meet the minimum District criteria for grade promotions.

NON-RESIDENT 110% TUITION CHARGE

The Board of Education shall charge 110% per-capita tuition based on the previous year's per-capita cost to non-residents. If a pupil's change of residence is due to the military obligation of an individual with legal custody of a student, (with a written request from the individual with legal custody), he/she can maintain his/her residency as it was determined prior to the military obligation.

STUDENT EDUCATIONAL RECORDS

Confidential student records are kept for every student. A parent may request and will be provided access to his/her child's record and may challenge the information contained in the record. No records are released without parent/guardian signing a Release of Records form. The District is required to review all records to verify entries and make appropriate corrections or deletions every four years, or upon a student's change in attendance centers, whichever occurs first. Parents must give the school office a 24-hour notice if they would like to preview their child's records.

PHYSICAL EXAMINATIONS

According to Illinois State Law, all students entering kindergarten and sixth grade must present evidence of a physical examination. Dental examinations are required for kindergarten, second, and sixth grade students. New students coming from out of state must have a physical before entering school. Students who do not have their physical examinations and immunizations completed or do not have appointments for them will not be allowed to attend school. Examination forms are available from the school office. Immunization requirements can be obtained from the school office.

EARLY DISMISSAL

No student will be dismissed prior to the final bell without a written or personal request from a parent/guardian. Parents/Guardians must provide a written note requesting the exact time and method of transportation of the early dismissal. The note can be given to your child to bring to school that day. The note should be dated and signed by the parent/guardian.

The **THIRD THURSDAY OF EACH MONTH** will be a scheduled 2:00 P.M. dismissal for teacher in-service and school improvement work. The regular bus route will be run at 2:00 P.M.

STARTING/ENDING TIMES – DAILY SCHEDULE

TIMEFRAME	ACTIVITY
8:20 A.M	Student Supervision begins on Playground. STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:20.
8:25 A.M.	Students enter the building at assigned entrances
8:30 A.M.	Classes begin – tardy bell
11:30 A.M.	First lunch period (K-4)
12:00 P.M.	Lower grade classes resume
12:00 P.M.	Second lunch period (5-8)
12:30 P.M.	Upper grade classes resume
3:00 P.M.	Dismissal

EMERGENCY SCHOOL CLOSING

Weather conditions sometimes make it necessary to close school for the day. If bad weather occurs before school starts in the morning, the District office will notify local television channels before 7:30 A.M. An Alert Now message will also be sent out to the parents with the appropriate information. **Please do not call the office.**

If the bad weather develops during the school day, school may be closed after considering the safety and welfare of the students. Notification of such closing will be done by way of local television channels. An Alert Now message will also be sent out to the parents with the appropriate information. The Superintendent will ensure that suitable arrangements have been made for the children's safety. If there is a possibility of bad weather, parents should make every effort to be reachable by phone. If parents plan to be out of the home or away from their normal work, they should notify the school so that the school can find them in case of an emergency. The bus driver will ascertain that each rider enters his/her home.

BUS TRANSPORTATION OF STUDENTS

Students who ride the bus **MUST** leave the school on the regular bus run at the end of the school day. If you want your child/children not to take the bus, a note or telephone call from a parent or guardian is necessary. If a town student wishes to ride the bus out of town to another student's house, a note or telephone call from parents/guardian is necessary. There are no exceptions.

Student safety is the primary concern of Creston School District. All students must follow the discipline rules for bus riders. Violation can result in suspension of school bus riding privileges.

SCHOOL BUS CONDUCT AND RULES

School bus riders, while in transit, are under the jurisdiction of the school bus driver. All students riding the bus must follow the same rules as are expected while in school. The following additional rules are to be followed on the bus:

- Students are expected to remain in their seat while the bus is in motion. Students must keep their hands, arms, and head inside the bus at all times.
- Students must be picked up and dropped off at the same location Monday through Friday.
- Requests to be transported to/from a different location must be submitted to the School Office.
- Parents who wish their child (who does not ordinarily ride the bus) to ride the bus must submit a written note to the office for the bus driver. This note will be kept on file.
- Students are expected to be absolutely quiet when approaching a railroad crossing.
- No eating or drinking is allowed on the bus.

DISCIPLINARY REFERRALS WILL BE GIVEN BY THE BUS DRIVER. THREE OFFENSES MAY RESULT IN A FIVE-DAY SUSPENSION OF BUS SERVICE.

CORPORAL PUNISHMENT

Corporal punishment is not legal in the State of Illinois and is NOT used by Creston School personnel.

REASONABLE FORCE

A teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for the other students, school personnel or persons. They may use reasonable force for the purpose of self-defense or the defense of property. They may also remove students from the classroom for disruptive behavior.

STUDENT DRESS AND APPEARANCE

It is the policy of Creston School to maintain a safe and healthy environment which is free from visible indicators of gang influence, violence, and sexual intent, as may be expressed in articles of clothing and related symbolism. Such clothing and symbolism are not acceptable in school or at school-sponsored events. Students are expected to show good taste in their dress and grooming that are acceptable and appropriate for their age and gender. Any mode of dress or appearance which may be **DISRUPTIVE** to the learning environment is subject to immediate review and exclusion from classes until arrangements for acceptable clothing can be made.

- Clothing which exposes bare midriffs, bare backs, underwear, and/or has holes or slits which are in poor taste or revealing will not be allowed.

- Clothing, jewelry, and hair creations which are DISRUPTIVE to the creation and/or maintenance of a positive educational environment within a classroom or instructional area on school property (events) are prohibited.
- Excessively short dresses, skirts, or shorts (no less than 5-inch inseams) are prohibited, as are halter tops and spaghetti strap tops. Other examples of inappropriate apparel are biker shorts (spandex) and articles with drug, alcohol, tobacco, and sexual slogans or signs.
- No jewelry chains (heavy links) other than normal neck chain jewelry may be worn in school.

PREVENTING 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 is an important District goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any repeated severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:

- a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
- b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
- c. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) 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.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

CRESTON SCHOOL DISTRICT #161 BULLYING INVESTIGATION FORM

Date: _____

1. Name of person investigating alleged incident(s): _____
2. Position/title of investigator: _____
3. Name of complainant/person reporting bullying: _____
4. Name(s) of alleged target(s): _____
5. Complainant/reporter is(circle one): Student, Parent, School employee Coach/advisor
Volunteer
6. Name(s) of alleged bully(ies): _____
7. Name(s) of potential witnesses: _____
8. Relationship between alleged target(s)/bully(ies): _____
9. Did the alleged incident(s) occur (check one or more):
 on school property (including a school bus)
 at a school sponsored activity
 through use of technology
 elsewhere

Time and location(s) of incident(s):

10. Is this a first time occurrence or has the same or similar occurred previously?

11. Interview of complainant/reporter's, description of alleged incident(s):

12. Interview of alleged bully(ies):

13. Name(s) of potential witnesses, if any: _____

14. Witnesses interviewed and summary of witness information provided:

15. Further evidence of bullying (videos, photos, email, letters, etc.):

16. Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy? Yes No

17. Nature of harm incurred:

- Physical harm to student or damage to student's property
- Student's reasonable fear of physical harm or damage to property
- Infringement of student's rights at school

18. Conduct resulting in harm (in item 11 above) is on the basis of:

- National origin/ancestry/ethnicity
- Religion
- Physical, mental, emotional or learning disability
- Sexual orientation
- Gender/gender identity/expression
- Age
- Socioeconomic status
- Family status
- Physical appearance
- Weight
- Other distinguishing personal characteristics

19. Summary of investigation/Explanation of findings: _____

20. Recommended disposition and/or recommended disciplinary action (including alternative discipline, support for targeted student, other intervention/referral)

21. Recommendation of report to law enforcement? Yes No

- Potential criminal violation
- Potential civil rights violation

Signature of investigator: _____

If investigator is not building principal, copy to principal on _____

Date

Copy to Superintendent on _____

Date

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination which violates Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. It is the policy of Creston School District #161 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee of District #161 to harass a student or an employee through conduct or communication of a sexual nature.

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

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

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

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Nondiscrimination Coordinators:

Mrs. Nicole Zellmer
Creston CCSD #161
202 West South Street
Creston, Illinois 60113
Telephone Number: 815-384-3920

Mr. Curt Rheingans
Creston CCSD #161
202 West South Street
Creston, Illinois 60113
Telephone Number: 815-384-3920

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

DISTRIBUTION OF PRINTED MATERIAL

All printed materials, including leaflets, information, posters, etc., to be distributed by parents, students, or others on the property or premises of Creston School, must have prior approval from the Superintendent for distribution.

ABSENCES

Parents must call the school office when their child is going to be absent from school. Please call the office between 8:00 a.m.– 8:30 a.m. A student returning to school after an absence need not present a note if the parent has contacted the school by phone.

A pupil who requests permission to leave school because of illness must check with the office before leaving the school. Students will be allowed to go home only if parents or a designated contact are notified, agree, and arrange transportation. Whenever you find it necessary to come to school to pick up one or more of your children, please communicate with the school office. It is necessary for our personnel to maintain a record of such dismissals including the signature of the adult who takes the child. Parents should expect that work missed during a planned or unplanned absence is to be made up when the child returns to school.

ILLINOIS STATE BOARD OF EDUCATION ATTENDANCE GUIDELINES

In order for a student’s absence to be considered “excused”, a parent or other adult **must** contact and notify the school of the absence, either in advance or by calling in the morning of the absence **before 8:30 a.m.** The absence can still be considered “excused” if the school calls on the day of an unreported absence, and is then able to verify the reason for the absence, otherwise the absence will be considered “unexcused”. It is

possible that an absence could also be “unexcused” if the reason given is not considered valid by the principal. All tardies are automatically considered “unexcused” unless the parent notifies the school of a valid reason for the student being late. Truancy will be notified for those students who are chronically tardy.

The Illinois State Board of Education utilizes the following guidelines in determining the student attendance portion of the General State Aid Claim for schools.

- A kindergarten or first grade student must be in attendance for 240+ instructional minutes to qualify for a full day attendance. Instructional minutes totaling between 120-239 minutes equal ½ day attendance. Instructional minutes totaling 119 minutes or less, is a full day absence.
- Grades 2-8 require 300+ instructional minutes for a full day attendance, 150-299 instructional minutes equal ½ day attendance. Instructional minutes totaling 149 minutes or less is a full day absence. Instructional minutes do not include lunch, recess or passing time between classes.

Student absences cause your child to miss valuable educational instruction and experiences and cost your school district dollars through a loss of state aid. Please support your child and your school through your child’s attendance at school.

HEALTH RECORDS

A health folder is kept on each student with all pertinent health information recorded. The health record incorporates not only basic medical information (physicals/immunizations), but also screening results, accidents, and other related data.

SCHOOL HEALTH SERVICES

Parent/guardian will be called if the child appears to be ill or has sustained an injury due to an accident. Notify the school office immediately when your child has a communicable disease. Any case of measles must be reported to the school immediately upon diagnosis. Students will be sent home if there is any evidence of head lice.

To be excused from Physical Education, a written request from the parent/guardian is required. In cases of frequent or prolonged (more than 5 days) absences from Physical Education, the district requires a written note from a physician. If a student is excused from P.E. class during the day, he/she will not be allowed to participate in a sports practice or event that same day.

VISITORS TO SCHOOL

The District welcomes and encourages parents of students and also residents of the community to visit Creston School. Parents and visitors are required to report to the office before proceeding to a classroom or school activity. Classroom visits are for observation only, but they furnish an excellent background for parent/teacher conferences. In order to minimize undue interference with the educating of students, a

24-hour notice, along with approval from administration is required before such visit is made.

TELEPHONE MESSAGES

The school telephone number is (815) 384-3920. Messages will be taken for students and teachers, but it is not always possible to deliver these immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to before school, noontime, and after school. You may fax the school a message any time at (815)-384-3410.

SECURITY AT SCHOOL

In order to maintain a secure and safe environment at school, all the exterior school doors remain locked at all times. Visitors should enter the SOUTH door of the school. The school office is located just inside that entrance. An electronic door opener will allow visitors to enter the building. All visitors are recorded by security electronics at all times as they enter the building. Visitors are asked to respect the parking regulations as posted.

Please remember that students are not allowed to let anyone in the building, even if it is their own parent.

LOCKER INSPECTION

Creston CCSD #161 retains strict and complete ownership and control of all lockers within the Creston School building. With this ownership, the District acknowledges the right to random inspections of said lockers.

STUDENT FIELD TRIPS

Classroom teachers schedule opportunities to take their class to various sites within and outside the Creston community in order to enhance classroom instruction. Notes will be sent home prior to each field trip describing the activities and destination. Any parent not wishing his/her child to attend a specific field trip must notify the teacher.

FIELD TRIP CHAPERONE GUIDELINES

Field Trip Chaperones, as volunteers, may be required to submit to a background check prior to going on any day trip. All overnight chaperones will be required to submit to a background check.

The following are guidelines and expectations for all classroom chaperones wishing to go on school field trips:

1. Because of the responsibility of supervising several children in small groups for the entire duration of the trip, no sibling/other children are allowed.

2. As with any school functions, the use of alcohol and illegal drugs is not allowed at any time throughout the trip. Tobacco use at the discretion of the teacher only.
3. Official chaperones are required to ride the bus with the children unless there is a capacity problem on the bus. Please advise the teacher if you wish to attend the field trip and drive separately, however you will not be listed as a chaperone.
4. Please do not purchase items or provide opportunities that are not offered to all students in the class or pre-approved by the teacher.
5. Please do not use cell phones on the trip unless it is an emergency situation.
6. Timelines are critical. Please be prompt and try to arrive at the meeting spot a few minutes early; buses are often on a very tight timeline.
7. The teacher will provide all chaperones with a detailed outline of the field trip. Please follow the outline even if there is a difference of opinion. Teachers have the ultimate responsibility and depend on your support.
8. Overnight chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperone is sure the students are secure.
9. Chaperones may be responsible to pay their own entrance/admission fees.
10. Chaperones must assume 24-hour day responsibility for students from the time they leave the school until they return.

Additional adult support gives the teacher an opportunity to monitor activities as well as ensure that all possible measures are taken to provide the maximum safety for all students. Chaperones are very important to the success of every field trip. They perform a valuable function and are truly appreciated. If you have any questions regarding any of these guidelines, please contact your child's teacher.

PARENTS' RIGHT-TO-KNOW

Dear Parent:

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Creston Community Consolidated District #161 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have any questions, please feel free to contact your district superintendent, Mr. Curt Rheingans, at 815-384-3920.

****Please note – this notice is mandated by the Federal Government to be sent from each school throughout the United States.**

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled twice a year: once at the end of the first quarter and again after the third quarter. The first conference is required; the second conference is optional at the request of a parent or teacher. Announcements regarding dates and times will be sent home to every family. Please check the yearly and monthly calendars.

Parents may request a conference with a teacher, and a teacher may request a conference with a parent at any time during the school year. By maintaining effective communication between parent and teacher, we will provide the support necessary for school success.

At any time if you feel it necessary to speak with the teacher with any concerns, please contact the teacher for an appointment. This will minimize class disruption.

LEAVING SCHOOL GROUNDS

Upon arrival on the school grounds, students are not permitted to leave the grounds until the final school bell at 3:00 p.m. Those students taking the bus must board the bus immediately after release from their classrooms. Bus students must have a written permission note or phone call to the school office from a parent/guardian if they are not to take the bus home at the end of the day. Students eating lunch at school are not to leave school grounds at any time during the lunch recess.

ATHLETICS

Creston School athletic programs are directed toward the student's growth as an individual: mentally, emotionally, physically, and socially. Athletics should provide:

1. A learning experience;
2. A positive base for character;
3. An understanding of competition, emphasizing sportsmanship and teamwork;
4. An opportunity for all participants to develop and share knowledge and skills appropriate to their level.

Creston School belongs to the Meridian Conference, which consists of the teams from Kings, Steward, Eswood, Cornerstone Christian Academy, and St. Paul of Rochelle.

- Competition is conducted in volleyball for 6th, 7th, and 8th grade students. The volleyball coach is Hannah Larsen.

- Competition is conducted in basketball for 6 through 8 for both boys and girls. All games are governed by the rules and regulations of the Meridian Conference. The boys' coach is Brian Treadwell and the girls' coach is to be determined.
- Cheerleaders are chosen from 6th-8th grade for the boys' basketball team. Try-outs are in the fall of each year. The cheer squad is coached by Melissa Mariotti.
- Creston School also participates in the Meridian Conference Track and Field Events held in the spring of each year. The track coach is to be determined.

The school mascot name is the Creston Colts, and the school colors are purple and white. Students, parents, and friends are welcome to attend games and support the athletes. Admission to home games is set by the conference at \$2.00 for students (K-8) and \$3.00 for high school/adult. Senior citizens are welcome without charge.

ATHLETIC ELIGIBILITY - GRADES 4-8

A student becomes ineligible to participate in the athletic program (volleyball, cheerleading, basketball, and track), if he/she has a "D" or "F" in any subject area. Athletic eligibility is determined weekly. Students should discuss this process with their respective teachers. It is the responsibility of the student to fulfill the eligibility requirement.

REPORT CARDS

Report cards are issued four times during the school term. The first report card will be given to the parents at Parent/Teacher Conferences. Afterwards, the report card is sent home with the students on the Wednesday following the end of the quarter. The final report card is given on the last day of school. Parents may check their student's progress at any time on www.teacherease.com.

HONOR ROLL ELIGIBILITY GUIDELINES

The "B" Honor Roll:

To become eligible for the "B" Honor Roll, a student must maintain a 3.0 average in the academic areas on a scale of 4.0 to 1.0 (when 4 points are assigned to an A, 3 points to a B, 2 points to a C, and 1 point to a D). The academic curricular areas are those subjects taught every day and include Reading, Language Arts, Math, Science, Social Studies, Spelling, and Health (7th and 8th grades only). Students must receive no grade under a C in any subject area (including Art, Music, P.E.).

The "A" Honor Roll:

To become eligible for the "A" Honor Roll, a student must maintain a 3.5 average in the academic areas on a scale of 4.0 to 1.0 (when 4 points are assigned to an A, 3 points to a B, 2 points to a C and 1 point to a D). The academic curricular areas are those subjects taught every day and include Reading, Language Arts, Math, Science, Social Studies,

Spelling, and Health (7th and 8th grades only). Students must receive no grade under a B in any subject area (including Art, Music, P.E.).

PARENT “BACK TO SCHOOL” NIGHT

Parent Night is held at the beginning of each school year. Parents are requested to attend to meet their children’s teachers; learn about curriculum changes and procedures; find out about homework and projects expected in each class; and hear about school rules. Please consult the flyer explaining the agenda for the night.

LUNCH PROGRAM/MILK

Creston School provides an excellent, well-balanced school lunch program. The cost for each lunch (including milk) is \$2.45 for grades K-8. Milk is available for students with home lunches for \$.35 cents per day. Lunches are encouraged to be paid for on a weekly basis; however, students may pay for lunch per day in the school office before class in the morning. Menus are sent home each month. There are no carbonated beverages allowed in the school cafeteria. Please do not send them to school in cold lunches. Students are allowed 10 charges, if they exceed 10 charges, they will not be able to have hot lunch until all past charges are paid. Lunch charges will not be allowed one week prior to the last day of lunch served. Lunch balances may be checked on Teacherease at www.teacherease.com.

FREE AND REDUCED PRICE SCHOOL LUNCHES

Free or reduced price lunches are provided to all public school children whose family incomes are at or below income levels set by the federal government. Children whose parents or guardians may become unemployed are eligible for the free or reduced price lunch meals, provided the loss of income during the period of unemployment falls within eligibility guidelines. Applications for free and reduced price lunch programs are available in the school office. Information submitted is confidential and will be used only to determine eligibility for lunch program. If your child brings their own lunch from home, they are required to pay \$.35 cents for their milk.

LUNCHROOM RULES

1. Good manners are in order in the eating area: Students should talk quietly, move about carefully, no running, and keep hands and feet to themselves. No pushing in line will be tolerated.
2. All food is eaten on and with the utensils provided. The student’s place and table must be left clean.
3. Students are required to return all dishes to the proper place, cleaning trays in the appropriate garbage container.
4. No sharing of food is permitted.

5. No carbonated beverages are permitted in the cafeteria during school hours.
6. No glass containers are permitted in the lunchroom.
7. Students may not leave the cafeteria for any reason without a lunchroom supervisor's permission.
8. Throwing food or playing with food in the cafeteria is prohibited.
9. No upstairs students will be permitted to return to their lockers or classrooms upon reaching the lunchroom. They will need to bring everything with them for outside recess.
10. During inclement weather, all students will return to their classrooms during lunch recess.
11. No toys or games are to be brought into the cafeteria during lunch hours.
12. When the lights are turned off, the students are to become quiet immediately.

STUDENT WELFARE

ADMINISTERING MEDICATION TO STUDENTS

Parents have the primary responsibility for the administration of medication to their children. The Creston School Board recognizes that when parents cannot or will not administer such medication to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems. The Creston School Board further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school-sponsored activities.

NON-EMERGENCY ADMINISTRATION OF STUDENT MEDICATION

1. Parents/guardians are responsible for sending a note requesting administration of medication to their child by school personnel.
2. School medication *Permission Forms* are available in the school office. Parents may also use the student medication form contained in this handbook. A written note needs to contain the following information:
 - Date
 - Name of student
 - Medication name
 - Medication dosage, time of day to be given and number of days to be given
 - Name of doctor and phone number
 - Parent signature
3. Medication sent to the school by parents for administration to the student shall be enclosed in a container which shall be clearly marked with prescription label.
4. Over-the-counter medication shall be housed in a container with manufacturer's original label indicating the ingredients and the student's name.
5. All student medication shall be left with the designated school personnel during the school day.
6. Each requested instance of student medication shall be documented on a school district form/log prepared for that purpose. Such documentation shall include the date, time, dosage, and signature of the person administering the medication. The form shall be filed with the health reports.

School Medication Authorization Form

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

*To be completed by the student's physician, physician assistant, or advanced practice RN
(Note: for asthma inhalers only, use the **Asthma Inhalers** section below):*

Physician's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's signature

Date

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector (105 ILCS 5/22-30).

Please initial to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian _____

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors to my child when there is a good faith belief that my child is having an anaphylactic reaction whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 98-795). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian printed name

Address (if different from Student's above): _____

Phone: _____

Emergency Phone: _____

Parent/Guardian signature

Date

PHYSICAL EDUCATION

All Creston School students are expected to participate in the Physical Education Curriculum and Program. All students are required to have a separate pair of gym shoes for use on the gym floor. The shoes are to have soles that do not mark on the gym floor (no black soles).

****No black shoes are allowed on the gymnasium floor ****

CIRCULATION POLICY – LIBRARY MEDIA SERVICES

1. Books may be checked out for one week for students in kindergarten through fourth grade, and two weeks for students in fifth through eighth grade.
2. Books may be renewed.
3. Students are limited to two Accelerated Reader titles at one time, but they may check out up to three books total.
4. Overdue book lists are distributed to all classrooms on a weekly basis. Students with overdue books may have their library privileges suspended, pending the prompt return of the book(s) or payment of the replacement cost of the book.
5. Library books are considered school property, and the loss or damage to them will result in replacement by the offender, either by the purchase of a NEW book, or by paying the replacement cost of the book.
6. If restitution is not made within 30 days of the original notice to the parents, the Superintendent or designee may take further collection action.

GUN-FREE SCHOOLS ACT

Pursuant to the federal Gun-Free Schools Act, it is the policy of the Board of Education to expel from school for one year any student who brings a weapon to school. Weapons are considered to be firearms as defined in the Regulations implementing this policy.

The Superintendent may recommend to the Board of Education modification of this expulsion requirement on a case-by-case basis, and students eligible for special education and related services shall be considered for expulsion pursuant to the procedures adopted by the Board of Education as recommended by the advisory committee.

FIRE AND TORNADO DRILLS/PROCEDURES

The Illinois School Code requires that schools hold at least three fire drills with full participation each school year. Teachers explain the proper procedures for each classroom, and directives are posted by each classroom door.

Tornado procedures are established and practiced in the school building. If there is a tornado watch in effect, the school will dismiss at the regular time. In the event of a tornado warning, children will complete the regular tornado drill procedure and remain in school (in their tornado drill positions) until an all-clear has been reported. If any parent wishes to pick up his/her child during a tornado warning, they may do so, but we ask that the teacher/office be informed. We need to know where all the children are at all times.

PEST MANAGEMENT

Dear Parents, Guardians, and Staff Members:

Creston Community Consolidated School District #161 practices Integrated Pest Management (IMP), an approach to pest control that reduces pest populations while minimizing pesticide applications. Omega Pest Control Inc. is scheduled to be in the building on the second Saturday of every month to monitor the progress of the IPM program.

Omega Pest Control Inc. may use Demain CS, which is a pesticide, only in the necessary areas. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. If you have any questions or comments, please contact the District Office.

Thank you,

Curt Rheingans

SOCIAL MEDIA

School officials will not request or require a student to provide a social media password or other related account information as part of an investigation. School officials may require a student to cooperate in an investigation concerning activity on the student’s social media account that violates a school rule or policy. School officials may use student social media activity as part of a disciplinary investigation and may require students to share the content of social media pages and the like.

STUDENT DISCIPLINE CODE

ATTENDANCE AND TRUANCY

The habit of regular and punctual attendance is strongly related to the academic success of every student. We ask that the parent/guardian help their student acquire this habit.

Students leaving school during school hours must be picked up in the principal’s office by the parent/guardian or his/her designated responsible adult. A sign-in and sign-out sheet is located in the school’s office. Students that arrive late or leave during school hours must be signed-in or out of the building. First and last name of the student and the adult transporting them must appear on the form. All other student dismissals from school must be approved by administration.

DEFINITIONS

Absence: Any day or period of non-attendance. **It is the parent’s/guardian’s responsibility to notify the school of absences on the day of the absence.** School personnel will determine the status (excused/unexcused) of the absence. Reasons for excused absences as included in the Illinois School Code are: illness, religious observances, death in the family, family

emergency, other circumstance beyond the control of the student as determined by Board policy, or such other concern which cause the parents reasonable concern for the safety or health of the student: any of which must be approved by school personnel. The student is entitled to full make-up privileges for excused absences. The student must meet make-up deadlines established by the teacher.

Extended Illness:

Any student who is absent for five consecutive days for medical reasons must present a medical statement form a licensed physician. If the student will be absent for more than five days, the statement should indicate how long the absence due to illness is expected to last.

Excessive Absences and Medical Documents:

Excessive absence is defined as more than 5% or more of the previous 180 regular attendance days (9 days per semester). The school administration may require excessively absent students to provide medical documentation indicating the nature of the illness and specific dates to be excused.

COMPULSORY SCHOOL ATTENDANCE

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school:

1. any child attending a private school (including a home school) or parochial school,
2. any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
3. any child lawfully and necessarily employed,
4. any child over 12 and under 14 years of age while in confirmation classes,
5. any child absent because his or her religion forbids secular activity on a particular day, and
6. any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

ABSENTEEISM POLICY

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *TAPS* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance
4. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
7. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board Policy 6:110.
8. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
9. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board Policy 7:340, Student Records, as well as State and federal law concerning school student records.
10. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
11. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

COMPULSORY ATTENDANCE
7 and 10 Day Attendance Letter

Date: _____

Dear Parent or Guardian:

Your child _____ has missed _____ school days and/or has been tardy _____ times.

Creston School recognizes the following absences as being excused:

- Illness (doctor's excuse may be required if excessive)
- Recognized religious observances
- Appointments that cannot be scheduled outside the school day (if excessive, proof may be required)
- Family emergencies
- School-sponsored or approved activities
- Absences approved by the building administrator

We are required to contact home once absences reach a certain number. This letter is to bring to your attention that your child has missed the number of days stated. If your child has been legitimately absent, we apologize in advance and hope you will regard this letter as information only.

If indeed your child has missed school for reasons other than the ones listed above, please consider that good attendance is vital to a successful education.

Thank you in advance for your cooperation in this very important matter. If you have any questions please call your child's school.

Sincerely,

Building Principal

____ 1st Notice

____ 2nd Notice

COMPULSORY ATTENDANCE
15 Day Attendance Letter

Date: _____

Dear Parent or Guardian:

You are receiving this letter because your child

_____ has missed 15 or more days and/or has an excessive amount of tardies.

Due to this attendance issue, the following actions must be taken:

1. A conference, at your child's school, between school representatives and yourself to discuss the reason for the absences.
2. You are asked to provide documentation of absences.
 - a. Absence due to illness can be excused from a note provided by your doctor or bringing your child to the school for the nurse to excuse.
 - b. For any other absences the building administrator must excuse the absence prior being gone.

Creston School considers good attendance to be necessary for students to gain maximum benefit from the educational opportunities it offers. Students who frequently miss school experiences have great difficulty developing skills, which will prepare them for later in life. Many students in these circumstances are not able to achieve the greatest success in their academic programs and some eventually drop out of school. Illinois law and the Creston Consolidated Community School District #161's policy requires that parents and/or custodians cause their children to attend school every day, all day. If you have questions regarding this letter, please contact your child's school.

Sincerely,

Building Principal

BEHAVIOR INFRACTIONS/ POSSIBLE CONSEQUENCES

The purpose of the table is to provide guidance to school staff and administrators, and it will not restrict use of discretion to account for unique circumstances or special needs students when handling misconduct issues.

Category	Examples of Infractions	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
A	Dress Code Violation Hall Pass Violation Nuisance Item Violation Public Display of Affection Minor Scuffling Other Similar Offenses	Verbal Warning and Rectification	Disciplinary Action and Parental Notification	Disciplinary Action and Parental Conference	IN SCHOOL SUSPENSION 1 Day	Meeting of necessary parties to discuss consequences
B	Disruptive Behavior Inappropriate Language/Behavior Defiance/Disrespect to School Personnel Unsafe Behavior Cheating / Forgery / Minor Theft / Plagiarism Communication a Threat to Students/Staff Other Similar Offenses	Disciplinary Action and Parental Notification	Disciplinary Action and Parental Conference	IN SCHOOL SUSPENSION 1 Day	SUSPENSION 1 Day	Meeting of necessary parties to discuss consequences
C	Fighting (any kind) Abusive Behavior to Peers / Bullying (written, verbal, emotional or physical) Tobacco Use Alcohol Possession / Use Minor Vandalism Insubordination Sexually Offensive Behavior / Harassment Other Similar Offenses	IN SCHOOL SUSPENSION 1-3 Days	SUSPENSION 1-3 Days	SUSPENSION 3-5 Days	SUSPENSION 5-10 Days	Meeting of necessary parties to discuss consequences
D	Dangerous Behavior / Assault - toward self or others Gross Disrespect to School Personnel - profanity Illegal Substance Possession / Use / Distribution Major Theft (\$250+) Arson, Bomb Threats, Extortion Major Vandalism	Suspension / Possible Expulsion Pending Disciplinary Hearing / Notification of Local Law Enforcement				

	False Fire / Bomb Alarms Weapon Possession / Use (includes look-alike weapons & use of any object as a weapon)	
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The enforcement of this Discipline Code is in such a manner consistent with the applicable accommodations and laws as outlined in the Illinois School Code, as well as other pertinent State and Federal laws.

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.

DELEGATION OF AUTHORITY

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

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

OFFENDER NOTIFICATION

To: Parents/Guardians

Re: **Offender Community Notification Laws**

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

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

INDEX

A

ABSENCE, 17, 18, 28-31
ADMINISTERING MEDICATION TO STUDENTS, 24
ADMINISTRATION OF MEDICATION, NON-EMERGENCY, 24
ADMINISTRATION OF MEDICATION, AUTHORIZATION FORM, 25
ASSAULT, 33, 34
ATHLETICS, 21
ATHLETIC ELIGIBILITY GRADES 22
ATTENDANCE GUIDELINES, ILLINOIS STATE BOARD OF EDUCATION, 17
ATTENDANCE POLICY, DISCIPLINE CODE, 28-31

B

BATTERY, 16
BEHAVIOR INFRACTIONS, DISCIPLINE CODE, 33-34
BEHAVIOR, LUNCHROOM RULES, 23
B-HONOR ROLL, HONOR ROLL ELIGIBILITY GUIDELINES, 22
BUS, SCHOOL BUS CONDUCT AND RULES, 10
BUS TRANSPORTATION OF STUDENTS, 9
BULLYING, DISCIPLINE CODE, 11-14

C

CHAPERONES/FIELD TRIPS, 19
CHEATING, DISCIPLINE CODE, 33
CIRCULATION POLICY, LIBRARY MEDIA SERVICES, 27
CLASS START TIMES, STARTING/ENDING TIMES, DAILY SCHEDULE, 9
CONSEQUENCES, DISCIPLINE CODE POSSIBLE CONSEQUENCES, 33-35
CONTROLLED SUBSTANCES, POSSESSION, DISTRIBUTION, 33-34
CORPORAL PUNISHMENT, 10
CRESTON SCHOOL WELCOME INFORMATION, 3

D

DAILY SCHEDULE, 9
DCFS, 6
DETENTION, DISCIPLINE CODE, 33-34
DISCIPLINE CODE, 28-34
DISMISSAL, EARLY, 9
DISRUPTIVE CLASSROOM BEHAVIOR, 10, 33-34
DISTRIBUTION OF DRUGS, POSSESSION OF CONTROLLED SUBSTANCES, 33-34
DISTRIBUTION OF PRINTED MATERIAL, 17
DISTRICT FACILITIES, USE OF, 9
DRESS CODE (STUDENT DRESS & APPEARANCE), 10
DRUGS (CONTROLLED SUBSTANCES), 33-34

E

EARLY DISMISSAL, 9
EDUCATIONAL RECORDS, 8
EMERGENCY SCHOOL CLOSING, 9
EXAMINATIONS/PHYSICALS, 8
EXCESSIVE ABSENCES, 17,18, 28-31
EXPULSION, 27, 34
EXTENDED ILLNESS, 29

F

FIRE ALARM/TAMPERING, 33-34
FEES, 7
FIELD TRIPS, CHAPERONE GUIDELINES, 19
FIELD TRIPS, STUDENT, 19
FIGHTING, 33-34
FIREWORKS, INCENDIARY OBJECTS, 33-34
FREE AND REDUCED PRICE LUNCHESES, 23
FIRE DRILL, 27
FIRE EXTINGUISHERS/TAMPERING, 33-34
FORGERY, 33-34

G

GAMBLING, 33-34
GANG ACTIVITY, 33-34
GRADE PROMOTION, 7
GRADES, ATHLETIC ELIGIBILITY, 22
GRAFFITI, 33-34
GROSS MISCONDUCT, 33-34
GUIDELINES, ATTENDANCE, 17
GUIDELINES, FIELD TRIP CHAPERONES, 15
GUIDELINES, HONOR ROLL, 19
GUN-FREE SCHOOLS ACT, 27

H

HARASSMENT, 11-15
HARASSMENT, SEXUAL, 16
HARMFUL TEASING, BULLYING, 11-15
HAZING, 33-34
HEALTH RECORDS, 18
HEALTH SERVICES, SCHOOL, 18
HONOR ROLL ELIGIBILITY GUIDELINES, 22

I

ILLINOIS STATE BOARD OF EDUCATION ATTENDANCE GUIDELINES, 17
ILLNESS, EXTENDED, 29

IMMUNIZATIONS, 8
INCENDIARY OBJECTS, 33-34
INFORMATION FOR PARENTS, 4-6
INSPECTION, LOCKER, 19
INSUBORDINATION, 33-34
INTERFERENCE WITH SCHOOL PERSONNEL, 33-34
IN-SCHOOL SUSPENSION, 33-34
INVESTIGATION, SEXUAL HARASSMENT, 16
INVESTIGATION, OBSTRUCTING, 33-34

L

LANGUAGE, OBSCENE/ABUSIVE, 33-34
LEAVING SCHOOL GROUNDS, 21
LOCKER INSPECTION, 19
LUNCH PRICES, 7, 23
LUNCH PROGRAM, 7, 23
LUNCHROOM RULES, 23

M

MANAGEMENT, PESTS, 28
MEDICATION, ADMINISTERING TO STUDENTS, 24
MEDICATION, AUTHORIZATION FOR ADMINISTRATION TO STUDENTS, 24
MEDICATION, NON-EMERGENCY ADMINISTRATION TO STUDENTS, 14
MESSAGE FROM DCFS, 6
MESSAGES, TELEPHONE, 18
MILK, 7
MISCONDUCT, GROSS, 33-34
MISSION STATEMENT, 4

N

NON-DISCRIMINATION COORDINATORS, 16
NON-EMERGENCY ADMINISTRATION OF STUDENT MEDICATION, 24
NON-RESIDENTIAL TUITION, 8

O

OBJECTS, INCENDIARY, 33-34
OBSCENE/ABUSIVE LANGUAGE, 33-34
OBSCENE BEHAVIOR, 33-34
OBSTRUCTING SCHOOL INVESTIGATION, 33-34
OUT-OF-SCHOOL SUSPENSION, 33-34

P

PARENT "BACK-TO-SCHOOL" NIGHT, 22
PARENT/TEACHER CONFERENCES, 21
PARENTS' RIGHT-TO-KNOW, 20

PERSONNEL, INTERFERENCE WITH, 33-34
PEST MANAGEMENT LETTER, 28
PHYSICAL EDUCATION, 27
PLAGIARISM, 33-34
POSSESSION, CONTROLLED SUBSTANCES, 33-34
POSSESSION, SMOKING MATERIALS, 33-34
POSSESSION, UNAUTHORIZED/SCHOOL FORMS, 33-34
POSSIBLE CONSEQUENCES, DISCIPLINE CODE, 33-34
PROCEDURES/EARLY DISMISSAL, 9
PROCEDURES/EMERGENCY WEATHER CLOSURES, 9
PROCEDURES/FIRE, 27
PROCEDURES/TORNADO, 27
PROCEDURES/REGISTRATION, 7
PROPERTY DAMAGE, 33-34
PUBLICATION/DISTRIBUTION OF MATERIALS, 12

R

REASONABLE FORCE, 10
RECKLESS ENDANGERMENT, 33-34
REGISTRATION PROCEDURES/FEEES, 7
REPORT CARDS, 22
RETURN WITH PARENT, POSSIBLE CONSEQUENCE, 33-34
RIGHT-TO-KNOW, PARENTS', 20

S

SCHOOL BUS CONDUCT, 10
SCHOOL CONTACT INFORMATION, 3
SCHOOL DAY/DAILY SCHEDULE, 9
SCHOOL HEALTH SERVICES, 18
SCHOOL LUNCH, 23
SCHOOL VISITORS, 18
SECURITY AT SCHOOL, 19
SMOKING, 33-34
SPECIAL MESSAGE FROM DCFS, 6
STARTING AND ENDING TIMES, 9
STUDENT DISCIPLINE CODE, 28-34
STUDENT DRESS AND APPEARANCE, 10
STUDENT EDUCATIONAL RECORDS, 8
STUDENT WELFARE/ADMINISTRATION OF MEDICATION, 24-26
SUSPENSION/IN-SCHOOL/OUT-OF-SCHOOL, 33-34

T

TAMPERING/FIRE ALARMS AND EXTINGUISHERS, 33-34
TELEPHONE MESSAGES, 18
THEFT, 33-34

TIMES/DAILY SCHEDULE, 9
TRANSPORTATION/BUS, 9
TRIPS, FIELD TRIPS, 19

U

UNAUTHORIZED AREA, 33-34

V

VANDALISM, 33-34
VERBAL ABUSE, 33-34
VISITORS TO SCHOOL, 18

W

WEAPONS, 27, 33-34

Consent Form & Acknowledgement of Handbook Receipt

I have received and read a copy of the Creston Community Consolidated School District #161 Student Handbook. I understand that the handbook contains information that my child and I may need during the school year.

We agree to comply with all of the policies and procedures as they are outlined in this document and will address questions to the appropriate recipient. I also understand that all students will be held accountable for their behavior and may be subject to the disciplinary consequences outlined in this planner.

Child's Name: _____ (Please print legibly) Grade: _____

Parent/Guardian Name: _____

Signature: _____