

Steger School District 194



Columbia Central School Student/Parent Handbook

2018-2019

This Student Planner Belongs to:

Name: _____

School: _____

Grade: _____

Teacher: _____

This handbook can be found online at www.sd194.org.
Access PowerSchool Parent Portal at <http://grades.sd194.org/public/>

Engaging Every Student...Every Day...in Quality Learning Opportunities.
District 194 Mission

Schools

Columbia Central School

Principal: Michael Smith
Associate Principal: Bruce Nieminski
Assistant Principal: Thomas Aguirre
94 West Richton Road
Steger, IL 60475
708-755-0021

Steger Intermediate Center

Principal: Janet Inglese
Associate Principal: Jeff Nelson
3411 Hopkins Avenue
Steger, IL 60475
708-753-4200

Steger Primary Center

Principal: Stephanie Winborn
3341 Miller Avenue
South Chicago Heights, IL 60411
708-753-4100

Administration Center

3753 Park Avenue, Steger, IL 60475
708-753-4300

Superintendent: Dr. Patricia Hahto, Ext. 4307
Director of Curriculum & Instruction: Paul Preuss, Ext. 4309
Business Manager/CSBO: Eric Diehl, Ext. 4308
Director of Special Education: Kimberly Mahoney, Ext 4310

Board of Education

President: Michele Helsel 708-754-6951

Vice-President: John Geraci 708-755-9541

Secretary: Debra Page 708-754-1115

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Jill Martin Raymond 708-754-4041

Preface

All of the policies and procedures included in this handbook have been made to promote a safe learning environment for all Steger School District 194 elementary students. Any questions or concerns relating to the contents of this handbook should be addressed to the building principal. The school board recognizes the need for administrators to implement additional procedures and rules as needed.

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Columbia Central's Mission

The mission of Columbia Central School is to provide 5th, 6th, 7th and 8th grade Steger School District 194 students with the academic, social, and technological experiences necessary for them to be successful as high school students and as healthy, responsible, inquisitive and productive members of their communities

Introductory Statement

This handbook cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not specifically addressed or contemplated in the handbook, there may be a need to revise, supplement, or rescind policies described in the handbook. Steger School District 194 therefore reserves the right to revise, supplement, or rescind policies or portions of the handbook, as it deems appropriate, in its sole and absolute discretion. We will of course, make every effort to notify you of such changes as they occur.

The handbook is not a contract. Rather, it is intended to describe Steger School District 194's present policies and procedures, and general guidelines. Federal, State or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state or local laws or regulations.
- If any omissions or inclusion cause conflict with federal, state or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state or local laws or regulations.

Some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since the handbook only briefly summarizes Steger School District 194's policies, procedures and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of Steger School District 194, subject to federal, state, and local laws.

What Every Student & Parent Should Know About Columbia Central School

Understand School Communication

Teacher ⇒ Assistant Principal/Principal ⇒ Superintendent ⇒ Board of Education

Ten Keys to Success

1. You can ask any adult at Columbia Central for help.
2. Do not be afraid to ask for help.
3. Wash your gym clothes regularly.
4. Relax. You do not have to take a shower after gym class.
5. Columbia Central is an air-conditioned building, so dress accordingly.
6. Memorize your ID number and always wear your ID and Lanyard.
7. The first day can be the toughest – it will get easier from then on.
8. Show your school spirit! Get involved in activities, clubs and sports.
9. If something is bothering you, talk to an adult.
10. Have fun! Make every year at Columbia Central the best it can be!

Hallway/Passing-Period Information

- Be careful on the stairs – do not fall.
- Always keep to the right in the halls and on the stairs – just like if you were driving on a street.
- It will take a little time for you to get comfortable knowing where everything is – be patient.
- Listen to your teachers for directions.
- Keep your voices down in the hallways and at lunch.
- All of the doors in the hallway are open! Do not make traffic jams waiting for one door.
- Learn your schedule and know where your classes are. Go directly to them!
- Do not run in the hallways – you have plenty of time to get to your next class.

School Rules

- Do not be afraid of the Principals or Assistant Principals – they are a good source of information.
- Read the Student Handbook with your parents – return the signed form after you do.
- Follow the school dress code – dress appropriately at all times.
- Cell phones are allowed by they must be off and stored in your locker. They cannot be used while you are in the building.
- If you use your phone in school, it will be taken, and you may lose your cell phone privileges. Apple/watch phones cannot be used as a phone during the day. These devices may not be used or activated during school hours or on school buses without an administrator’s authorization.
- Do not swear – teachers and administrators are everywhere and expect you to be responsible students.
- Do not carry a lot money or valuables in school. Things can be and get stolen. (Camera, Gaming Devices, iPods, etc. are not allowed in school anyway)
- Columbia does not allow public displays of affections (PDA). Even holding hands/kissing may result in a referral.
- Chewing gum may result in a referral.
- Wear your ID. Do not keep it in your pocket. If you are asked to hand over your ID – be polite and it give it up. Arguing with a teacher or administrator is NOT A GOOD IDEA!
- Be Respectful of other, Accountable for you choices and Peaceful every day.

Locker Information

- Memorize your combination and locker location. Use your locker during designated times. Students in 5th – 8th keep their lock for 3 years.
- Know what books you need when you are allowed to go to your locker.
- Do not share your locker or your combination with anyone.
- Always lock your lockers. If you do not, things may be stolen.
- Do not sit on the floor by your locker.
- Write your combinations in you planner and then keep your planner with you at all times. Also, you may forget your combination over a long holiday break, so have it written down.
- Ask your teacher for help with your locker and combination if you need it.

Homework and Grades

- There is a good chance you might get homework every day.
- Keep up with your work! It is so much easier than trying to catch up!
- Help your parent keep track of your grades online in Power School.
- Studying is not the same as homework. Do your homework and then study what you are taught each day. Ask questions when you do not understand something. You are not alone; there is no such thing as a stupid question.
- Always read what is assigned, and read more for fun, too.
- Write everything down in your student planner.

Schedules

- Know your class schedule.
- Be on time for school every day.
- Know what you are supposed to do when you arrive at Columbia Central in the morning.
- Know where to go and when to be there. Know which hallways and stairs are to be used.
- Know who your homeroom teacher is.
- Know what to do when it is time to go home.
- Know the procedures for emergency drills. Know where the exits are located.
- Know your bus number and how to get home. Always wear your ID and lanyard.
- Keep your planner close to you and use it. It will make your time here easier.
- Get to know your teacher; they really do like you, and it will make your school year fun!
- Know where the Media Center is and make use of it when you are there.

Activities/Sports

- Get involved – join activities, sports and clubs.
- Make the most of what Columbia Central has to offer.
- Get involved in as many activities as you want, even if your friends are not interested – you will make new friends who like the same things that you do!
- If you have questions about the activities – ask the Principal.
- If you have questions about sports – ask a Coach.

Friends & Socializing

- Be yourself – People will like the real you better.
- Try not to be shy. Each year is a new beginning.
- Every student at Columbia Central is equal; do not act like you are better than anyone else.
- Bullying is not allowed and is not tolerated. Tell an adult when you see bullying or when you are bullied.
- Remember: Don't get hot, don't be cold, be cool!
- Do not judge other people – you never know who your next best friend might be.
- Be friendly to everyone – include do not exclude.

Participation in Special Events

Special celebrations and other events are scheduled to recognize the efforts of those students who meet participation criteria. Students who do not qualify according to the criteria as presented by teachers or administration will not be allowed to attend. All students will be made aware of the scheduled celebration(s) and the criteria for participation.

Academic Excellence

All students are expected to work to the best of their ability, turn in all homework assignments, participate in classroom lessons, and complete all classroom activities. At Columbia Central, failure is not an option. Attendance at summer school may be a requirement for promotion to High School for eighth graders. Participation in the graduation ceremony for eighth graders may be withheld if summer school is required for promotion. Students will receive grading period notification of their academic status as it relates to promotion via report cards. Assistance will be provided to all students who are identified as “at-risk” of not being promoted. Your teachers can always help you with your studies... do not be afraid to ask for help!

PBIS

Positive Behavior Interventions and Support (PBIS) is a district-wide initiative promoting positive reinforcement throughout the schools. This program is designed to create behavioral supports and a positive climate. Nationally, schools have demonstrated improved learning environments as a result of explicit expectations. Similar results are anticipated in Steger School District 194 schools. The following general components of the system are uniform throughout Steger School District 194, but the specifics will vary by building.

- Positively stated school-wide behavior goals and expectations are used by every adult that comes in contact with students including administrators, teachers, aides, and support staff.
- Behavior goals are clearly defined and all expectations are related to these goals.
- Expectations are created for each goal and for every location where students will be present. Locations may include, but are not limited to classrooms, hallways, cafeteria, and/or entrances/exits the building.
- Students who show positive behavior in targeted expectations will receive recognition for their behavior. The form of recognition is at the discretion of each building.
- Data is collected and analyzed to identify trends in misbehavior and to evaluate the program and make changes as needed.
- PBIS is based on a three-tiered system of support to address the behavioral needs of all students. Students who continue to have difficulty with their behavior may qualify for a higher level of support.

Columbia Central PBIS Behavior Matrix

| Expectations | | | | | | | |
|----------------|---|--|---|--|--------------------------------------|--|---|
| | Hallways | Cafeteria | Bus | Assemblies | Restrooms | Locker Rooms | Arrival/Dismissal |
| Be Respectful | 1. Stay to the right. 2. Keep moving to avoid traffic jams 3. Keep the hallway clean | 1. Practice good table manners 2. Remain quiet during announcements | 1. Respect self and others 2. Listen to bus driver 3. Respect property 4. Use kind words | 1. Give the speaker full attention 2. Inside voices 3. Applaud appropriately | 1. Respect property | 1. Respect property 2. Use kind words | 1. Walk 2. Listen to and follow directions 3. Keep hands and feet to self |
| Be Accountable | 1. Get where you need to be on time 2. Maintain a clean locker 3. Properly display ID | 1. Remain in your seat 2. Clean up after yourself | 1. Sit in assigned seat 2. Back to back, seat to seat | 1. Sit appropriately 2. Hands, feet and objects to self 3. Listen & watch | 1. Be quick, quiet and clean | 1. Be quick, quiet and clean 2. Stay in assigned area 3. Lock up your belongings | 1. Be on time 2. Go directly to assigned area 3. Wait until dismissed 4. Use assigned door |
| Be Peaceful | 1. Use an indoor voice 2. Use appropriate greetings | 1. Inside voices | 1. Hands, feet and objects to self 2. Quiet voices | 1. Sit in assigned area 2. Stay with your group 3. Follow directions | 1. Use bathroom for intended purpose | 1. Use indoor voices | 1. Listen for directions 2. Quiet voices |

Arrival/Dismissal

Bicycle & Skateboard/Scooter Regulations

In general, distances traveled between home and school are reasonably short, and students can walk to and from school within the time allotted. The riding of bicycles and skateboards create certain traffic hazards and involves special administrative problems of parking and supervision.

Bicycles

All traffic regulations that apply to automobiles must be observed. This includes keeping to the right hand lane in the flow of traffic and observing all traffic signals and signs.

- Only one student may ride on a bicycle at a time.
- Students should ride single file only.
- Walk the bicycle on school property.
- Parent must provide a lock for the bicycle.
- Helmets should be worn.

Skateboards/Scooters

Steger School District 194 does not allow students to ride skateboards or scooters to school or use them on school property.

- If a student brings a skateboard to school, it will be confiscated and held for pick up by parents.
- Steger School District 194 does not assume responsibility for lost, damaged or stolen bicycles/skateboards or equipment, including helmets and other safety equipment.

Dismissal – Parent Rules for Picking up Students After School

The school day ends at 2:30 P.M. If a student is not picked up by 2:45 P.M., the school will attempt to call the parent/guardian to come to pick up the student. If the student is not picked up by 3:00 P.M., the police may be called to pick up the student and the parents may need to pick the student up at the police station. Please follow all traffic laws and 5 mph speed limits when driving in the school parking lot. While on Columbia property, parents shall not drive through marked parking spaces. **It is illegal to talk on your cell phone in a school parking lot.**

Procedures for Leaving School during Class Hours

Once a student arrives at school, he/she may not leave unless these procedures are followed. In the event of a serious injury or illness, the school may call 911 for emergency services and will try to contact a parent.

When a student leaves school for other reasons, for example, a doctor's appointment or dentist's appointment, the parent must come to the school office and sign out the student. No student will be allowed to go home with any adult other than a parent/guardian or person designated by the parent. Parent must provide valid identification.

In the event of an emergency, please call the school office. The office will then inform the teacher(s) involved and the student will be dismissed to wait in the office.

Students Detained After School

It is sometimes necessary to keep a student after school for individual help, for make-up work, or for disciplinary reasons. If a student is kept after school for disciplinary reasons, the parents will be given 24 hours' notice in advance of the detention, so the parents can make necessary arrangements. A student can be detained after school without the 24 hours' notice, if the parents so agree. Otherwise, the detention will be served the following day. A student will seldom be detained after 3:30 P.M. The afterschool activity bus is available to provide transportation for detained students at 3:45 P.M.

If you have not been notified that your student is being detained after school, and the student does not arrive home on time, contact the school office immediately as the school office closes at 3:15 P.M.

Students Staying After School

Students sometimes volunteer to stay after school to help a teacher. The student's parents should be contacted in advance to obtain their permission for the student to remain after school for this reason. If you object to your student staying after school, please do not hesitate to state your objection when you are contacted.

If you have not given permission for your student to stay after school, and the student does not arrive home on time, please contact the school office immediately but prior to 3:15 P.M. when the school office closes.

If your student is participating in a school activity after school hours, he/she must be picked up within 15 minutes of the end of the activity or risk losing the privilege of participating in future activities. If a student has not been picked up within 15 minutes of the end of the activity, the school will provide the student with an opportunity to call the parents. If the parents cannot be reached, the police may be called to pick up the student and the parents will need to pick the student up at the police station.

In regard to before and after school activities, supervision is provided for only the participants. Siblings and friends of participants may not remain in the building or on school property.

Attendance at Extra-Curricular Events

Attendance as a spectator at all athletic contests or extra-curricular events that occur outside the normal school day is a privilege and extended only to eligible Columbia Central students, their parents, and their families. All student spectators under the age of 18 must be accompanied by their parent/guardian for weekend and evening events, and sports. Columbia students are required to show the school ID to attend home sporting events.

Attendance Procedures

School Day Hours

Columbia Central utilizes a nine period day.

The first period begins at 8:00 A.M. Student Homerooms begin at 7:50 A.M.

Attendance Guidelines and Criteria

Your student's attendance, as noted on the Report Card, is determined by the following standards. These are aligned to state guidelines regarding instructional participation and enable us to be consistent with other Illinois school districts.

Grades 5-8

Arrival 7:50 A.M. – 8:33 A.M. = tardy

Arrival after 8:33 A.M. = half day absent

Arrival after 11:05 A.M. = full day absent

Departure before 10:45 A.M. = full day absent

Departure between 10:45 A.M. and 1:58 P.M. = half day absent

Departure after 1:58 P.M. but before 2:30 P.M. = early sign out

Time is determined by the clock in the school office.

Recognition for perfect attendance is awarded only to those students who are present in class from 7:50 A.M. through 2:30 P.M. every day of the grading period.

Absence information

A written excuse, signed by a parent or legal guardian, is necessary when a child returns to school after each unexcused absence.

- In the event of an absence of three or more days due to illness, a physician's note verifying illness may be required.
- In the event of absence due to a contagious disease, a physician's permission to return to school is required.

If a student has five or more absences without valid cause in the past 180 attendance days, the school will work with the family of the student to provide support to help improve school attendance. Supportive services and/or interventions may be provided as deemed appropriate by the District in an effort to improve attendance. Students who are absent without valid cause for 9 or more of the past 180 attendance days shall be considered a chronic or habitual truant and may be subject to additional legal procedures and/or penalties.

Academics

Field Trips

Students may attend field trips only if a permission slip has been signed for approval by the parent or legal guardian prior to the day of the field trip. Students may be prevented from attending field trips for disciplinary reasons. Field Trip fees are not refundable in this case. While on a field trip, all school rules and policies apply.

Graduation Ceremony

The eighth grade commencement ceremony is an earned honor based upon the successful completion of eighth grade. Students that do not successfully meet the criteria may not be allowed to participate in the commencement ceremony, which includes walking across the stage to receive his/her diploma. In lieu of retention, students who are not promoted may be required to attend summer school. Upon successful completion of summer school, the student will receive his/her diploma and be promoted to the next grade level.

Homebound Services

Home and/or hospital programs will be offered, at the expense of Steger School District 194, to any student with a health or physical impairment, which, in the opinion of a licensed medical examiner, will cause an absence from school for more than two consecutive weeks. All program services will comply with the rules and regulations of the Illinois State Board of Education. Homebound services are considered individually for special education students as provided by State and Federal regulations.

Homework Policy

Role and Advantages of Homework

The purpose of homework is to reinforce classroom learning and/or extend the day's lesson.

The advantages of completing homework include:

- Promotes a greater understanding of subject matter
- Shows how much has been learned
- Provides background information
- Gives the students an opportunity to showcase their talents
- Builds skills in time management and assumption of responsibility for their own learning

Responsibilities for Homework

Students

- Students will complete and turn in all assigned homework on time and to the best of their ability.
- Students will ask for clarification about homework when something is not understood.
- Students in grades 5-8 will write assignments in their daily planners.

Parents

- Parents will provide a quiet, well-lit study area.
- Parents should expect homework to be assigned regularly.
- Parents will check each day that homework is done.
- Parent will call the school if over a period of time they see no homework is coming home.

Teachers

- Teachers will assign purposeful homework.
- Teachers will explain homework rules.
- Teachers will inform students/parents about missing assignments.

Length of Time Spent on Homework

The amount of time spend doing homework should be 10 minutes times the grade level. However, the needs of each student should be taken into consideration.

Consequences for Late Homework

Teachers may assign consequences for late homework. Consequences may include grade reduction, loss of privileges, parent contact, student conference, and detention.

Homework and Absences

General Absence

- Upon your student's return to school, he/she is responsible for requesting missed assignments.
- Students who are absent due to illness or other excused absences will have the same number of days to make up their work as the number of days absent.
- Homework requested in advance for any other reason will be due on the day the student returns to school.

Homework during Suspension

- Any student suspended from school must make up homework assignments missed because of the suspension upon request.
- The intention of this policy is that not all students of Steger School District 194 fall behind in their studies because of their suspension.
- In case of a suspension lasting more than three days, parents should call the office for availability of all homework.
- Unless prior arrangements have been made, homework is due on the day that student returns from suspension.

Vacations

Parents are strongly encouraged to plan their vacations during scheduled days off from school.

Honor Roll

At Columbia Central School, students are recognized for their achievements in multiple ways. For academics:

- Honor Roll:
3.0 – 3.499 G.P.A. no D's or F's
- Principal's Honor Roll
3.5 + G.P.A. no D's or F's

Honor Roll and Principal's Honor Roll are calculated at the end of each grading period. Students achieving these honors may have their name published in a school newsletter and in local publications.

National Junior Honor Society

The purpose of the National Junior Honor Society is to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Through NJHS service activities, the members maintain and extend the qualities of service, leadership, scholarship, citizenship and character, which win them selection. Membership is thus both an honor and an obligation. Information regarding an invitation to become a member is available in the school office or at www.194.org.

Promotion to the Next Grade Level

Promotion to the next grade level is dependent upon a student's successful completion of the grade-level curriculum. After each trimester, a student will be designated as "at risk" academically if either of the following occurs:

1. The student's grade point average falls below 1.5, or
2. The student earns two or more failing grade per trimester.

At the end of the school year, school personnel will determine whether those students designated as academically "at risk", have successfully completed the grade-level curriculum. Those "at risk" students, who have not, will be retained at grade level and required to repeat that grade.

Reporting to Parents

"Reports of Progress" are issued midway through each marking period and will be issued at the end of each trimester. Parents may request a conference with teachers at any time by telephoning the school office for an appointment, sending a note to the teacher(s), e-mailing the teacher, or checking the appropriate place on the "Report of Progress."

Columbia Central teachers enter grades in the on-line grade book Power School. Power School is a web-based program making it accessible from any computer with an internet connection. Parents/Guardians will receive a unique username and password from Columbia Central School's office. This will allow them to log into Power School and view their student's grades at their convenience. Grade access may not be available at the very beginning or the very end of the school year. It is suggested that parents/guardians consult Power School for information, if possible, prior to contacting their student's teachers for grade information. Grades are updated regularly though not necessarily on a daily basis or on the day assignments are due.

Testing

The following assessments are administered in Steger School District 194:

PARCC

Classroom teachers will administer PARCC Testing annually in March/April for all students in grades 3 through 8. PARCC testing covers both English Language Arts and Mathematics. Science will be covered for only grades 5 and 8.

NWEA – MAP

NWEA-MAP is a formative assessment used to measure student learning and progress on a nationally normed test. All Columbia Central students will take the NWEA-MAP assessment in the fall – winter- spring.

Speech and Language Screening Services

Speech and language therapists will annually evaluate the communication skills of all kindergarten, new students, students from the previous year's caseload, and students referred by teachers and/or parents/guardians.

Student Based Assistance Teams (SBAT)

The Student Based Assistance Team, a team of certified staff in each school, provides teachers support in developing research-based instructional and behavioral interventions for students who are experiencing academic or behavioral difficulties.

Student Behavior

Steger School District 194 has established the following behavioral guidelines. Illinois School Code gives school district officials the legal authority to discipline students. Administrators have the authority and responsibility to make determinations, decisions, and disciplinary actions not necessarily covered in this handbook. The carrying out of discipline is the joint responsibility of the Board of Education, its staff, the students, and their parents or guardians. These procedures and guidelines are based upon several core beliefs that support the partnership established between school and home.

We believe the purpose of discipline should be to provide an atmosphere of positive expectations in which all students feel safe and are able to learn. In disciplinary situations, flexibility and individualization are important. Rules should be simple, reasonable, and well defined in order for effective discipline to exist.

Steger School District 194 reserves the right to deviate from the disciplinary consequences summarized in the handbook whenever Steger School District 194 determines at its sole discretion that the conduct and circumstances warrant a different, and perhaps, more severe disciplinary consequence than specifically stated in the handbook.

We believe that all students have a capacity for good. We also believe students should be understood and nurtured; therefore, positive behavior intervention should be used as part of the discipline procedures. Consequences should be progressive, fair, consistent, and clearly communicated. Finally, we believe contact with a parent is essential when a consequence is to be issued to a student. Each situation will be handled on a case-by-case basis.

Positive Reinforcement

While consequences are needed at times, the district also believes that positive reinforcement is equally important. Promoting positive behavior establishes a climate needed for students to achieve social, emotional, and academic success. It allows students to see the benefits of making good choices concerning behavior. Teachers use positive reinforcement in their classrooms in a variety of ways, including:

- Verbal praise achievement and effort.
- Classroom Management plans
- PBIS

Discipline Procedures

A. Referral

A student may be referred to the office when, in the opinion of the teacher, the severity of the offense, the persistence of the behavior, or the disruptive effect make the continued presence of the student in the classroom detrimental to the education process.

A student referred to the office may expect to receive consequences appropriate to the offense. Such measures may include, but are not limited to:

- Alternative Placement
- Assignment of Community Service
- Behavior Contract
- Bus Suspension
- Detention
- Expulsion

- In-School Suspension
- Loss of Privileges
- Out-of-School Suspension
- Reprimand
- Steger Behavior Ordinance

B. Corporal Punishment – Corporal punishment is not permitted in Steger School District 194.

C. In-School Suspension – Students may be assigned an in-school suspension for violating school rules and/or repeated offenses. Students assigned more than a half day will not be allowed to participate in or attend extra-curricular activities on the day of serving the in-school suspension. All classroom assignments will be brought to the student for the in-school suspension.

D. Out-of-School Suspension or Expulsion

A student may be suspended for violation of rules and/or repeated offenses. Each situation will be handled on a case-by-case basis.

1. The Superintendent in Steger School District 194 is authorized to suspend or extend suspension of a student up to a maximum of ten school days for any one incident.
2. For each incident, the School Administrators in Steger School District 194 are authorized to suspend a student from school for a period of no more than five days except when the Administrator is recommending an expulsion of such a student. IN those cases in which expulsion is being recommended, the Administrator is authorized to suspend a student for a period not to exceed ten school days. Each situation is handled individually case-by-case.
3. Hearing officers to review suspensions by School Administrators shall be designated by the Board of Education.
4. When a suspension is recommended, except in emergencies, the conduct of the student in question should be reviewed with his/her parents prior to the suspension. In emergencies, it may be necessary to suspend a student before the conference with the parents may be held, in such cases, a temporary or intermediate suspension may be given.
5. Each suspension shall be reported immediately to the Steger School District 194 Superintendent and to the parent/guardian of the student with a full statement of the reasons for suspension, which will include the number of days of suspension, as well as the date when the student may return to school. In the event that a temporary or intermediate suspension is given, the number of days included in such a suspension shall be counted in the limits indicated in lines 1 and 2 above. The ratification of suspension shall be made in a manner approved by the Superintendent.
6. Upon request for a suspension review by the parents, the District shall notify the parent(s) of the student suspended by mail as to the time, date, and place that the review of the suspension shall take place.
7. Following the review of the suspension, the hearing officer shall report on the case in a written summary to the Superintendent and shall notify the parents or guardian as to his recommendation in the matter.
8. The Superintendent shall provide a file copy of the report to the Board and to the parent.
9. The parents may elect to waive their appearance and review of suspension, if they agree with the findings of the Administrator and the discipline action, by executing a written waiver of review prior to the date set for review or hearing.
10. The Superintendent may recommend to the Board of Education that the student be expelled permanently under the appropriate provision of the School Code of Illinois. When an expulsion is recommended the parent/guardian of the student will be provided a full statement of the reasons for the expulsion recommendation. The District shall notify the parents/guardian of the student by mail as to the time, date, and place that the expulsion hearing shall take place.
11. Due process for students who qualify for special education services differ somewhat from the process applied to general education students. These disciplinary due process procedures are listed in the Rights of Students with Disabilities that are provided to parents and students at all case conferences. Parents may request a copy of these rights at any time in the School Office or District Administrative Center.

Tardiness

Tardiness to School

Tardiness is defined as not being in class by the time the bell rings at the beginning of homeroom. If a student is tardy, the tardy will be recorded by the student's homeroom teacher. The student arriving after homeroom may be assigned to a room in the building until first period is completed.

Tardiness to Class

Consequences for tardiness to classes are progressive. After the third tardy, a verbal warning is given. Consequences for tardiness to class will be determined by the classroom teacher, which may include afterschool detention or office referral.

Absence from Detention

When a student is assigned a detention, they must serve it on the assigned day. At Columbia Central, if a student is absent from an assigned detention without prior arrangements with the person who assigned the detention, the number of detention days may be increased, or the student will be assigned on half day of ISS>

Academic Dishonesty

Cheating involves copying another student's work, copying from cheat sheets, or doing work for another student. Plagiarism involves copying information from another source such as internet websites without noting the source. Cheating or plagiarism may result in corrective action including being required to redo the work, losing credit, serving a detention, or receiving a failing grade for the class.

Alcohol – Use/Possession

As stated in Boar Policy, the use or Possession of intoxicants in or on school property, or in any vehicle while it is being used to transport students to school events, is prohibited. Violators of the above shall be removed from school property and shall be subject to disciplinary actions in accordance with the provision of school regulations.

Being In an Area without Permission/Pass

Students should remain in their assigned area and not leave to go to another area without permission/pass. Consequences for being in an area without permission may include a conference with a teacher or Principal, a detention or an in-school suspension. Columbia Central requires all students leaving class to have a pass. In addition, a student must sign out on the provided form when they leave a classroom.

Bomb Threats

Threats made to a school involving bombs carry serious consequences including expulsion from school. In accordance with Board Policy 7:120, any decision concerning the dismissal of school students and subsequent action is the prerogative of the Superintendent of Schools.

Bullying – In Accordance with Board Policy

(Full Board Policy at www.sd194.org)

Bullying is when a person intentionally inflicts pain, injury or discomfort upon another person through physical contact, through words, or in other intimidating ways. Bullying can be verbal, physical or visual. Key components of bullying are purposeful negative intent and/or negative actions.

No student shall bully on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity, or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited (for complete board policy see section 7:180). Steger School District 1945 will not tolerate bullying, harassing or intimidating conduct. The Board of Education realizes that bullying has a negative effect on a wholesome teaching environment and unreasonably interferes with a student's educational performance. A student that is bullying another student will be subject to disciplinary action.

Class/Hallway Disruption/Disruptive items

A class/hallway disruption is any action by a student that interferes with the instructional/learning process. In addition, if the action by a student disrupts the instructional/learning process and involves some type of item i.e. fidgets, etc., the student may be required to turn the item over to school personnel and the student/parent may pick up the item from the main office at the end of the school day. Consequences for class disruption will be determined by the classroom teacher. In addition to parent conference, repeated offenses may result in loss of privileges, removal from class, detention, suspension, or referral for support services. Severe class/hallway disruptions may result in disciplinary consequences.

Display/Distribute Offensive Material

Students may not display or distribute materials that are offensive whether actual or perceived on race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity, or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited or that are a disruption to the educational process. Violation of this rule will result in parent contact, possible referral, detention or suspension.

Disrespect to Staff

Any inappropriate written or verbal communication including refusal to cooperate, talking back, profanity or any offensive language or gestures will be considered disrespect to any staff member and may result in detention, suspension, or a recommendation for expulsion. In addition, any physical aggression towards any staff members may result in suspension or a recommendation for expulsion, and a police report may be filed.

Disruptive Behavior on the Bus

Good behavior on the bus is expected at all times due to the safety issues involving transporting students. If a student misbehaves on the bus, the building Principal has the discretion to issue a bus suspension or permanent removal from the bus. Students will be assigned seats by the bus driver at the start of the school year. District 194's buses are equipped with video recording cameras.

- Serious offenses, even on the first offense, will result in suspension from the bus.

Dress Code

Attitude and behavior are very much influenced by dress. **Columbia Central students are expected to be well groomed and to wear clothing appropriate to the purpose of school.** Any clothing, accessories, or hairstyles that are deemed inappropriate and that disrupt the educational process are not allowed. A school lanyard and ID must be worn and visible at all times.

- All shirts/tops must be below belt line length (when sitting and standing). All shirts must have sleeves.
- Shorts and skirts must be fingertip length or longer. Leggings are considered the same as tights, not as pants/slacks. If worn, another garment must be worn with them that is fingertip length or longer (skirts, shorts, long top).
- Hats, bandanas, or head coverings of any kind are not to be worn by students in any Steger School District 194 building. This includes extracurricular functions as well. The only exceptions are valid religious or medical reasons.
- Attire, pins, or jewelry that advertises or displays cigarettes, drugs or alcohol, gangs, nudity, profanity or display suggestive messages or pictures are prohibited.
- Excessive perfume is not permitted due to allergy concerns.
- Undergarments should not be visible at any time.
- No earrings or other body jewelry is allowed to be worn if they create a safety hazard or a disruption.
- Facial piercings are not allowed. All tattoos on students must be covered.
- Baggy pants that create a safety hazard may not be worn. No pajamas, slippers and clothing deemed as sleepwear may be worn.
- In the interest of safety and good health, appropriate footwear must be worn at all time. Lighted shoes must remain off.

- Sunglasses or non-prescription eyeglasses may not be worn in school.
- Jackets, coats, gloves, and other forms of outer wearing apparel are not to be worn in school.
- Chains, chain belts, and studded belts are prohibited. Chained wallets are not permitted.
- Pants are to be worn at waist level. A belt may be required to hold pant/trousers at waist level at all time.
- Backpacks, book bags, tote bags, purses, and/or any other style bag that is large enough to carry a student's books, folders, and binder are to be kept in their locker.

Consequences for violation of the dress code are as follows:

- Parent will be contacted to assist the student in resolving the dress issue. Students who repeatedly fail to follow the school dress code will receive additional disciplinary consequences. (see page 13 and 14)
- If a parent cannot be contacted to bring something appropriate for the student to wear when a dress code violation occurs, the school may provide alternative clothing (PE Uniform).

False Fire Alarms

In accordance with Board Policy, parents and students of Steger School District 194 are informed of the Board's decision concerning the actions of persons knowingly activation a fire alarm system on school property when there is not fire in the school building.

The purpose of the fire alarm system installed in school buildings is to immediately inform all occupants and the proper authorities that school property is on fire and requires immediate attention. An individual, therefore, should activate the alarm system only to indicate the existence of a fire.

False and unwarranted activations of the fire system cause substantial and unjustified disruption of the school system and can be illegal. Accordingly, such behavior constitutes gross misconduct and may subject a student to suspension or a recommendation for expulsion. The Board of Education will reveal any information it has regarding such unwarranted activations to the proper law enforcement officials and prosecute such persons to the full extent of the law, both civil and criminal.

Fighting

Steger School District 194 supports hands-off, no contact policy. Fighting and fighting back are not allowed in Columbia Central and will result in the possibility of all parties being suspended. Consequences will be determined on a case-by-case basis. This rule applies in school, on school grounds, during school hours, on the way to and from school, at extracurricular activities and/or on field trips. This also covers: play fighting.

Physical Aggression – Non-Fighting

Physical aggression, such as poking, pushing, tripping, or any touching that is meant to intimidate, tease or bully, can result in a detention or suspension. This rule also applies in school, on school grounds, during school hours, on the way to and from school, at extracurricular activities and/or on field trips.

Forgery/Misrepresentation

Forgery is falsely representing a signature. Misrepresentation includes falsely presenting oneself as another person. Consequences for forgery or misrepresentation may be detention or suspension.

Gang Policy

Steger School District 194, in order to provide a safe and healthy environment for its students and staff, will not permit gang activity in its schools. A gang is defined in this policy as any group of two or more persons whose intentions are:

- The threat or harm to another student or staff member.
- The intimidation of another student or staff member.
- The commission of an illegal act(s), possession, use – including the use of inhalants (otherwise legal aerosols, chemicals, etc. used for illegal or manufacturers unintended use), and any other potential mind-altering substances, or manufacture of drugs and/or
- The engaging in conduct that interferes with the Steger School District 194's education process or programs.

Gangs, gang behavior and gang representation on school grounds and/or at school activities is forbidden. It is the district' intention to forbid any gang/group that intends to intimidate, threaten or bring harm to any person on district property. To maintain and enforce an anti-gang climate in Columbia Central, the following rules will be followed.

- Solicitation of others for gang membership is forbidden.
- No one is to threaten or intimidate anyone or request money/service.
- No student will be allowed to represent his/her gang through speech; gestures; drawing gang symbols; clothing or dress; or use of any other methods of communication to advance their gang affiliation.

To further ensure a gang-free school environment, the following will be prohibited on school grounds and related school activities:

- Weapons: All weapons, should they be found, will be confiscated and all evidence will be turned over to the police.
- The use of gang insignia or gang symbols: Wearing, possessing, use of, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang is prohibited. Additionally, hats, and bandannas will be allowed to be worn in school.
- Flashing gang signs.
- Drawing gang symbols.
- Undergarments should be visible at any time.

The consequences for violation of these rules will conclude in a parent conference and may also result in:

- Confiscation of material, which may be turned over to police.
- Up to ten (10) days out-of-school suspension and a report to the police.
- Recommendation to the Board of Education for expulsion, if circumstances warrant.
- Any other action that the Principal and/or Superintendent feel is appropriate.

Gum Chewing

Gm shewing is not allowed in school due to the possible damage to school property. If a student is chewing gum, they will be told to deposit the gum in the garbage. If a student is repeatedly chewing gum, consequences will be issued based upon the Repeated Offenses Policy on page 19.

Leaving School without Permission

Students who leave school without permission will receive the following consequences: detention, in-school suspension and/or police contact. Parents will be contacted.

Lunchroom/Food

Appropriate lunchroom behavior will be required. Continued misbehavior may result in the student being denied the lunch period privilege with the other students or parents may have to make arrangements for proper supervision of the student during that time. When safety becomes an issue, silent lunch may be implemented. Seating assignments are at the discretion of the administration. Food from the cafeteria should be consumed in the cafeteria. The eating of snacks in the classroom is not allowed. If a student is found to be eating snacks, they will be told to deposit the snack in the garbage.

If a student brings his/her lunch, or food/beverages to go with the school lunch: lunch food should stay in their locker until their designated "locker break" prior to their lunch period. Birthday treats are not allowed in grades 5-8.

Offensive Language

Offensive language includes profanity and any written or oral comment intended to offend on the basis of race, religion, ethnicity, gender or disability. Consequences for using offensive language may result in a parent contact and a detention or suspension.

Possession/Use of Cell Phones, Electronic Items, Etc.

Cell phones or other communication devices (Apple watch) are allowed at Columbia Central School. These devices may not be used or activated during school hours or on school buses without an administrator's authorization. After school hours, they can be used only in specially designated areas. This includes the sending of text messages. Students who choose to have a cell phone/Apple watch in school may be required to register their cell phone number.

Violations to this policy shall result in the following:

First violation – The cell phone/Apple watch will be confiscated and a parent/guardian will have to pick it up in the main office during regular school hours.

Second violation – The cell phone/Apple watch will be confiscated and the parent/guardian will have to pick it up in the main office during regular school hours. The student will not be allowed to have a cell phone/Apple watch at Columbia Central School for a time determined by the administration.

Other electronic devices:

Personal electronic devices or any other unnecessary devices deemed potentially disruptive shall not be allowed at school.

Students bringing any electronic devices for a class project must make arrangements with the teacher or assistant principal for safekeeping.

The school shall not accept responsibility for the storage of cell phones/Apple watch or other personal electronic devices of any kind.

Failure to comply with these rules may result in confiscation of cell phones/Apple watch, electronic devices or personal property and students may be subject to additional disciplinary action.

Possession/Use of Tobacco Products and paraphernalia, and other controlled substances

Possession of tobacco, tobacco products and paraphernalia, such as lighters, papers, electronic cigarettes and vaping etc., on school grounds and school buses is not allowed and will result in suspension. In accordance with the Illinois State Law and Steger School District 194 Board Policy, students, staff and visitors are not permitted to smoke in the buildings, on school buses or on the school grounds at any time. Students who violate this rule will be suspended.

Repeated Offenses

Any student who habitually breaks school/classroom rules may be suspended or expelled for repeated offenses. The Principal has discretion as to the number of repeated offenses that result in suspension or recommended expulsion.

Technology/Consent Form

Within the handbook is a copy of the "Access to Electronic Networks Policy" and "Authorization for Electronic Network Access" (See pages30-34). It outlines general policies and use of Steger School District 194 technology as well as consequences when the policy is violated. At Columbia Central, parents and students are required to sign the Student Technology Consent Form. Additional copies are available in the main office of Columbia Central.

Theft/Stealing

Columbia Central will not tolerate theft, attempted theft, or assisting a theft of school property and/or possessions of another person. These items include but are not limited to items belonging to staff and students, food from the cafeteria, or any item that does not belong to the student or that the student does not have permission to possess. It is highly recommended that students do not bring to school items of high value or large sums of money. The value of the item, the frequency of thefts done by the student, and the discretion of the Principal are used to determine consequences including return/replace the item, loss of privileges, detention, suspension, or recommended expulsion and a police report. Staff will report all thefts to the Principal.

Vandalism

All major acts of vandalism may result in arrest and/or suspension/expulsion. Minor acts of vandalism may result in the following consequences.

- Minor Vandalism Requiring Replacement – Restitution up to the replacement cost at market value, possible suspension
- Minor Vandalism Requiring Cleanup – Clean it up or provide person to clean up, detention and/or suspension

Weapons

A weapon has no place in the school environment and is prohibited. Columbia Central forbids the possession and/or use of any item that could be considered a weapon or explosive device (including fireworks). Possession and/or use will result in severe disciplinary action and notification of civil authorities. These items include but are not limited to knives of any sort, guns, brass knuckles, chains, spikes, studs, ammunition, gunpowder, flash powder, bomb or destructive device, stun guns, noxious sprays, vial or look-alike items intended to threaten or intimidate others. Any student who possesses and/or uses a weapon may be suspended and/or a recommendation for expulsion.

Emergency Procedures and School Safety

Bus Evacuation Drills

Emergency bus evacuation drills are conducted annually.

Fire, Disaster, & Crisis Drills

Each school in Steger School District 194 holds several fire, disaster, and emergency drills throughout the year. Steger School District 194 has formed a crisis Management Team with representative from each building.

School Security

In order to give our students and staff as much protection as possible from people entering our buildings, we have a security system (RAPTOR) in place. Visitors, including parents, who come in before or after school must enter through the Main Entrance. All visitors to the school are required to sign in at the office and to wear the issued pass at all times while in the building. After school begins, all doors are locked to the public from the outside. Please do not ask students to open entrance doors for you.

Student Dismissal in Severe Weather

In the case of severe weather at the time of dismissal, dismissal will be delayed until it is safe to leave the school.

General Information

Communication Chain

Problems and concerns are best handled at the building level. (See also the Parental/Adult Code of Conduct under the General Information Section.) Listed below is the "Communication Chain" to be followed when a problem, concern, or appeal is being dealt with:

Teacher ⇒ Assistant Principal/Principal ⇒ Superintendent ⇒ Board of Education

For problems or concerns regarding special education, parents should contact the Director of Special Education prior to contacting the Superintendent.

A parent having a problem or concern at the school level should first contact the student's teacher. Usually the problem/concern is solved at this level. If not, the Assistant Principal then Principal should be contacted. If not solved at that level, the Assistant Superintendent or Superintendent would be the next person contacted.

ID and Lanyards

Every student is required to wear their photo ID, on and around their neck, with the lanyard colored to match their grade level. Students are not to deface their ID's by drawing on them or putting stickers on the ID. If a student defaces their ID, they will be required to purchase a new one. In the case that a student forgets their ID, they will have two options to either call home or get a temporary ID. If the student calls home the ID must be delivered by 9:00 A.M., or the student will be required to get a temporary ID. A temporary ID may only be used for one day. If a student knows that they have lost their ID completely they will have to purchase a new ID and/or lanyard. The ID cost is \$3.00 and the lanyard is \$2.00, while the set is \$5.00. Student ID's are used in the media center cafeteria and as a student bus pass. The ability to identify Columbia Central students is essential to maintaining a safe school environment.

Lost and Found

All items, which are found, should be turned in to the office. In the case of money, it should be turned in to the office where the amount and date will be put on the envelope containing the money. Reasonable effort will be made to locate the rightful owner of items found. Students should not take things from the Lost and Found that do not rightfully belong to them. All unclaimed items may be discarded or donated to a local agency.

Parental/Adult Code of Conduct

Parents, and other adults, who need to communicate concerns to administrators, teachers and staff by phone or in person, during school hours or after hours, and/or during events such as sports or special programs, are expected to do so in a respectful manner. Threatening, abusive and/or grossly inappropriate language and/or behavior whether on the phone or in person on the part of any adult will not be tolerated. Acts of intimidation will lead to restrictions, removal, police involvement, or legal action. The videotaping, or audio recording of staff personnel is not allowed without their consent.

Parental Rights

Parents/Guardians have certain rights concerning their student's education. Parents/Guardians can get additional information from the Internet links listed, the school offices, or the district website at www.sd194.org.

Parents and Curriculum

Any member of the public may inspect all text and instructional material used in the public schools. (105 ILCS 5/28-19.1)

Parents and the Family Educational Rights and Privacy Act (FERPA)

Parents are provided certain protections with regard to their student's education records. See <http://www.ed.gov/policy/gen/guid/fpco/brochures/parents.pdf> for an explanation of this federal law.

Parents of English Language Learners

Notice of Enrollment

No later than 30 days after the beginning of the school year or 14 days after the enrollment of any student in a transitional bilingual education program in the middle of a school year, Steger School District 194 will notify by mail or by personal contact (e.g., conference) that the student has been enrolled in the TBE or ELL program. The notice will be provided in English and in the home language of the student.

Withdrawal by Parent

Any parent or legal guardian whose student has been enrolled in the TBE or ELL program has the absolute right to withdraw the student from the program immediately by submitting a written note to the school.

Notice of Program Transition

No later than 30 days after the beginning of the school year or 14 days after the transition of any student from the TBE or ELL program in the middle of the school year, Steger School District 194 will notify by mail or by personal contact (e.g., conference) that the student has been transitioned from TBE or ELL program. The notice will be provided in English and in the home language of the student.

Parents and Every Student Succeeds Act (ESSA)

In accordance with ESSA Section 111(h)(6) parents have the right and may request information regarding the professional qualifications of their student's classroom teacher including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 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.
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Parents may request information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section ESSA 111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable and information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency. (ESSA SEC 1112(e)(2)(A) and (B))

Parents and Protection of Pupil Rights Amendment (PPRA)

The District has adopted student privacy policies and provides notice of the continued use of Policy 7:15, Student and Family Privacy Rights.

Parents/guardians and students of an appropriate age may opt the student out of participation in an activity described below by making a request in writing to the Building Principal:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- The administration of any survey containing one or more of the following items:
 - Political affiliations or beliefs of the student or the student's parent.
 - Mental or psychological problems of the student or the student's family.
 - Sex behavior or attitudes.
 - Illegal, anti-social, self-incriminating, or demeaning behavior.
 - Critical appraisals or other individuals with whom respondents have close family relationships.
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
 - Religious practices, affiliations, or beliefs of the student or the student's parent.
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Any non-emergency, invasive physical examination or screening that is –
 - Required as a condition of attendance;
 - Administered by the school and scheduled by the school in advance; and
 - Not necessary to protect the immediate health and safety of the student, or of other students.

See <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html> for more information.

Sex Offenders List

Illinois Sex Offender Materials: <http://www.isp.state.il.us/sor/>

Pets on School Grounds/Playground

Due to the danger that pets may present, parents and students may not bring pets on school grounds between 7:30 A.M. and 4:00 P.M. without prior permission.

Statement of Non-Discrimination

Steger School District 194 does not discriminate on the basis of race, color, national origin, gender, age, disability or other legally protected category in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Paul Preuss, Director of Curriculum & Instruction, Steger School District 194, 3753 Park Avenue, Steger, IL 60475, 708-753-4300. For further information on notice of non-discrimination, call 800-421-3481.

Student Sex Equity, Sex Discrimination and Sexual Harassment/Intimidation Summary Policy Statement

Steger School District 194 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any Steger School District 194 employee, by other students, or by the effect of any school policy or practice. The Board of Education's detailed policy and administrative regulation regarding sex equity, sex discrimination, sexual harassment, and sexual intimidation are maintained in the Board Policy Manual. Copies of the policy and administrative regulation in full are available at the Administration Office and all schools.

Health & Related Information

Administering Medicine to Students

The following is the present Board of Education policy regarding the giving of prescribed medication and supersedes all other policies:

Only medications prescribed by a licensed physician will be given in the schools by school district personnel.

If a student is capable of administering his/her own inhaler, he/she may carry it with them provided written consent from the parent is on file and the student has in his possession a prescription for his/her inhaler. If a current Medication Authorization Form is on file in the nurse's office, it is not necessary for the student to carry the prescription for the inhaler.

A Medication Authorization Form must be signed by the parent or legal guardian and the physician before any prescription or over the counter medication will be dispensed. The school district or personnel dispensing the medication will not be liable for any medication side effects.

Medication must be brought to the school office by the parent or legal guardian of the student, together with the signed Medication Authorization Form.

All medication must be brought to school in the original package or an appropriately labeled container.

Prescription Medications

Prescription medications shall display:

- Student's Name
- Prescription Number*
- Medication Name/Dosage
- Administration Route
- Date and Refill

- Licensed Prescriber's Name
- Pharmacy Name, Address & Phone Number*

Over-the-Counter Medications (OTC)

OTC (non-prescription) medications shall be brought in with the manufacturer's original label with the ingredients listed, and the student's name affixed to the container.

Mediation will be kept under lock and key in the school office and given to the student by the nurse or Principal designee.

A Medication Record, which includes the student's name, date, name of the medication, and the time it is to be given will be on file. After the medication is dispensed to the student by one of the above-mentioned persons, this will be so indicated on the Medication Record along with the date and the dispenser's initials entered alongside to prevent duplication of dosage.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their student. If the parent/guardian does not pick up the mediation by the end of the school year, it will be properly disposed. No medications will be kept over the summer.

*If a physician dispensed their own medication, the prescription number, pharmacy name, address and phone number are not required.

Health Care Needs

Steger School District is committed to ensuring that students who have special health care needs due to chronic and acute health conditions receive the supports and services necessary to remain safe and, to the extent possible, maintain their baseline health status during school. "Students with special health care needs" refers to those students who have a medically diagnosed chronic health condition such as asthma, diabetes, life-threatening food allergy, cardiac abnormality, juvenile arthritis, celiac disease, migraine headache, seizures, or a significant acute illness or injury requiring treatment and a period of recovery, such as concussion, mononucleosis, Lyme disease, or fractured arm or leg. For students with such conditions, the school team collaborates with the family and student's health care provider to identify school-based needs and develop an appropriate plan of care to meet those needs.

Parent/guardians must notify the school of all potentially life-threatening allergies. An allergy action plan must be completed by your child's physician and shared with the school nurse. Parents must provide the school with emergency medications, including an epi-pen and/or Benadryl as prescribed by MD. See administration of medication policy.

Physical Examinations & Immunization

Illinois State Requirements for Enrollment 2018-2019

5th Grade: Hepatitis B: 3 doses, if not previously immunized.

6th Grade: A new physical examination including diabetes screening and a complete health history. One dose of Tdap is required. A physical or sports physical dated after of the previous school year is required for any student participating in interscholastic sports. The dental exam must be completed by May 15th of the stated school year. A new vaccine is required for entry into grade six this coming school year, beginning August 2015. This vaccine protects students against a severe form of bacterial meningitis, as well as other diseases caused by this bacterium. Students in 6th grade with parent permission will participate in a health hygiene program/video presentation.

7th Grade: Immunizations are the same as 5th grade. A sports physical date after June 1 or the previous school year is required for any student participating in an interscholastic sport.

8th Grade: Immunizations are the same as 5th grade. A sport physical dated after June 1 of the previous school year is require for any student participating in an interscholastic sport.

All students entering our Steger School District 194 from another state must have an Illinois physical and eye exam completed within 30 days of enrollment. All forms mentioned above: Physical, dental and eye exams are available at the main office or at www.sd194.org. If at any time, your student is non-compliant with state immunization

requirements we will send notification and contact you. If student remains non-compliant, exclusion from class/school will take place.

In accordance with the State of Illinois Law, if your child does not have an Illinois School Physical on file and up-to-date immunizations by October 15th of the current school year, your child will be excluded from school. The only exception being, the Illinois certificate of religious exemption required immunizations and/or examinations form.

Dental Screenings – The state of Illinois has passed a law requiring dental exams for every student in kindergarten, 2nd and 6th grade. The dental exam must be completed by May 15th of the stated school year. The form required for the report of these examinations can be acquired in the school office or at www.sd194.org.

Vision Exams - The State of Illinois has passed a law requiring all students entering kindergarten or enrolling in an Illinois school for the first time to have an eye examination. Students must provide proof that the required eye examination has been done within one year prior to starting school. You have until October 15th of the designated year to turn in the eye examination form. Forms can be obtained from the school's main office or at www.sd194.org.

Sports' Physicals

Any student participating in interscholastic sports and /or cheerleading is required to have a current physical on file. The Illinois Elementary School Association has decided that school physicals are valid for 395 days. Physicals for sports must be dated after June 1st of the previous school year. Forms can be obtained from the Columbia Central main office or from www.sd194.org.

Vision/Hearing Screening Services

- Hearing - A hearing technician will annually administer hearing screenings to all early childhood, kindergarten, 1st, 2nd, 3rd, and special education students.
- Vision – A vision technician will annually administer vision screenings to all early childhood, kindergarten, 2nd grade, 8th grade, and special education students.
- Pre-school Hearing and Vision – Annually each spring, technicians will administer hearing and vision screenings to all 3-5 year old students who are participating in the pre-school screening.

If you have any questions concerning any of the programs, please feel free to contact the School Nurse.

Registration/Enrollment Procedures

Admission to School

A legal birth certificate must be provided as verification of the date of birth. Physical examinations and immunization records are required prior to the first day of school.

Proof of Residency

At the time of enrollment, the family must provide required documents that establish residency of the student in the Steger School District 194 boundaries. A list of these documents is available in each school office. IF the documentation provided does not clearly establish residency, additional documentation will be required and further investigation may be conducted.

Student Records

In accordance with the law, all academic and personal records pertaining to individual students are confidential and can be inspected only by parents, guardians, or students.

The entire record of a student or selected items from that record, are available for review by parents, guardians, or students (with the permission of the parent or guardian) and school officials. Copies of records are available at the cost of reproduction. Parents also may request the addition of a rebuttal statement or appeal the removal of materials from the file. Directory information, including student's name, age, height and weight, address,

telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student may be made available to other schools, the District website, newspapers, and others when applicable for athletics, academic honors, or at other applicable times.

Temporary records shall be destroyed five years after the student official withdraws from Steger School District 194. Temporary records of students continuing in special education programs who have transferred to another elementary school or who have graduated will be sent to the receiving school.

Special Education Services

Steger School District 194 follows the continuum of services as identified under the Individuals with Disabilities Education Act. A variety of programs and services are available to meet the needs of our students. The following special education services are available as warranted: vision and hearing itinerant, psychological, social work, speech/language, nursing, occupational therapy, and physical therapy.

The following special education programs are provided within the district: early childhood, cross-categorical resource and self-contained/instructional classrooms. Steger School District 194 also utilizes programs offered through the SPEED Special Education Cooperative. A notice of the rights of students with disabilities (procedural safeguards) is available at all special education conferences and upon request in the Special Education Department. Steger School District 194 is committed to ensuring all students receive a free appropriate public education. The district welcomes any questions you may have regarding the referral process of programs and services.

Special Services – Section 504 – On an annual basis, Steger School District 194 shall attempt to identify and locate every student with a suspected disability who resides within the district and take appropriate steps to notify parents and guardians of the Steger School District 194’s duty under Section 504 of the Rehabilitation Act of 1973.

Transportation Services

Students living one and one-half miles or more from their assigned attendance center are provided transportation to and from school. Columbia students who live east of the railroad tracks have also been determined to be eligible to ride the bus. Students assigned to ride the bus may ride only on the route to which they are assigned. Students who are not eligible to ride the bus will not be permitted to ride the bus home with regular bus riders. Seats will not be sold to any student who is not eligible to ride the bus.

Any temporarily disabled student will be transported at no charge provided a physician certifies that the student is physically unable to walk to and from school. Such transportation will be terminated when the temporary physical disability is remedied.

After School Activities

A program of after school athletics is available to students who wish to participate or try out. An activity bus is provided for those wishing to use its services.

Participation in after-school activities is a privilege and not a right. Steger School District 194 reserves the right to revoke or suspend that privilege whenever it deems it appropriate and in the best interests of Steger School District 194. At a minimum, students seeking to participate in after-school activities must comply with all school rules and regulations at all relevant times.

Parents will receive a copy of the Board Policy on Student Athlete Concussions and Head Injuries as well as copies of IHSA Protocol for concussions, IHSA Return to Play (RTP) Policy, and Concussion Information Sheet with required Parent/Guardian Signature.

Athletics:

- 5th, 6th, 7th & 8th Grade Intramural Sports – All year

- 5th, 6th, 7th and 8th Grade Cross County (fall), Basketball (winter), Chess Team (winter), Cheerleading (winter), Volleyball (winter), Baseball (summer & fall), Softball (summer & fall), Soccer (spring), and Track (spring)

Activities, Club and Organizations*

| | | | |
|-------------------------------|------------------|-------------------|-----------------|
| Boys' Baseball | Bowling | Girls' Volleyball | Math Team |
| Girls' Softball | Cheerleading | Art Club | Scholastic Bowl |
| Cross-Country | School Plays | Student Council | Band |
| Girls' Basketball | Boys' Volleyball | Chess Team | Choir |
| Boys' Basketball | Newspaper | Track and Field | Show Choir |
| Spirit Club | Technology Club | Speech and Drama | Yearbook |
| National Junior Honor Society | Jazz Band | Boys' Soccer | Girls' Soccer |

*Additional information relative to the interscholastic athletic programs and student eligibility can be found in the athletic handbook

*Club and organizations offered may change due to student interest and staff availability.

Columbia Central Code of Conduct for Athletics

Participation in Columbia Central's extracurricular program is a privilege. Coaches and Athletes are expected to exemplify good sportsmanship at all school events, both home and away from school. Academics are a priority, and participation in extracurricular programs will be dependent on a student's academic progress as well as their attitude and behavior.

The personal demands of belonging to an athletic team are great; not only for the athletes, but also the coaches and parents. Before trying out for an athletic team, the child and the parent must consider if these demands can be met. The following are some points to be mindful of when joining one of our sports teams.

Student-Athlete

1. I understand that I am expected to be at all practices and games.
2. I understand that playing time is not guaranteed or equal.
3. I understand that playing time is earned based on performance in school, attitude, practice and games.
4. I understand that student-athletes are expected to start and finish the season.
5. I understand the player is expected to talk to the coach first if he/she has some concern.
6. I understand that our main objective is to win while we learn good sportsmanship, mannerisms and citizenship.
7. I understand that student-athletes are expected to conduct themselves in a positive way as an individual and as a member of a "Columbia Central" team.
8. I understand that players are allowed to play for other teams, (AAU, rec. ball, etc.), but the school team must be the top priority when there is a scheduling conflict.

Parents/Guardians

1. Parents are requested to pick up their athlete within 15 minutes after a game/practice.
2. Parents are not to enter the locker room without permission from the coach/principal.
3. Parents/Guardians are not allowed to attend practices without permission of the coach.
4. Parents are not to approach a coach after a game. Call the next day to voice concerns.
5. Parents should refrain from coaching their child while the game is being played.
6. Parents should promote good sportsmanship when attending athletic events.
7. Parents are a key to the success of the student-athlete. Your time and effort promoting the success of your child and our athletic program is greatly appreciated

Columbia Central Cafeteria Rule & Procedures

Columbia Central will strive to provide a safe, secure, and enjoyable experience for all students during their time in the school cafeteria for Lunch and Breakfast.

- Walk quietly to the cafeteria and stay to the right side of the hallway.
- Enter the cafeteria quietly and go directly to your assigned table.
- Maintain an “inside voice” at your table while waiting to be dismissed to get your lunch.
- Remember to have your school ID in order to purchase your lunch.
- Get everything you need (napkins, sauces, dessert) before returning to your lunch table.
- Do not get up from your table unless granted permission by an adult supervisor.
- When seated, face forward and converse with those who you have chosen to sit with.
- Never yell or speak too loudly in the cafeteria. It is disturbing to other students and adults.
- Practice good manners while in the cafeteria. Be polite to one another as well as the servers.
- Do not touch any food that is not yours.
- Keep your table clean and throw away all food garbage in the proper container.
- Before leaving the cafeteria, pick up the area around and under your table for the next group.
- Never throw food!! Get up and walk to the nearest garbage can to empty your tray.
- Only one person will return the trays from your table to the washing area.
- If you plan to leave the cafeteria during lunch, you must have a pass from an adult.
- If you need to use the restroom, ask a supervisor and have your school ID available.
- Once lunch is over, the lunch supervisor will excuse you.
- When leaving the cafeteria, go directly to your next class in the proper hallway.

Please follow the rules and procedures above, as well as any other policies, which may become necessary during the school year. The Columbia Central staff wants you to enjoy lunch and/or breakfast while being able to talk with your friends. In order for this to happen, please remember to be respectful of others and to maintain a noise level that is appropriate and not bothersome to others.



Cardinal Creed

Be **R**espectful of others, **A**ccountable for your choices & **P**eaceful every day.

Please read and review the above handbook with your child, and return the form to your child's homeroom teacher.

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| Bathroom Pass Date:  Period: | Bathroom Pass Date:  Period: | Bathroom Pass Date:  Period: |
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Steger School District 194 Board Policy 6:325

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic network shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

- Ensure staff supervision of student access to online electronic networks.
- Restrict student access to inappropriate matter as well as restricting access to harmful materials,
- Ensure student and staff privacy, safety, and security when using electronic communications,
- Restrict unauthorized access, including "hacking" and other unlawful activities, and
- Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Network Access from Home or Other Off-Site Location

Students and staff who choose to access the District network from home or any other off-site location are subject to the same guidelines established by this policy and any related implementation plans.

LEGAL REFERENCES:

- No Child Left Behind Act, 20 U.S.C. §6777.
- Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
- Enhancing Education through Technology Act, 20 U.S.C. §6751 et seq. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.

CROSS REFERENCES: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)

ADOPTED: August 16, 2012

Authorization for Electronic Network Access

School District 194 is pleased to offer a variety of technology to the student that attend this district. With technology being an important part of our daily lives and our children's we all take responsibility in ensuring that technology is used properly and with the respect that all tools are resources are given throughout the district. It is the role of all students, parents, teachers, administrators, support staff and the Board of Education to all take an active role in understanding the role technology is taking, and the importance of teaching respect for technology while also understanding the consequences that will occur if technology is misused.

Steger School District 194 is connected to the Internet. By being connected to the Internet, staff and students have potential access to electronic mail communication, to information via the World Wide Web, and to various research sources including certain university library catalogs, the Library of Congress, and other research databases. The use of the term "Internet" refers to all information accessed through the schools districts network. Access to the Internet and the School District's network is a part of the District 194 curriculum and is not a public forum for general use. Students and employees shall not load on the district network or Internet any District 194 work product (as defined in administrative procedures) without prior approval of the administrator or his/her designee.

The Board of Education denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged or altered, or unavailable when using the District's network. While School District 194 uses Internet filtering software to prevent access to unacceptable sites, it is recognized that no filtering software is completely reliable. Therefore, the Board of Education does not claim that users will never be able to access inappropriate or objectionable material. The responsibility for appropriate use of the Internet lies with the user.

Authorized use of the School District's Network and the Internet shall be governed by administrative procedures developed by the Superintendent.

Administrative Procedures – Acceptable Use

A. General

1. As a condition of being allowed access to the Internet through use of District computers, students shall consent to monitoring and inspection by school staff and administration of all student use of District computers and District means of access. Use of District computers by students shall be supervised and monitored by District staff and administration. Students are only allowed access to information and data on the Internet that is consistent with the School's educational mission. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. This includes all materials accessed or downloaded by students.
2. Students must provide a copy of their passwords to the system administrator.
3. Content filtering and Internet usage will be monitored based on the username assigned to the student. General content reports will be evaluated each week to see traffic and evaluate web sites that students are using.
4. Staff members may show for viewing to classes and/or students movies with G (General Audience) or PG (Parental Guidance Suggested) ratings as deemed by the Motion Picture Association of America.
5. Addendums may be released at any time that will be sent home to all respective parties and require signature by both student and family to continue the use of technology in School District 194.

B. Use of District Technology – Severe Infractions

1. Use of District technology to access what would be considered pornographic material.
2. Students may not examine copy, modify, or delete files and/or data belonging to other users. Students may not attempt to access network resources except for those that are given specific access by administrators and/or teachers.
3. Students shall not use the District's computer network for any illegal activities, including, but not limited to, copyright violations, plagiarism and unauthorized access to or use of databases.
4. Students are not authorized access to information which is illegal, indecent, obscene, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the

schools, or is likewise inconsistent with the District’s educational mission, or to enter or transmit such information. Students who attempt to access, enter or transmit prohibited information shall be notified of their infraction by the supervising staff member and shall be directed to immediately exit from the prohibited database and/or network. Depending on the infraction and severity of actions of the student, these offenses may have the level of severity downgraded to an infraction rating of moderate. This is the sole decision of the administrative staff.

5. The technology that has been provided by the Board of Education for the use of bringing technology into the curriculum and classroom environment must be treated with the utmost respect. Theft, voluntary damage, vandalism, and general mistreatment of equipment will not be tolerated.
6. Students shall not attempt any unauthorized, deliberate action, which damages or disrupts a computing system (including the willful introduction of computer “viruses”, “malware” or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction. Intentional attempts to “crash” network systems or programs are punishable disciplinary offenses.

C. Use of District Technology – Moderate Infractions

1. Students shall not install or download software on District computers without school authorization.
2. Student shall not attempt to access any proxy sites that exist with the sole intention of bypassing existing content filtering equipment.
3. Students shall not access any sites that allow instant messaging. Students may not access any chat rooms or websites that allow access to chat rooms.
4. Students shall not access any peer file sharing websites that allow visitors to download files. Students may not use IRC or any application that mirrors IRC to chat, enter newsrooms or share files.
5. Students shall not load onto the network or Internet any District 194 work product without prior approval from the teacher or his/her designee. Examples of materials constituting District 194 work product include, but are not limited to District 194 curriculum, District 194 test or examination materials, Department Guideline and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District 194 publications and brochures, school newspaper, school yearbook, District 194 policies and administrative regulations/procedures.
6. Students shall not use the District computer network or District means of access to the Internet for personal, financial or commercial gain.
7. Students shall not use any telephone in the building unless given permission by a staff member.
8. Students shall not access blog sites that may contain slanderous information. Examples of these sites include but are not limited to Facebook.com and twitter.com.

CONSEQUENCES FOR VIOLATION OF POLICY ARE LISTED IN THE DISCIPLINE SECTOIN UNDER “Technology – Violations of Acceptable Use of Technology”.

Technology – Consequences for Violations of Acceptable Use

Use of the district’s data network, telecommunications network and access to and use of the Internet on District computers is a privilege, not a right. Students who abuse the privilege by engaging in conduct prohibited in the procedures shall lose the privilege and shall be denied access to the network and/or Internet with discipline up to and including expulsion. Criminal conduct may be referred to law enforcement authorities.

Discipline will be applied for violation of above acceptable use as follows:

Elementary Level Violations

Severe Infraction

A severe infraction will result in immediate removal from District 194’s technology for the remainder of the year. If this infraction occurs in the final month of the school year, permissions may be jeopardized for the following year and /or the student may face expulsion.

Moderate Infraction

- 1st Offense – Loss of Technology Privileges for 1 Week, verbal reprimand/Parental contact
- 2nd Offense – Loss of Technology Privileges for 1 month, Verbal reprimand/Parental contact
- 3rd Offense – Discipline to be applies as a Severe Infraction – see above

All infractions will be documented and become a part of the student’s records in Steger School District 194.