



**EDUCATIONAL ENHANCEMENT PROGRAM
STUDENT/PARENT HANDBOOK**

**CINDY GAVILSKY EDUCATIONAL CENTER
1611 W. THIRD STREET
GRANITE CITY, IL 62040**

2025 - 2026

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Educational Enhancement Program Cindy Gavilsky Educational Center

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- Medication Administration Request Form
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Coordinated Youth & Human Services Cindy Gavilsky Educational Center

1611 West 3rd Street, Granite City Il. 62040

Office Hours: 7:00 a.m. – 3:00 p.m.

School Hours: 7:30 a.m. – 1:00 p.m.

www.CYHS.com

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Agency Resource Officer

Officer Eric Klumpp	ext. 1115	eklumpp@cyhs.com
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INTRODUCTION

Coordinated Youth & Human Services (CYHS) is an Illinois State Board of Education (ISBE) approved non-public school for students ages 6-21 who are not experiencing success in the traditional school setting. We are a community of teachers, clinicians and staff who support the individual needs of each student.

The program goal is for students to attain academic and personal success as measured by an increase in academic achievement, improvements in school attendance and identified behavioral goals. Specific attendance, academics and behavioral objectives are designed to meet individual needs as stated in each student's IEP. In order to meet individual goals and to achieve successful outcomes, we utilize a collaboration of staff and parental involvement that enhances positive and effective relationships.

MISSION

We empower youth and families to lead fulfilling lives by embracing the ever-changing needs of the community.

VISION

Ensuring all we serve have a brighter tomorrow!

CORE VALUES

Teamwork - Collaboration among programs to reflect a diversity of ideas and service delivery.

Service - Community support through professionalism, accessibility, and advocacy.

Compassion - Unconditional empathy for all.

Integrity - Upholding honesty, ethical principles and moral values.

Commitment - Meeting the needs of those we serve through professional services.

INTAKE/REFERRAL PROCESS

(Policy#: 008) Students are referred to the EEP by special education administrators. Students may be referred when a student is not experiencing success in the regular school setting and a more therapeutic setting is needed. Referrals may also be made due to an exclusionary offence and the student needs out of district placement.

When a referral is made a meeting is held with parents, home school staff and EEP staff to determine if placement to the EEP is appropriate. Once placement has been determined, the program is reviewed, and IEP goals and objectives are determined. At this time, a tour of the facility can be done and start date is determined.

CLINICAL ASSESSMENTS/SOCIAL HISTORY

(Policy#: 041) Each student entering the CYHS Educational Enhancement Program must have an initial Clinical intake completed. This assessment will include the Woodcock Johnson and a Bio-psychosocial assessment. This test and bio-psychosocial will also be administered on an annual basis.

INTENSIVE PROGRAM

(Policy#: 038) Coordinated Youth & Human Services (CYHS) is also approved by the Illinois State Board of Education (ISBE) to provide intensive services as needed. This intensive program provides a one-on-one paraprofessional for an individual student if needed. This provides one-on-one assistance during transportation, academic instruction and unstructured times.

PARENTAL INVOLVEMENT

(Policy#: 004) Parental involvement in this program will be vital to our success. Good communication between parents and the Educational Enhancement Program staff is essential in developing a relationship dedicated to helping the students. Comments, concerns and suggestions from parents are highly encouraged and welcome at any time.

DAILY ASSESSMENT

(Policy#: 035) Educational Enhancement Program (EEP) staff will assess students daily to determine their readiness for school. Students may be checked with a metal detecting wand before riding the bus and all students will be required to pass through metal detection before entering school as a safety precaution. Students will be assessed verbally, and behaviors exhibited by the student will be observed. Any student with two or more inappropriate behaviors will be documented and staff may decide that student has failed assessment and will not be transported to school.

PUBLIC NOTICE OF NON-DISCRIMINATION

PROVIDED FOR UNDER SECTION 504 OF THE REHABILITATION ACT AND/OR TITLE IX OF SEX EQUITY ACT

Coordinated Youth & Human Services (CYHS) herein provides notice of non-discrimination due to the presence of handicapping conditions or with respect to the individual's gender. This policy of non-discrimination applies to any of its policies, rules, regulations and/or administrative procedures, which concern admission, access to, or employment in, its programs and activities.

All grievances, inquiries and/or questions concerning discrimination related to gender equity should be directed to the Assistant Director, telephone number 876-2383.

Any individual who has reasonable belief that he or she or his or her ward or guardian has been the subject of discrimination should follow the steps listed in filing a grievance.

GRIEVANCE PROCEDURE

- Contact the Human Resources department to informally discuss the issues of merit.
- If after an informal meeting, a satisfactory resolution is not concluded, the individual may request a formal hearing, in writing, to the Executive Director of Coordinated Youth & Human Services. Such a request shall contain the reason the hearing is being requested and all other information pertinent to the request.
- An unbiased hearing officer shall be appointed by the school district.
- Within fifteen days of the selection the hearing officer shall convene a formal hearing.
- A verbatim recording shall be made of the proceedings.
- Within ten days of the date of the hearing, the hearing officer shall render a report of findings and a decision will be binding to both parties.

ACADEMIC PROGRAM COMPONENTS

ACADEMIC INSTRUCTION/COURSE SCHEDULES

(Policy#: 011) Academic courses for each student are determined by their home school counselor on a semester basis and meet graduation requirements. It is the policy of CYHS that academic curriculum shall contain instruction on subjects required by State statute or regulation.

CHARACTER EDUCATION

An important component of our academic program is Character Education utilizing our CHOICES curriculum and other therapeutic activities. This component consists of intensive sessions in teaching interpersonal skills to students. These skills include such things as communication, assertiveness, resisting peer pressure, listening, problem solving, self-esteem and support groups.

The emphasis of these activities is on framing everyday decisions into the form of CHOICES, providing students with practical skills in making appropriate decision that are needed to become responsible, caring and contributing members of society.

TEXTBOOKS AND MATERIALS

Supplies will be issued to each student as needed. Textbooks and materials for assigned courses are provided.

CREDITS

Credits are awarded on a class-by-class basis at the end of each semester. Credit is awarded by demonstrating mastery of course objectives and earning a passing grade (See Grading System). Credit is then recommended to the home school to be placed in the student's cumulative record. The number of credits earned per semester is determined by where the student is in the continuum of services.

High School student's classification is determined by their home school. A specific number of credits and a core of courses are required for graduation from student's referring school. Specific course work for each student is set up with the counselor from referring school.

Graduation ceremonies are held at referring schools and that information can be obtained from the EEP Principal.

GRADING SCALE

The grading system is based on possible points one earns in a given course. Grades are earned by computing academic averages from assignments, class participation, tests and homework. The following scale will be used:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – Below	F

Students who do not attain 60% or better will receive No Credit or an NC. If, for health reasons or other extenuating circumstances, one is unable to complete their course work in a semester, he/she will receive an I or Incomplete and be given two weeks to complete the work. Incomplete grades will be given only upon the recommendation of the academic teacher and approval by the EEP Principal and home school administrator. It is important to note that the student must maintain 80% attendance to be referred back to home school. It is possible to receive credit but not be recommended to return to home school if attendance criteria is not achieved.

TESTING

(Policy#: 013) Each student is given a standardized academic test to measure their strengths and weaknesses upon their referral to and exit from the program.

The purpose of these tests is to assist us in better planning each student academic program. They serve to show what one needs to work on academically.

Academic pre and post tests are administered for each assigned subject area.

PROGRESS REPORTS

(Policy#: 014) Progress reports are completed on each student's academic and behavioral performance every two weeks. These are completed by the academic teacher and are mailed home. The main purpose of this report is to keep parents and students informed of one's performance.

EDUCATIONAL ENHANCEMENT PROGRAM ACADEMIC SCHEDULE

HOMEBOUND

Homebound Services are only available with medical certificate or as assigned by student's home school district.

Section 14-13.01(a) of the School Code indicates that services are to be provided when a homebound or hospitalized student is unable to attend school due to a condition certified by a medical statement that indicates that the student will or is anticipated, due to the student's medical condition, to be out of school for a minimum of 10 days of school with at least two days at a time multiple times during the school year for two weeks or more or on an "ongoing intermittent basis," which are expected to total 10 days or more. An "ongoing intermittent basis" means that the student's medical condition is of such a nature or severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least two days at a time multiple times during the school year totaling at least 10 days or more of absences. There shall be no requirement that a student be absent from school a minimum number of days before the child qualifies for home or hospital instruction. In other words, two days of absence at a time may be "anticipated," but those days do not need to occur before services begin.

Home or hospital instruction may commence upon receipt of a written physician's statement, but instruction shall commence no later than five school days after the school receives the medical statement. The medical statement must be signed by a physician licensed to practice medicine in all of its branches (as determined by the Medical Practice Act of 1987) or by a PA or by an APRN.

METHOD OF INSTRUCTION

A variety of methods are used to present subject matter to the students. Depending on the course, teacher, and learning style of the student, a different method might be used. These methods might include, yet are not restricted to:

1. **GROUP INSTRUCTION**
Lecture, complete lesson and discussion
2. **TUTORIAL INSTRUCTION**
Work one on one with teacher
3. **SMALL GROUP INSTRUCTION**
Complete assignments in small groups
4. **FIELD TRIPS**
Related to lesson plan and behavioral management plan
5. **TECHNOLOGY**
Online or through use of smart boards, netbooks, computers and video
6. **OTHER Instruction** may also include: use of textbooks, experimental exercises, class discussions, games, puzzles, role playing, video equipment and other creative ways of learning subject material.

ATTENDANCE POLICY

REQUIREMENTS

(Policy#: 006) Regular attendance is essential to ensure successful completion of assigned courses. At least 80% of daily attendance must be met to receive a recommendation to return to home school. Classroom staff will record attendance daily in an electronic database.

All absences need to be reported by a parent or legal guardian. This report may be made by phone, in person or written correspondence. If the absence is not reported in one of the above manners, it will be deemed as unexcused, and the parent or legal guardian will be contacted.

TRUANCY

Truancy is absence from school without valid cause any portion of a school year. Parental conferences with the administration and/or clinicians may be arranged following truancy offenses. The only non-absences would be for funeral or court attendance with proper documentation.

MAKE-UP WORK POLICY

It is the student's responsibility to ask his/her teachers for work missed when he/she is absent from school. Teachers will allow students the opportunity to make up any work missed because of an absence unless the student has been truant. The student has the responsibility to turn in all make-up work to the teacher within three days of returning to school. Students with excessive consecutive verified absences may be granted additional time for their work.

FIELD TRIP

Prior to the date of the field trip, it is the student's responsibility to inform his/her teachers that if he/she will be missing their class. The student shall make arrangements ahead of time to make up work missed. A student must make up work missed because of a field trip.

FUNERAL POLICY

If it becomes necessary for a student to miss school for a funeral, the following policy should be followed: Absences due to death in the immediate family (parents, brother, sister, spouse, children, grandparents) shall be a non-absence (maximum of five days). Absences due to attendance at the funeral of other relatives or friends shall be a verified absence provided the student brings a request note from his/her parent, no later than the day before the funeral.

If there should be other problems concerning a student's presence at a funeral, they should be discussed with EEP Principal.

DISMISSAL FROM SCHOOL

(Policy#: 037) Any student who leaves school during the day must have parent or designee sign them out at front office. The campus at CYHS is closed. This means that once a student has arrived on campus, he/she is not allowed to leave campus until school has been dismissed or parent/guardian contact has been made. This policy will be strictly enforced. In the event that a student should choose to leave school without permission the following procedures will be followed:

- A. Parent contact made by staff.
- B. Agency Resource Officer will be informed.
- C. Truancy referral made by staff.
- D. Student must return to school with parent.

ABSENCES

Attendance will be taken daily in each class.

Students are required to attend at least 80% of the time in order to be recommended to return to their home school.

Daily phone contact will be attempted with the parents when a student is absent.

TARDY POLICY

If a student will be late to school, a parent or guardian is expected to contact the school by telephone prior to the student arriving to school. Parent/guardian must sign student in if tardy. The determination as to whether a late arrival is verified or unverified will be on the same basis as absences.

Students should not loiter in front of the CYHS building. If a student arrives to school more than 15 minutes before the start of school, students must remain in lobby. Violation of this policy may result in disciplinary action.

TRANSPORTATION PROCEDURE

(Policy#: 009)

1. All EEP students must be transported to and from school by the school district transportation. Any transportation changes must concur with home school policies.
2. Prior approval from parents is required for a student to be able to be transported otherwise. Student must also have approval from the EEP Administrator.
3. Students must maintain appropriate behavior while on school bus or face possible suspension.
4. Students must be picked-up and dropped-off at their respective, assigned stop only.
5. When bus arrives at CYHS, students must enter building directly – no loitering outside.
6. Students will be assigned a specific bus for dismissal and will be dismissed accordingly. Again, students must board bus upon dismissal and will not be allowed to walk home or get into another vehicle without prior approval from parent and EEP Administration.
7. Failure to follow transportation procedures will result in disciplinary action.
8. If a student misses the bus, upon entering the building, student must be escorted by parent/guardian or designee into the building. Student must pass assessment to be admitted to class. Parent/Guardian or designee must sign student in.
9. A minimum of a 3-day notice is required for an address change.
10. Students are not allowed to walk or ride a bike to school.

GENERAL INFORMATION

CODE OF DRESS

(Policy#: 024) CYHS encourages a standard in behavior, dress, grooming and appearance that reflects pride in self, home and school. Student dress should not disrupt the educational process or be a safety or health hazard. The CYHS Board of Directors can amend this policy at any time if circumstances deem it necessary.

I. General Rules:

A. Pants/Capri Pants, Shorts, Skirts, Dresses:

- a. Must be worn at waist level.
- b. Must be worn without holes, rips or tears mid-thigh.
- c. Length must be below the fingertips.

B. Shirts/Sweatshirts, Dresses, Jumpers, Sweaters, Hoodies:

- a. Must be worn without holes, rips or tears.
- b. Students will be allowed to wear school issued athletic jerseys/shirts.
- c. All Shirts must have a sleeve/strap consisting of 3 inches or more.

C. Belts/Suspenders

- a. Belt buckles must be free of advertisement and ornamentation.

D. Shoes

- a. All students will wear shoes or approved footwear.
- b. Roller skates, roller shoes, roller blades or cleated footwear are prohibited.
- d. Heels should be appropriate height for various school activities.

II. Additional Requirements:

A. See-through apparel will not be worn; the appropriate and necessary undergarments must be worn and not shown.

B. Clothing must be worn properly.

C. Clothing that contains or suggests vulgar, profane or inappropriate wording or images, pictures of illegal substances, alcoholic beverages, tobacco products, sexual activity, violence or racial context are not permitted.

D. Clothing must cover the upper cleavage and the lower midriff torso at all times.

E. Students may not wear or carry bandanas.

F. No hats, headgear or sweatbands should be worn in the building.

G. Clothing that overhangs the heel or that is overly baggy is not permitted.

H. Gang-related apparel (as defined by area police agencies) is not allowed at any time in school or at school events. Tattoos related to hate groups or that are sexual or violent in nature must be kept covered.

I. Medical and religious-related needs must be properly documented in the school office.

J. Eye wear and sunglasses that may become a distraction to the educational process are prohibited.

K. Bags or purses of any kind are not permitted.

Principals and Agency Administrators have the final authority to determine what is acceptable and not acceptable under this dress code and may alter the policy to accommodate certain events.

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object to the student's compliance with any portion of this Student Dress Code Policy based upon a sincerely held religious belief. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions:

- What is the basis for the request for religious exemption?
- What religious teaching, religious belief or religious practice prohibits compliance with this student dress code policy?

In addition, all written objections must be accompanied by a signed statement of either a religious official, (such as minister, rabbi, imam, or other) or another person who can verify the nature and good faith basis of the sincerely held religious belief. The Executive Director or her designee shall review all objections to the Student Dress Code Policy. Students with legitimate religious objections shall not be required to comply with those portions of the Student Dress Code Policy which conflict with such good faith, religious requirements.

If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the CYHS Board of Directors who will review the application and make a determination within 30 days of the appeal.

FOOD SERVICES

Coordinated Youth & Human Services will be continuing the option available to schools participating in the National School Lunch and School Breakfast Programs.

Breakfast and lunch are provided each day at no charge for ALL students.

Meals will be served at a designated time each day. Each person is responsible to clean up after themselves. Breakfast will be available until 10:30 daily to ensure all students who arrive late are accommodated.

Beverages are not allowed at any time. Lunch may be brought from home. Students are expected to clean up after themselves to maintain this privilege.

SCHOOL CANCELLATIONS

School cancellations due to inclement weather will be announced on local television channels.

STUDENT SUPERVISION AND ESCORT

(Policy#: 038) Supervision in unstructured settings by the appropriate number of staff members should be provided at all times. Students must always be escorted in order to ensure the safety of all students and to maintain the cleanliness of the building.

SUPERVISION OF PHONE USE

Staff members must supervise all phone calls for students. Phone calls are used in emergencies and to arrange transportation for students. If a student cannot ask properly and is abusive, they will not be allowed to use the phone. Students should pre-arrange transportation whenever possible.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student, other individual with a documented disability or the CYHS Community Resource Canine. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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ASBESTOS

Our building has been inspected for asbestos-containing materials as mandated. A management plan has been prepared to offer direction and guidance in the management of the asbestos in our building.

AGENCY RESOURCE OFFICER

(Policy#: 029) The Agency Resource Officer is here to support our educational mission by

protecting our students and staff on campus and maintaining order. In conjunction with specialized ARO training, knowledge regarding laws, crimes, threats and the community makes the ARO a vital resource for both students and staff.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

(Policy#: 044) Students threatening and/or exhibiting self-injurious behavior or harm will be evaluated. Youth suicide impacts the safety and wellbeing of the individuals. Suicide and depression awareness and prevention are important goals of CYHS. CYHS maintains student and parent resources on suicide and depression awareness and prevention. Contacting the CARES line at 1-800-345-9049 if there are indicators of imminent danger. The Screening, Assessment and Support Services (SASS) program is available for children and adolescents experiencing a mental health crisis.

WORK PERMITS

If you are under sixteen and have a job, you need a work permit. In order to obtain one, your employer must write a letter outlining the days and hours you will be working. These must be in line with labor laws. Please bring the letter to the main office and give it to the EEP Administrative Assistant.

COUNSELING

CYHS students are assigned a clinician who will support their social/emotional wellbeing. Discussions with the social workers/counselor are considered confidential at the student's preference. The social workers/counselor support our school in a variety of ways, including but not limited to, leading support groups and assisting with personal problems.

HEALTH SERVICES

The school nurse is available to students for personal consultations. Students who become ill at school must report to the nurse before leaving the building. Students who are injured at school should be sent to the nurse by the teacher, or the nurse may be sent for, depending on the injury. The nurse will administer any first aid needed and contact the parent or guardian. The nurse will file an accident report on any injury that may require medical attention. Students should be escorted by a school representative to visit the nurse. Females in need of feminine products may request them from their teacher or the nurse.

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ATHLETIC ACTIVITY REQUIREMENTS FOR PARTICIPATION

A student must meet all academic eligibility requirements, have the following fully executed documents on file, have completed the online athletic registration and have received permission from CYHS school administration as well as their home school administration before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced

practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance.

4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

STUDENT BEHAVIOR

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

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

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance or cannabis.
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or

licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:

- that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement or dulling of the brain or nervous system.
- about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body.

g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:

- that a student believes to be, or represents to be, an illegal drug, controlled substance or other substance that is prohibited by this policy.
- about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to:

- ingest, inhale or inject cannabis or controlled substances into the body.
- grow, process, store or conceal cannabis or controlled substances.

4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

5. Using, possessing, controlling or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

6. Using or possessing a laser pointer.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a school staff member's request to stop, present school identification or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation or preference or display of affection.

11. Teen dating violence is prohibited.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school

property or another person's personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

15. Being absent without a recognized excuse.

16. Being involved in gangs or gang-related activities, including displaying gang signs, symbols or paraphernalia.

17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, vandalism and bullying.

18. Making an explicit threat on an Internet website against a school employee, a student or any school related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

19. Engaging in any activity, on or off campus, that interferes with, disrupts or adversely affects the school environment, school operations or an educational function, including but not limited to, conduct that may reasonably be considered to: be a threat or an attempted intimidation of a staff member, or endanger the health or safety of students, staff or school property.

DRUG POLICY

(Policy#: 031) The Board of Directors, Staff, Parents and Students of Coordinated Youth & Human Services recognize that adolescent use of chemical substances, including alcohol is illegal as well as detrimental to the adolescent's health and welfare. Our goals are to strive for maintenance of a drug-free school by providing support services for students desiring to abstain from the use of chemical substances and to access the support services without the need for disciplinary action.

Should a student violate agency policy by associating with substance usage, using chemical substances or possessing chemical substances in or around agency grounds, the following consequences will be imposed.

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SUSPENSION OF STUDENTS

(Policy#: 030) This policy hereby authorizes the Executive Director, Assistant Director and School Principals to suspend students for gross disobedience or misconduct for a period not to exceed 10 school days.

DISCIPLINARY PROCEDURES

A. Association with Substance Use/Abuse

- Congregating in an area where occurrence of substance use/abuse has been clearly indicated through direct staff observation.

First Offense

- Up to a three-day suspension.
- Parent conference required upon re-admission.

Repeated Offense (which occurs within one school year of any preceding offense)

- Up to a five-day suspension which can be reduced if verification of a substance use/abuse evaluation is provided.
- Parent conference required upon re-admission.

B. Substance Use/Abuse

Any use of alcohol, drugs, marijuana, over-the counter and prescription medication, hallucinogens, harmful petroleum-based inhalants or “look-alike” substances.

First Offense

- Consequences may include a multiple day suspension of up to and including ten (10) days, academic program changes recommended unless verification that a substance use/abuse evaluation is obtained, and recommendations are to be followed.
- Parent conference required.
- Police involvement and any legal action determined necessary.

Repeated Offense (which occurs within two school years of first offense)

- Possible change in outplacement from Educational Enhancement Program recommended to one’s respective home school.
- Police involvement and any legal action they determine necessary.

C. Substance Possession

Possession of alcohol, drugs, marijuana, over the counter and prescription medications, hallucinogens, harmful petroleum-based inhalants or look-alike substances. 15

First Offense

- Consequences may include a multiple day suspension of up to and including ten (10) days,, academic program changes recommended unless verification that a substance use/abuse evaluation is obtained, and recommendations are to be followed.
- Parent conference required.

- Police involvement and any legal action they determine necessary.

Repeated Offense (which occurs within two school years of first offense)

- Possible change in outplacement from Educational Enhancement Program recommended to one's respective home school.
- Police involvement and any legal action they determine necessary.

D. Sale/Distribution of Substances

Selling or distribution on or around agency grounds of alcohol, drugs, marijuana, over the counter and prescription medications, hallucinogens, inhalants or look-alike substances.

First Offense

- Possible change in outplacement from Educational Enhancement Program recommended to one's respective home school.
- Police involvement and any legal action they determine necessary.

CYHS General School Policy Guidelines and Expectations

STUDENT/TEACHER SUBORDINATION

(Policy#: 027) Students should fully understand that any staff member in the building has the authority to correct misconduct at any time.

We continually strive to allow students the opportunity to make choices in their life. These choices involve accepting responsibility for decisions they make. Should a student make an inappropriate decision, different measures to solve it and selecting a more appropriate plan of action is expected. This includes identifying the problem, looking at different measures to solve it and selecting a more appropriate plan of action.

As much as we strive to resolve problems, this is often a difficult task for many individuals. Prolonged refusal to cooperate in arriving at a solution might result in removal from the classroom. Should this persist, a parent might be requested to be involved in a conference to resolve the problem. Continued refusal to address the problem could lead to a school suspension.

The responsibility for attendance and proper conduct in school rests with the parent. CYHS recognizes its responsibility to provide services and opportunities needed to assist the parents/guardians in meeting his/her obligations.

The teacher or other assigned person is in complete charge of the classroom. The cooperation of all students is necessary for efficient school operation.

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SUBSTITUTE TEACHERS

Substitute teachers have the same authority as regular teachers.

ELECTRONIC SIGNALING DEVICES/EQUIPMENT

Electronic equipment (MP3 players, radios, cameras, camcorders, tape/CD players, pagers, laser pointers, games, etc.) is not permitted on school campus without prior approval. Articles such as these, if brought to school, will be confiscated, and will be returned to the student at the end of the school day on the first offense only. Continued offenses will result in discipline and parental conferences. The school cannot assume responsibility for personal property that is lost, damaged or stolen at school.

CELL PHONE POLICY

(Policy#: 036) If students choose to bring a cell phone into the school building, they will be turned in to the office upon arrival and returned as the students exit the building.

The school cannot assume responsibility for personal property that is lost, damaged or stolen at school. Any infractions observed will be reported to the administrative office.

GAMES

Gambling of any type is always prohibited on school property.

VANDALISM

Students are responsible for the proper care and security of all schoolbooks, supplies and materials issued to them.

Students who damage property, school property or equipment will be required either to pay for the damage done or replace the item. Vandalism will result in possible suspension, arrest or termination of services.

Unauthorized use of any school equipment, property or other materials or passes may result in possible suspension or termination of services.

CHEATING

Students who cheat on class assignments are subject to discipline according to the individual classroom teacher's rules.

STEALING

Punishment for theft may result in a suspension from school, and police may be notified.

STUDENT TO STUDENT BULLYING/HARASSMENT/HAZING/CYBER BULLYING

(Policy#: 034) Students should report any type of harassment by other student(s) to a teacher, clinician, nurse or principal. Anyone feeling that he/she has been harassed should see the EEP Principal who will supply the appropriate reporting form.

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Harassment includes threats, name-calling, hazing and inappropriate touching, gestures, symbol display or verbal/non-verbal/written communication that makes a student feel uncomfortable or unsafe even if the person engaging in such behavior doesn't feel he/she is harassing.

Students who engage in any form of harassment will be subject to disciplinary action, which will be based upon the severity of the offense. Racial harassment includes, but is not limited to, inappropriate language or gestures (including racial or ethnic remarks and hand-signs) directed towards a member of a different racial/ethnic group. This includes harassment of a racial, sexual or non-sexual nature. Anyone who engages in racial harassment may result in suspension or expulsion from school. Such behavior may result in police involvement in addition to school discipline.

Students are further warned that bullying or threats of an electronic nature involving the Internet and/or cell phones are specifically prohibited. Depending on the severity of the action, a student could be subject to suspension. The city of Granite City has an Internet and Cell Phone Ordinance which could result in considerable fines and/or community service. Students who violate these rules will be referred to the Agency Resource Officer (ARO) and/or the Administration in charge of discipline for appropriate action.

BLOGGING/SOCIAL MEDIA

If the school becomes aware of a negative posting by a student on a website, during school or outside school hours, the student may be assigned consequences for the post that causes school students or staff members to feel threatened or compromised. Disciplinary action may be taken in response to postings containing threats, bullying, inappropriate pictures, allegations of inappropriate behavior or such content that is likely to cause a disruption in the school.

FIRE AND EMERGENCY DRILLS

(Policy#: 046) Fire drills at regular intervals are required by law and are an important safety precaution. All students will be instructed in the procedures of evacuating the building in a safe and orderly manner in case of an emergency. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students instructions.

Anyone setting off a fire alarm will receive disciplinary action with officer involvement.

Main exits and alternative exits are clearly marked. Periodic fire and tornado drills are conducted to insure student awareness of evacuation procedures.

LOST AND FOUND

Articles that are found should be turned in to the office.

EXTRA-CURRICULAR ACTIVITIES

Anyone at an extracurricular activity at their home school caught smoking in the school building or who has the smell of alcohol on his/her person will immediately be asked to leave.

Appropriate disciplinary action will take place. Anyone caught possessing or using alcohol or other drugs could result in police involvement.

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(Policy# 027) It is clearly understood that our established rules of behavior apply not only in the classroom but at any time a student is present in the building, or on school grounds or at an away activity. Students who are ejected from any extra-curricular event may not be allowed to attend any extra-curricular events for the remainder of the school year.

DISCIPLINARY PROCEDURES

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary classroom assignment.
5. Return of property or restitution for lost, stolen or damaged property.
6. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
7. Suspension of bus rides.
8. Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities. A student may be suspended for serious violations of school rules, serious misconduct, repeated minor offenses or accumulation of minor offenses. Students will be given time to complete assigned work given during time of suspension in accordance with the length of their suspension.
9. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending a student because behavioral interventions, other than a suspension, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or arrest.

Every student will be afforded due process in the event that he/she violates a school rule.

The building principal or designee shall meet with a student returning to school from suspension or recovery room setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of suspension and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

DISCIPLINE GUIDELINES FOR COMPUTER USE

(Policy#: 021) Students are expected to follow the CYHS Technology Policy as well as the additional lab guidelines teachers have students' sign. Discipline for violation of computer use and specifically the internet is as follows:

Examples:

- Inappropriate activity, unauthorized use of internet, chat rooms, etc.
- Maneuvering around the system; restarting the computer or removing cable to disconnect from the network or system software; use of unauthorized software either from downloading it or being brought into the classroom via flash drives, etc.
- Log on as another user, accessing someone else's files, etc.

Subsequent or serious offenses – Will result in appropriate discipline in accordance with this policy.

FIGHTING

Fighting is defined as the exchange of mutual physical contact, such as pushing, shoving and hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid confrontation, all parties will be disciplined. When two or more students attack another student or engage in group fights, this could be considered a “mob action.” Appropriately deemed consequences, which may include suspension or outplacement from CYHS, will be handled on a case-by-case basis by the administration.

GANG-RELATED ACTIVITY

A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. CYHS feels that the presence of gangs and gang activities can cause a disruption to school services. By this policy, CYHS acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

- 1) shall wear, possess, use, distribute or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
- 2) shall commit any act or omission or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- 3) shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of CYHS policies.
 - d. Inciting other students to act with physical violence upon any other person. 20

Students violating this policy will be suspended from one to ten days and upon administrative review.

The following may result in immediate arrest and/or suspension.

- Profanity, vulgar language, disturbing the peace, disrupting class and/or hallways or

making threats.

- Unwanted persons loitering on CYHS property will be subject to arrest, no loitering.
- Possession of/sale of drugs or alcohol on school premises.
- Racially motivated hate crime/language.
- Fighting, physical or verbal aggression towards school personnel or fellow students (this is known as assault and/or battery).
- Weapons, guns, knives, mace, brass knuckles, chains or any other item that may be perceived as a weapon on school grounds.
- Destruction of property.
- Smoking or bringing smoking paraphernalia on to school grounds.
- Open gang activity, signs, clothing.

INAPPROPRIATE LANGUAGE/BEHAVIOR

Students who use inappropriate language, gestures or behavior on campus could face disciplinary action. Inappropriate language or gestures directed towards a school employee could result in appropriate school discipline. This includes vandalism and any type of misconduct or disrespect to a staff member off campus.

INSUBORDINATION/DISRESPECT

Students are expected to follow all reasonable requests from the staff. Insubordination is defined as a student purposely and willfully refuses a request. Any student refusing a reasonable request could result in suspension, and a parental conference may be held prior to the student returning to class.

INTERNET USAGE

All usage of the Internet through the Coordinated Youth & Human Services (CYHS) network is governed by the CYHS Internet Usage Policy. A copy of this policy will be available in all rooms with internet access. A signed copy of this policy must be on file before any student has internet access. Students are warned that harassment or threats of an electronic nature involving the internet and/or cell phones are specifically prohibited. Students who violate these rules will be referred to the ARO and/or the assistant principal in charge of discipline. Violation of this policy could result in suspension or appropriate disciplinary action as deemed by the administration.

PARKING PRIVILEGES

Parking on school property is a privilege awarded to juniors and seniors who possess a valid driver's license and active automobile insurance.

The following motor vehicle regulations shall apply to all operators of motor vehicles as soon as the vehicle enters the school property.

PARKING LOT RULES

The speed limit is five (5) miles per hour. Reckless driving is prohibited (careless driving or endangering others) and littering is prohibited on school grounds.

- Operators of motor vehicles must yield the right-of-way to pedestrians and school buses.
- Operators of motor vehicles must observe all signs posted on the lots and driveways.
- Cruising is prohibited on property; once a vehicle enters school property, it must be parked.
- Once a vehicle is parked, all persons in the vehicle must vacate it immediately and clear the lot.
- There is no parking in striped areas.
- A student who violates the parking rules may be ticketed and then must report to an assistant principal's office.
- Any car parked on school property is subject to search if deemed necessary.
- Students who must drive a car other than the one with the parking permit must report the alternate vehicle to an assistant principal's office or to the monitor on duty.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection between students have a tendency to reflect unfavorable impressions of the school and the individuals involved. Students are not to embrace, kiss, or have affectionate bodily contact while on school property. Offenders' parents or guardians will be notified, and continued offenses will result in disciplinary action.

RIDING A SCHOOL BUS

Riding a school bus is a privilege that can be taken away for disruptive or unsatisfactory conduct. All students being transported are under the authority of the school bus driver and must obey his/her requests. Specific regulations are posted in the buses. The school bus is an extension of the school and is thought of as a classroom. Due to insurance regulations, students may not ride any bus other than the one to which they are assigned. Suspension will be issued at the principal's discretion. During bus suspension, it is the parent's responsibility to provide transportation to and from school.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes ARO and EEP Administrators.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student.

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Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct

inspections and searches of desks, parking lots and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school policies or rules, evidence may be seized and confiscated by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, agency resource officer or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SELF-DEFENSE

This means the student did not contribute in any way to the start of a conflict. There should also be an attempt to retreat as well as an attempt to neutralize a hostile situation without escalating it.

STUDENT ONLINE PERSONAL PROTECTION ACT

Schools throughout the State of Illinois contract with different educational technology vendors

for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the educational technology being used, CYHS may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

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

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TOBACCO PRODUCTS (USE AND POSSESSION OF)

(Policy#: 032) Students are not to use or have in their possession any tobacco/nicotine products

or related materials while in any school building, bus or on school grounds as specified by federal law. The City of Granite City has determined that the health, safety and welfare of its citizens, and especially its minor citizens, will be served by prohibiting the possession of tobacco/nicotine products and smoking/vaping paraphernalia by minors, per City Ordinance #7282. A fine as well as school discipline will be given to minors who have tobacco/nicotine products in their possession or who use tobacco/nicotine products. Tobacco/nicotine products and related materials include cigarettes, electronic cigarettes (e-cigarettes), vapes, chewing tobacco, snuff, cigars, lighters, matches, etc.

WEAPONS

(Policy#: 047) The maintenance of a safe school environment that is conducive to learning is the highest priority of CYHS. For this reason, students who engage in such activities as vandalism, physical attack, theft, arson or the carrying, brandishing or use of a weapon are subject to extremely serious penalties. These consequence may include not only a multiple day suspension of up to and including ten (10) days, but also arrest or termination of services. The ban on carrying or use of any type of weapon should be carefully noted by both students and parents. Weapons include firearms, ammunition, any type of knife (including pocketknives) or any other object that may be used as a weapon.

STUDENT PROCEDURE FOR CHOICES PERSONAL ACCOUNTABILITY MODEL

Inappropriate choices in classroom may result in use of the Personal Accountability Model. These behaviors may include not working, inappropriate language, put-downs, tardy, leaving class, horseplay, drug talk, verbal or physical aggressions. Students will participate in a problem-solving process that provides practical skills in making appropriate choices. The Personal Accountability Model includes:

- STEP 1: Identify the problem (Ownership)
- STEP 2: Identify possible solutions (CHOICES)
- STEP 3: Identify the pros and cons of each solution (Reflection)
- STEP 4: Choose and implement a solution (Commitment)
- STEP 5: Evaluate the results (Outcome)

If your solution was not successful and the behavior continues, you will be choosing to process further to find an appropriate solution.

Possible consequences for repeated or extreme behaviors may result in the following: Recovery Room, Parent conference, sent home for the day as determined by the EEP Principal, suspension and/or ARO Involvement.

STUDENT RECORDS

All records of students at Coordinated Youth & Human Services are subject to the policies and procedures established by CYHS. A copy of the Rules and Regulations Governing Student School Records is available to parents from CYHS and the home school office.

When a student is no longer enrolled for any reason, the following will be returned to the school district of the student's residence within ten calendar days:

1. The medical, social, psychological and educational records that were provided by the public-school district at the time of the student's placement.
2. Other records of an academic or instructional nature that have accumulated during the student's enrollment at CYHS.
3. A transcript of any academic credits earned while the student was enrolled at CYHS.
4. Attendance records accumulated during the student's enrollment at CYHS.

SPECIAL NOTE TO PARENTS:

All student records must be obtained through the specific district's Special Education Region or Co-operative.

METAL DETECTION/WANDING

STEP 1: The student is scanned with the wand or standalone metal detector.

STEP 2: IF THE ALARM SOUNDS:

- a. The student is asked to empty the pocket(s) and place any items in a plastic container, OR pull up the pant leg, pull up the shirt sleeve, etc., to expose whatever object is alarming the wand.
- b. Students may be subject to body search by law enforcement.

STEP 3: After being checked and any items found on the student are harmless and allowable on the school premises – it is returned to the student (i.e., money change, watches, etc.)

STEP 4: IF ANY OBJECTS OF CONCERN ARE FOUND ON THE STUDENT –

- a. The item is placed in a plastic bag and marked with the student's name – then turned over to the principal (i.e., cell phones, iPod, CD players, tools).
- b. If the object of concern is a weapon (i.e., gun, chains, pocketknives, mace, spring blade knife) the principal is contacted – who in turn calls the ARO to inform them of the situation.

STEP 5: The EEP Principal or ARO contacts the parent –

- a. The item cannot be returned unless a parent comes in and retrieves the object - the parent is also informed that a second time results in the item being confiscated until the end of the school year.
- b. If the police are involved – then it is a police matter.

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AT ANY TIME, A STUDENT REFUSES A SCAN, DOES NOT COOPERATE WITH A STAFF MEMBER OR JOKES ABOUT HAVING A WEAPON, THEY WILL NOT BE ALLOWED ON

THE BUS OR IN THE SCHOOL.

ANY MENTION OF A WEAPON OR A BOMB COULD RESULT IN ARREST.

REFERRAL BACK TO HOME SCHOOL

Upon successful completion of one semester of academic instruction, a student may be recommended to return to his/her home school. The staff at Coordinated Youth & Human Services Education Enhancement Program will consider this recommendation only if the following criteria are met:

- Credit has been earned in all scheduled classes with a "C" average or better.
- 80% or better attendance was maintained.
- Consistently demonstrate appropriate behaviors for one full semester.
- Recommendation by Coordinated Youth & Human Services Education staff.

After these criteria have been met, a meeting is scheduled with the student's parent(s)/guardian(s), school clinician, school administrator, LEA Representative, Coordinated Youth & Human Services personnel and the student. This meeting is held to discuss possible reintegration. It is the home schools right to accept the student back and set up a starting date or to deny CYHS recommendations.

PARENT INFORMATION SECTION

PARENT INFORMATION SECTION

VISITORS

(Policy#: 003) All visitors must sign in at the main office and receive a visitor badge. Parents are welcome and strongly encouraged to visit anytime. Students are not allowed to bring guests with them.

SCHOOL RECORDS

(Policy#: 014) A complete record of grades is kept in the Registrar's office at the student's home school. Grades in our school are given to the students every nine (9) weeks throughout the school year. At the end of each nine (9) weeks report cards are issued.

In addition to grades, report cards will show the student's credits earned during the current grading period as well as the total credits already earned toward graduation.

A semester's report card will have a grade for both nine (9) week periods and the grade for the semester. The nine (9) week grades are not necessarily averaged together to obtain the final grade. The course is 18 weeks long and all work must be finished to achieve credit. The semester grade is the only grade recorded on the student's permanent record.

PARENTAL ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day CYHS receives a request for access.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.
3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant or improper.
4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
5. The right to a copy of any school student record proposed to be destroyed or deleted.
6. The right to prohibit the release of directory information.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CYHS to comply with the requirements of FERPA.

WITHDRAWING FROM SCHOOL

If a student should move from the school, the student/family should notify the principal as soon as possible so that records for transfer may be prepared. If a student is leaving the school, the records will be sent to the new school upon written request.

EMERGENCY OPERATION PLAN

DESIGNATED AREAS OF EVACUATION

Evacuation to exterior of building remaining on grounds

All evacuation routes are posted in each classroom and common areas. In the event that the CYHS building needs to be evacuated, the designated meeting or staging area will be on the right side of the building in the grass area. All students, clients and employees will meet at this location for a head count. Parents will be contacted in the event of injury or in case of notification of early dismissal or for parents to pick up their son or daughter.

Evacuation to another location away from CYHS

In the event of a bomb threat, armed intruder or an emergency calling for evacuation from the building and property of Coordinated Youth & Human Services, the designated meeting place will be 2016 Madison Avenue. Students will be transported to this location. A head count will be taken, and parents/guardians will be notified to pick up their student(s) at this location. A command post will be established at this location in the event of injury, so that relatives and parents can obtain information from the Crisis Response Team and authorities.

OPERATION DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

Your child's school play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Executive Director in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school. Parents/guardians are responsible for assuring the participation of their child. Students

who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents/guardians will be required to observe all public health and safety measures implemented by the school in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact the school administration.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school or state mandates, the school may need to conduct a daily health assessment of your child. Parents/guardians and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents/guardians should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school if you have any concerns regarding your child's education, health or safety.

BLOOD BORNE PATHOGENS

(Policy#: 040) In the event that someone incurs an injury in which there is blood or bodily fluid spilled, universal standard precautions for infectious diseases will be followed. This means wearing latex gloves when there is a possibility of contact with any person's blood. Each classroom/office will be equipped with latex gloves. Blood on surfaces will be cleaned with a direct application of household bleach and water solution.

MEDICATION PROCEDURE

(Policy#: 039) It is the procedure of Coordinated Youth & Human Services to require the following procedures for students regarding medications:

- Medication will only be administered by the school nurse or designee.
- In case of emergency, the parent/guardian may administer medication to the student when the student is in school.

MEDICATION AT SCHOOL

Any parent or guardian desiring medication to be administered by the school nurse to their child during school hours shall first complete the Physician and Parent Authorization to Administer Medication, supplied by CYHS. Any information obtained by CYHS shall remain confidential.

Any parent may come to the school to administer over the counter (OTC) medication. Medications such as aspirin, Tylenol, cough or cold medication, antacids, etc., are not dispensed by the nurse.

Students are not allowed to carry any medication(s) including over the counter medications. The only exception is an asthma inhaler which must be accompanied by a signed doctor's note.

PHYSICAL EXAMINATION/IMMUNIZATION

(Policy#: 043) Students entering ninth grade and/or are 14 years of age are required by the Illinois School Code to have a completed physical examination report on file and to have a completed series of immunizations. These are generally maintained by the home schools. Students who transfer from another school system, at whatever grade level, must show proof of physical examination and completed immunizations as required by the Illinois School Code. This information is usually contained in the records that are received from the previous school. If it is not, the school nurse will notify the student's parents/guardians. Parents have until October 15th to have this information completed and returned.

STUDENT EMERGENCY MEDICAL CARE

(Policy#: 042) It shall be the policy of CYHS to ensure that any student in need of emergency medical care will be taken to the nearest hospital by the closest available ambulance service.

All students are eligible to apply for school insurance through their home school. Applications will be on hand at CYHS EEP should one be desired.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, And Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the school's environment and school community, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image

- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning signs of Grooming Behavior

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibiting grooming is defined as (i) any act, inducing but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student

- Restricting a student's access to other adults

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behavior, or boundary violations, or you believe that your child is a victim, you should immediately contact the building principal, school counselor, or other trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800-656-HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1-800-25-ABUSE (2873)

FORMS



COORDINATED YOUTH
& HUMAN SERVICES

Education Facility 1611 W. Third Street
Granite City, IL 62040

Request for Medication To Be Administered At School
(More than 10 School Days)

Certification

I, the undersigned physician, certify that it is absolutely necessary for the critical health and well being of the student named herein _____ to be administered said medications below during the school day, or school related activities. I further certify that it is medically inappropriate for the student to be medicated outside the school day or school related activities, and that there is no practical method of medication, accept in accordance with these orders.

Date to begin in school medication: _____

Medication to be administered: _____
Medication/Dosage/Route

Time to administer: _____

Diagnosis: _____

Side effects that may occur with this medication: _____

Action to be taken if side effects occur: _____

Expiration date of this medication order: _____

(Please Print)

Physician Name: _____

Office Address: _____ Suite # _____

Phone Number: _____ Fax Number: _____

Physicians

Signature: _____

To Be Completed By Parent/Guardian

I hereby request and give my permission for Coordinated Youth and Human Services school nursing staff to administer the prescribed medication to my child. I understand the Education Facility or the school nurse will not be responsible should the medication be omitted for any reason and/or .any reaction the child may have to the medication. As the Parent/Guardian, I assume total responsibility for this service.

Parent/Legal Guardian Signature: _____ Date: _____

Phone: _____



1611 West Third Street
Granite City, IL 62040
618-451-0552
Fax: 618-451-1257

PERMISSION SLIP

I hereby give my permission for my son/daughter _____
to participate in a school sponsored Field Trip to:

_____ on _____

And be transported to and from said activities by designated Coordinated Youth & Human Services staff members.

Parent/Guardian

CYHS Staff

Date

Date

MEDIA EXCLUSION FORM

SCHOOL YEAR _____

Occasionally the media visits the school as part of a story on school activities or other general news. Parents have a right to complete a Media Exclusion Form to have their child excluded from such coverage. Parents wishing to complete this form must contact the EEP Principal

School _____ Date _____

Student _____ Age _____
(last) (first) (middle)

Grade _____ Homeroom Teacher _____

(Parent[s] or Guardian making request)

(Street Address)

(City, State)

(Phone Number – Home)

(Phone Number – Work)

_____ I do not want my child filmed or to have his/her picture taken for public exposure.

_____ I do not want my child interviewed by any member of the media as part of a class activity.

_____ I do not want my child filmed or to have his/her picture taken even if it is only for a school party or school project.

It is understood that it may be necessary to temporarily remove my child from class while filming is occurring to comply with my request that he/she not be shown on film or pictured.

(Parents or Guardian)

(Principal)

(Homeroom Teacher)

CYHS INTERNET USAGE POLICY

Instruction

Authorization for Electronic Network Access

Each staff member must sign this Authorization as a condition for using the Coordinated Youth & Human Services (CYHS) Electronic Network connection. Each student and his or her parent(s) guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with Coordinated Youth & Human Services (CYHS) goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – Access to the CYHS electronic network must be (a) for the purpose of education or research and be consistent with the educational objectives of CYHS or (b) for a legitimate business use.
2. Privileges – The use of the CYHS electronic network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has this Authorization and may deny, revoke or suspend access at any time; his or her decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or State law
 - Unauthorized downloading of software, regardless of whether it is copyrighted or devirused
 - Downloading copyrighted material for other than personal use
 - Using the network for private financial or commercial gain
 - Wastefully using resources, such as file space
 - Hacking or gaining unauthorized access to files, resources or entities
 - Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature
 - Using another user's account or password
 - Posting material authored or created by another without his/her consent
 - Posting anonymous messages
 - Using the network for commercial or private advertising
 - Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material
 - Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following.
 - Be polite. Do not become abusive in your messages to others.

- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
 - Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be private property.
5. No Warranties – CYHS makes no warranties of any kind, whether expressed or implied, for the service it is providing. CYHS will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. CYHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify CYHS for any losses, costs or damages including reasonable attorney fees, incurred by CYHS relating to, or arising out of, any breach of this Authorization.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – CYHS assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and CYHS policy prohibit the republishing of text or graphics found on the Web or on CYHS Web sites or file servers, without explicit written permission.
- For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- . Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

1. CYHS electronic mail system, and its constituent software, hardware and data files are owned and controlled by CYHS. CYHS provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
2. CYHS reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
3. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
4. Electronic messages transmitted via the CYHS Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with CYHS. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of CYHS. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
5. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
6. Use of the CYHS electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses", as detailed in this Authorization and otherwise follow this Authorization.
2. Staff members shall supervise students while students are using the CYHS Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
3. Each CYHS computer with Internet access has a filtering device that blocks entry 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 Executive Director or designee.
4. The system administrator and Building Principal shall monitor student Internet access.

Students, parent(s), guardian(s) and staff members need only sign this Authorization for Electronic Network Access once while enrolled or employed by CYHS.

Adopted: 01/09/92

I understand and will abide by the above Authorization for Electronic Network Access. I understand that CYHS and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand

that should I commit any violation; my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the CYHS electronic network connection and having access to public networks, I hereby release CYHS and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use, the Internet.

DATE: _____

USER SIGNATURE

(Required if the user is a student:)

I have read this Authorization for Electronic Network Access. I understand that access is designed for educational purposes and that CYHS has taken precautions to eliminate controversial material. However, I also recognize it is impossible for CYHS to restrict access to all controversial and inappropriate materials. I will hold harmless CYHS, its employees, agents or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the CYHS Internet.

DATE: _____

PARENT/GUARDIAN NAME (Please Print):

SIGNATURE: _____