



# **CENTRAL A&M MIDDLE SCHOOL**

**CENTRAL A&M** – “Empowering & Celebrating EXCELLENCE in each of our students.”

Every Central A&M student has the opportunity to develop skills necessary to achieve success and become a productive member of society. Highly skilled and dedicated staff provides a quality education in an environment that reflects the values, needs and standards of the community. Central A&M, together with parents and community will instill a desire for life-long learning.

Central A&M Middle School  
404 East Colegrove  
Suite A  
Assumption, IL 62510  
217-226-4241

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CENTRAL A & M DISTRICT 21  
2026-2027 District Calendar



August 17	Teachers' Institute – No student attendance
August 18	First Day CAM Students (dismiss @11:30/11:45)
September 7	Labor Day - No School
September 16	11:30/11:45 Early Dismissal -School Impr. Planning
October 8	11:30/11:45 Early Dismissal – School Impr. Planning
October 9	No student attendance - Teachers' Institute Day
October 12	Columbus Day - No School
<b>October 16</b>	<b>End of 1st Quarter</b>
November 25-27	Thanksgiving Break - No student attendance
December 17	1:45/2:00 Early Dismissal
<b>December 18</b>	1:45/2:00 Early Dismissal - <b>End of 2nd Quarter</b>
Dec 21-Jan 1	Christmas Break
January 4	No student attendance - Teachers' Institute Day
January 18	MLK Jr. Day - No School
February 15	President's Day - No School
March 10	11:30/11:45 Early Dismissal -School Impr. Planning
<b>March 12</b>	<b>End of 3rd Quarter</b>
March 25-29	Spring Break - No student attendance
April 21	11:30/11:45 Early Dismissal -School Impr. Planning
**May 18	1:45/2:00 Early Dismissal
<b>**May 19</b>	1:45/2:00 Early Dismissal - <b>End of 4th Quarter</b>
**May 20	Teachers' Institute Day - No student attendance

\*\*End of school days are contingent on use of Emergency Days and are subject to change

## Bell Schedule

2:55 Dismissal		1:45 Dismissal	
1	8:00 - 8:43	1	8:00 - 8:35
2	8:46 - 9:24	2	8:38 - 9:08
3	9:27 - 10:05	3	9:11 - 9:41
4	10:08 - 10:46	4	9:44 - 10:14
5	10:49 - 11:27	5	10:17 - 10:47
6A	11:29 - 11:49	7	10:50 - 11:20
6B	11:49 - 12:09	8	11:23 - 11:53
7	12:11 - 12:49	6A	11:55 - 12:15
8	12:52 - 1:30	6B	12:15 - 12:35
9	1:33 - 2:11	9	12:37 - 1:07
10	2:14 - 2:55	10	1:10 - 1:45

11:30 Dismissal	
1	8:00 - 8:20
2	8:23 - 8:43
3	8:46 - 9:06
4	9:09 - 9:29
5	9:32 - 9:52
7	9:55 - 10:15
8	10:18 - 10:38
9	10:41 - 11:01
10	11:04 - 11:30

### Introduction

This handbook is designed to help you become familiar with the rules and procedures of Central A&M Middle School. These rules and procedures have been established to create the best possible learning environment for all students.

In addition to describing school rules and procedures, this handbook contains important information that will prove useful to you during the school year. It should be placed in your binder so that you and your parents can refer to it as needed.

We believe that Central A&M Middle School offers a strong academic program, and that we have a talented and well-behaved student body. We encourage you to take advantage of an excellent teaching staff and the wide range of educational and extracurricular opportunities that are available to you. We also encourage you to take your responsibilities as a student seriously. Your cooperation and good behavior will contribute to a rewarding educational experience and will help us to maintain the type of school atmosphere most conducive to a good education.

### School Administration

	<b>Office Phone</b>
Superintendent: <b>SACHA YOUNG</b>	217-226-4042
High School Principal: <b>LARRY DALY</b>	217-768-3866
Middle School Principal: <b>ALEXIS BLACK</b>	217-226-4241
Gregory Intermediate Principal: <b>BRIAN PEKOVITCH</b>	217-768-3860
Bond Primary Principal: <b>ALEXIS BLACK</b>	217-226-4241
Kemmerer Supervisor: <b>CAROL DANCE</b>	21-226-2159

### The Middle School Team

<b>Danielle Moraes</b>	7 <sup>th</sup> Language Arts & Reading	<b>Kari White</b>	Resource
<b>Kacey Mitchell</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> P.E.	<b>Kim Hilton</b>	Resource
<b>Tom Zuber</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> STEM/Computers	<b>Michelle Woodrum</b>	Reading Rtl
<b>Jacob Elam</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> Chorus		
<b>Renee Oldham</b>	8 <sup>th</sup> Language Arts & Reading	<b>Jennifer Shivley</b>	Counselor
<b>Kraig Marcure</b>	7 <sup>th</sup> & 8 <sup>th</sup> Math		
<b>Jameson Smith</b>	6 <sup>th</sup> Science & Social Studies	<b>Tracy Gaither</b>	Secretary
<b>Caleb Ludwig</b>	7 <sup>th</sup> & 8 <sup>th</sup> Science		
<b>Monica Hennings</b>	6 <sup>th</sup> Math & Math Rtl	<b>Michael Garner</b>	Head Custodian
<b>Grace McClellan</b>	8 <sup>th</sup> Art	<b>Keaton Garner</b>	Custodian
<b>Jamie Shelton</b>	Librarian	<b>Seth Koons</b>	Custodian
<b>Kord Champley</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> P.E. & Health		
<b>Ryan Fitzgald</b>	7 <sup>th</sup> & 8 <sup>th</sup> Social Studies	<b>Rob Smith</b>	Athletic Director
<b>Matthew Parker</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> Band & 6 <sup>th</sup> Music Appreciation		
<b>Jessi Mathon</b>	6 <sup>th</sup> Reading & Language Arts		

**CENTRAL A&M COMMUNITY UNIT DISTRICT 21  
OFFICIAL NOTIFICATION OF SCHOOL  
REGULATIONS AND PROGRAMS AS PRESCRIBED BY LAW  
2026-2027**

Over the course of the year, situations may arise that are not specified in this handbook. This does not grant a student the right to commit such offenses free from possible consequences. As a result of this, the handbook may be amended during the year without notice. Also, the Central A & M handbook is only a summary of board policies governing the district, board policies are available to the public at the district office.

**Part 1: Introduction Information and General Notices**

**District Office and School Board Information**

District Office: Central A&M Community Unit Dist. 21, 406 E Colegrove.,  
Assumption, Illinois 62510-0140,

Sacha Young, Superintendent  
Mrs. Joannie Mitsdarffer, Superintendent's Administrative Assistant  
Mrs. Kristy Keown, Business Manager

**Board of Education**

The seven members of the Board of Education of Central A&M Community Unit District 21 are elected at large from the residents of the school district. Members serve four-year terms of office and are elected in the Nonpartisan Election in odd-numbered years. The board meets at least once each month on the 3<sup>rd</sup> Monday of each month, unless there are five Mondays in the month, at which point the board often meets on the 4<sup>th</sup> Monday. Meetings are scheduled in the Central A&M District Office board room. The regular monthly meetings are held at 7:00 pm. All meetings of the board and committee meetings are public meetings.

**Building Hours**

**Students who are not bus riders may not enter the building before 7:45 a.m., due to lack of supervision before that hour.** Doors will remain locked until that time, unless temperatures are dangerously low. Parental cooperation in this matter is greatly appreciated. Students are expected to leave the school grounds immediately after school unless they have a practice, detention or appointment with a teacher. Any student who must leave the building during the school day must sign out in the office.

**Basic Rights**

- Each student has the right to learn.
- Each teacher has the right to teach.
- Students, staff and parents have the responsibility to support each other.
- Parents have the right to review instructional material.

**Nondiscrimination**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the district

Title IX Coordinator, Alexis Black.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

#### **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 or other individual with a documented disability. This rule may be temporarily waived by the building principal in case of an educational opportunity for students, provided that (a) 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.

#### **Asbestos**

All school buildings within the Central A & M district have been inspected and re-inspected by accredited inspectors for asbestos containing materials. There is an Asbestos Management Plan in place and available for public inspection during normal business hours. Please contact the district superintendent.

#### **Care of School Property**

A student is responsible for the textbooks which he/she rents or uses. Books are rented at the beginning of the school year, at registration. If a book is damaged, lost or stolen, the student to whom the book was issued is financially responsible for the replacement or repair of the book. ***New textbooks need to have a book-cover on them at all times. Books should be placed, not thrown*** into lockers. A fee will be assessed on any book damaged beyond expected normal wear. If a book needs to be rebound, a shipping fee will also be assessed. Any person found destroying school property will pay for the damages. Students caught in deliberate acts of vandalism will be subject to prosecution under the law. School authorities will sign warrants against anyone arrested for vandalism outside of school hours.

#### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

#### **Employee Conduct Standards**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office. The Sexual Abuse Response and Prevention Resource Guide is available at the request of the parent or guardian.

### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
  - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
  - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the building principal.

### **Homeless Child's Rights to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Library**

Central A&M Middle School Library will charge fines for overdue materials borrowed from the library or any member library of the Illinois Heartland System as follows: **Print materials** \$.05 per item per school day; **Audio/Visual** materials \$.45 per item per school day. A replacement fine will be assessed if a student loses his/her library card.

### **Lost and Found**

Items found should be turned into the office. If items are lost, report them to the office as soon as possible. Articles of value turned into the office will be held for a period of time. Valuable items are posted on the daily announcements. Several times a year, unclaimed articles are put on a table in the entryway for use by students who may need them.

### **Messages**

We are happy to give **urgent** messages to students from parents. Because we have a busy office, we ask that you try to make transportation arrangements with your student before school. When parents call several times per week to have us tell their children where to go after school, or who is picking them up, it is a disruption of our work, and a disruption of their child's class and the education of his/her fellow students.

### **Parental Involvement in State and Federal Programs**

Parental involvement and input are always welcome in the Central A&M schools. If you have questions, concerns, or suggestions regarding any of the programs of the schools, including the state and federal programs in which the district participates, please contact the superintendent's office. Your comments will be welcomed and appreciated. Central A&M participates in these federal programs: Title I and Response to Intervention (RtI).

### **Pest Management and Control**

All school buildings within the Central A & M district are regularly inspected for the presence of insect pests and rodents. In order to properly manage and control such pests, it may be necessary to spray buildings and grounds with approved pesticides, including insecticides, rodent repellent, and herbicides. By law, the school district must maintain a registry of staff, parents and students who wish to be notified when and if such spraying is scheduled. Persons listed on the registry will be notified at least 48 hours in advance of any air-borne applications of such pesticides. To register, call or notify the school district office, 226-4042.

### **Prevailing Wages**

The board of education of the Central A&M school district annually passes a resolution establishing prevailing wage rates for district construction projects as being the same as those in Shelby, Christian and Macon counties as determined by the *Illinois Department of Labor*. Anyone wishing to inspect the resolution may do so in the superintendent's office between 7:30 a.m. and 4:00 p.m. Monday through Friday.

### **Prevention of Anaphylaxis**

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

### **Responsibilities of Mandated Reporters**

Illinois law requires that Mandated Reporters, which includes school personnel, must report suspected child abuse or neglect to the Department of Child and Family Services.

A report must be made when a mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom he or she knows or reasonably suspects has been the victim of child abuse or neglect. A mandated reporter is not required to notify a parent, guardian or suspected perpetrator of allegations or investigation of suspected child abuse/neglect. Notification will be handled by DCFS or law enforcement.

### **Return to PE Guidelines**

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

### **School Closings**

On days that school must remain closed because of the weather, an announcement will be made early in the morning on the school website [www.camraiders.com](http://www.camraiders.com) and the following radio stations: WTIM (Taylorville), WDZ (Decatur), WSOY (Decatur), WDZQ (Decatur), WEJT (Decatur), WXFM (Decatur), WSHY (Shelbyville), and WRAN (Shelbyville). An announcement to close school will also be made on WCIA (Channel 3), WICS ( Channel 20), WICD and WAND (Channel 17). **Please tune into the radio, television or visit the school website when the weather looks bad, rather than calling the school.**

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **School Volunteers**

All school volunteers must complete a "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individuals make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out in the office. Volunteers will be subject to background checks.

### **Sex Offender Notification**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren).

To attend a conference at the school with school personnel to discuss the progress of their child.

To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

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

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### **Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of

child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

#### **Requesting Support Services**

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the District Office.

#### **Filing a Complaint**

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

#### **Retaliation Prohibited**

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **Students with Food Allergies**

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

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

### **Suicide & Depression**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **Transferring to Another School**

When a student leaves our school to go to another school, he/she must pay all money owed (lunch, library, music, shop projects etc.). He/she must also turn in library books and textbooks, and clean out both lockers. **Parents must inform the office that the student is leaving.** Student records will not be transferred until books are returned and fines are paid.

### **Treats and Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require

refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

#### **Use of Lockers**

The school will provide each student with a school and P.E. locker on a temporary loan basis. Students will be provided a school issued lock for their regular and gym lockers, and must use it each day. Sharing of lockers is prohibited. **Students are strongly advised not to share either locker combination with other students.** This may lead to missing items, and other problems. P. E. clothes and street clothes should be ***carefully*** locked in P.E. lockers to prevent loss or theft. Any damage to lockers should be reported to the office. Lockers are subject to periodic inspections by school officials for cleanliness and for items which may be present in violation of school policy and rules and regulations.

#### **Video Monitoring System**

A video monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

#### **Visitors**

All scheduled visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

## **Part 2: Attendance**

#### **Student Absences**

Attendance plays an important part of student performance in school. Students are expected to be present each school day. Students are allowed to be absent for **5 total days per semester** for illness without a doctor's note. Students who are absent more than 5 total days due to illness will be required to have a doctor's excuse in order to receive an excused absence. If a student continues to be absent without a doctor's excuse, truancy action may be initiated.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency,

situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

#### **Attendance Centers**

1. **Central A&M High School**, 229 East Pine Street, Moweaqua, IL 62550  
Grades 9-12, Mr. Larry Dayle, Principal 217/768-3866
2. **Central A&M Middle School**, 404 East Colegrove St., Assumption, IL 62510  
Grades 6-8, Mrs. Alexis Black, Principal 217/226-4241
3. **Gregory Elementary School**, 221 East Pine St., Moweaqua, IL 62550  
Grades 2-5, Mr. Brain Pekovitch, Principal 217/768-3860
4. **Bond Elementary School**, 404 E. Colegrove, Suite B, Assumption, IL 62510  
Grades PreK-1, Mrs. Alexis Black, Principal 217/226-4022
5. **Kemmerer Village Campus School**, 941 N. 2500 East Road, Assumption, IL 62510  
Special Population, Mrs. Carol Dance, Principal 217/226-2159 or 226-2139

#### **Compulsory Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

#### **Eligibility for Enrollment**

Children who are five (5) years old by September 1, or under twenty-one (21) years of age are eligible to enroll and attend Central A&M Schools, provided they reside in the district. Pupils moving from the school district during the school year may continue school in this district for the remainder of the current school year, tuition free. In such instances, it is the parents' responsibility to provide necessary transportation.

#### **Make-up Work**

Students with an excused absence(s) will be allowed to make up work for full credit. The student must turn in work by the number of school days equal to the number of school days missed with an excused absence from the day of student return to school.

It is encouraged that parents wait to request make-up work assignments only when a student is absent for more than one day. Contact teachers via email to request assignments or inquire about assigned work.

### **Residency**

Any eligible student (1) who lives within the district with his/her parents, (2) places with legally-appointed guardians or foster parents living in the district, or (3) a legally emancipated self-supporting student who lives in the district may attend school at Central A&M. Students who are in long-term custody of other than family members may attend district schools provided that the placement is for other purposes than school attendance. Non-resident students may attend school with board of education approval by paying the per capita tuition charge.

### **Tardies**

Students who are late to first period must come to the office for a tardy slip. During the rest of the school day, individual teachers will record tardies in passbooks. After the third tardy each quarter, students will receive a detention. Additional consequences may be issued for each subsequent tardy.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Unexcused Absences**

Unexcused absences are generally avoidable. The principal has the authority to determine whether or not the absences are excused. Teachers will record unexcused absences in their grade books, and work may not be made up. Examples include but are not limited to truancy, family trips without prior approval, lack of note or phone call from parent or other reasons for absence judged unacceptable by the principal (i.e.

shopping, baby-sitting, hair appointments, oversleeping)

### **Part 3: Curriculum & Grading**

#### **Curriculum**

The district shall provide a curriculum of studies in accordance with state laws and rules and regulations. When parents find portions of the curriculum objectionable, the student may not be required to take that portion of the class or subject, provided that the parent submits a written objection to the appropriate school administrator of the school the child attends.

#### **District Grading Scale**

Plus and minus grades are used in the computation of a student's grade point average. At Middle School, all courses taken are included in the GPA and carry equal weight. The grading system and its numerical equivalent is as follows:

<u>A</u>	<u>94-100</u>	<u>4.00</u>
<u>A-</u>	<u>90-93</u>	<u>3.70</u>
<u>B+</u>	<u>88-89</u>	<u>3.30</u>
<u>B</u>	<u>82-87</u>	<u>3.00</u>
<u>B-</u>	<u>80-81</u>	<u>2.70</u>
<u>C+</u>	<u>78-79</u>	<u>2.30</u>
<u>C</u>	<u>72-77</u>	<u>2.00</u>
<u>C-</u>	<u>70-71</u>	<u>1.70</u>
<u>D+</u>	<u>68-69</u>	<u>1.30</u>
<u>D</u>	<u>62-67</u>	<u>1.00</u>
<u>D-</u>	<u>60-61</u>	<u>.70</u>

#### **Honor Roll**

**High Honor** - with no grade less than an A-

**Honor** - with no grade less than a B-

\* means incomplete; the student must complete work (within 10 days) before a grade can be assigned.

#### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

#### **Progress Reports**

Mid-quarter progress reports are available via Skyward and are used by teachers to communicate with parents about the academic progress of students in danger of failure. Some teachers also send progress reports to parents of other students as well, for informational purposes. If the progress report shows a potential problem, the parent should contact the teacher(s).

#### **Report Cards**

Report cards are available via Skyward. A paper copy will be provided if requested by parent or student. Students are responsible for making arrangements with teachers to complete necessary work to make up an incomplete. If the work is not completed **within 10 school days**, the teacher will calculate the grade based on previously completed work.

### **Retention Policy**

**The passing or promotion of a student to a higher grade level for any reason unrelated to the academic performance of the student is strictly prohibited. Students may not be promoted on the basis of age, physical development, or any other social reasons not related to academic performance**(part of Dist. Pol. 6.285; Legal Ref.: ILCS 5/10-20.9a).

1. Parents will be informed by letter of any class their child is failing. Letters will contain information about parent/student options for grade improvement (Parent/Teacher conferences, Homework Hangout, etc.) Students may be assigned to a special study hall, be restricted from special activities, be required to study at lunchtime and/or be denied passes during class and study hall. These decisions are left to the discretion of the teachers. The restrictions can be lifted after the student has improved and maintained his/her grades.
2. Grades will be calculated using **percentages**. The percentages for each quarter will be added together and divided by four to determine whether or not a class has been failed for the entire year. This is to encourage students to make an effort **during the entire year**.
3. Students failing **any class** for the entire school year will be required to attend and pass summer school in order to be promoted. Parents may be required to **pay a fee** for summer school, if there is no summer school funding. Transportation will **not** be provided for summer school.
4. Students failing **two or more classes** for the entire school year will be retained.
5. 8th grade students who are required to attend summer school will **not** participate in any end-of-year activities (class trip, dance).

The criteria for participation in **8th grade activities** (field trip, graduation party/dance) are determined by the 8th grade students and their teachers, and may vary from year to year. Students and parents are made aware of these standards as soon as they are developed. 8th grade students are required to pass tests on the Constitution in order to pass on to 9th grade.

### **Sex Education Instruction**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.<sup>1</sup>

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Testing Program**

Central A & M Middle School participates in the IAR (Illinois Assessment of Readiness). Sixth through eighth grade will be tested in the areas of ELA (English Language Arts) & Math.

Central A & M Middle School also participates in the ISA (Illinois Science Assessment). Eighth grade will be tested.

The testing program serves primarily two purposes:

- 1) It provides valuable data for use in advising students.
- 2) It provides improvement of instruction through furnishing both students and teachers objective data as to the desired goals and outcomes are being met. These tests provide students with valuable experience in taking long and comprehensive examinations such as those encountered later in post-secondary work and also in business and industry. The results are particularly valuable in counseling students regarding future educational and vocational plans.

### **Teacher Qualifications Request**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. The teacher is teaching under emergency or other provisional status.
  3. The teacher is teaching in the field of discipline of the certification of the teacher.
  4. Paraprofessionals provide services to the student and, if so, their qualifications.
- If you would like to receive any of this information, please contact the building principal.

## **Part 4: Student Fees & Meal Costs**

### **Breakfast and Lunch**

The cost of a regular student meal is \$3.20 (Breakfast \$1.70) *Prices are subject to increase.* Ala carte items are also available, and are paid for with cash. Students pay for lunches in the office **before school**. Students are reminded periodically to check lunch balances and to bring lunch money to the office when their balance is low. Adult lunch \$3.95. Adult Breakfast \$2.85.

**It is the students' responsibility to check their balances**, and inform parents when they are approaching zero. Written notice will be issued at the end of each quarter for negative balances. We provide students with several opportunities to take **responsibility** for bringing their lunch money.

### **Free Breakfast/Lunch Programs**

The Federal Government requires that free or reduced price breakfasts and lunches be provided for those who qualify. A listing of required qualifications based upon need and family income are provided each fall at registration. Those who feel that they are entitled to free or reduced price breakfasts and lunches for their children are encouraged to get application forms from their building secretaries or call the district office. Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **Waiver of Student Fees**

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

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

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

The building principal will give additional consideration where one or more of the following factors are present:

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

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

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be

provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

## **Part 5: Health and Safety**

### **Return to PE Guidelines**

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be developed by the principal, school nurse, and parent or legal guardian.

- A.) Inform the school in a timely manner of any changes which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B.) Inform the school in a timely manner of any changes to their emergency contacts.
- C.) Sign a Diabetes Care Plan.
- D.) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

\*For further information, please contact building principal.

### **Communicable Diseases**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the district's policies. The determination of whether the student with a communicable and chronic disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the principal, school nurse, student's personal physician, and local health authorities. If the parent(s)/guardian(s) disagree with the student's alternative educational placement or program, they shall be offered the opportunity to appeal to the school board within 10 days of their notification of the decision of the team. The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice. The school will provide written or oral instructions to parent or guardian regarding appropriate treatment for the infestation.

### **Drugs/Alcohol**

The use, possession, solicitation, transfer, sale, or distribution of any illegal substance during the school day, on school property, or at any school related activity is strictly prohibited.

Students are not allowed to be on school property, or in attendance at school or a school-related activity while under the influence of tobacco, alcohol, or any other prohibited or illegal substance.

Illegal substances shall include but are not limited to: tobacco including e-cigarettes, alcohol, marijuana, LSD, cocaine, barbiturates, and look-alike drugs.

Prohibited substances shall include over-the-counter or prescription medications that have not been prescribed for the student and/or are in a student's possession or locker. All prescribed and over-the-counter medications are to be brought to the school office at the beginning of the school day accompanied by a note from the parent/guardian stating when the medication is to be administered.

School properties, including lockers, may be inspected by school authorities in the interest of maintenance, health, and safety.

When evidence is found indicating a violation of this policy, school authorities will:

- Cause the removal of the student
- Notify parents/guardian
- Notify appropriate law enforcement personnel
- Treat the incident as a “serious act of misconduct”

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
3. Infested students may be sent home following notification of the parent or guardian.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Medications**

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

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

#### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student’s diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student’s seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student’s parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### **Administration of Medical Cannabis**

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

#### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability

of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

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

### **Required Health Examinations and Immunizations**

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by the first day of student attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the first day of student attendance, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Safety Drill Procedures**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of the school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to students.

## **Part 6: Transportation**

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact the Transportation Coordinator or District Secretary at 217-226-4042.

### **Bus Conduct**

Appropriate bus behavior is very important as misbehavior may jeopardize the safety and well-being of all

students riding the bus, as well as other vehicles who share the road.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

#### **Bus Disciplinary Procedure**

Transportation on buses should be viewed as an extension of the school classroom and the school day. All student handbook rules apply. Severe misconduct on the bus may result in an immediate suspension. Safety of the students is the top priority of the District 21 Transportation Service. Parents/guardians are asked to review the rules at the beginning of each year and as often as necessary for full understanding of expectations of their students.

Consequences for inappropriate bus conduct by a student will be dealt with in the following manner:

- 1st misconduct - written School Bus Incident Report given to the principal by the bus driver, requiring a student-principal conference and notice to parents.
- 2nd misconduct - bus driver will complete a School Bus Incident Report, the principal shall impose a loss of riding privileges (suspension) of 3 days, principal -student conference, parents are notified
- 3rd misconduct - bus driver will complete a School Bus Incident Report, the principal shall impose suspension from the bus of ten days, principal-student conference, parents are notified
- 4th misconduct - bus driver will complete a School Bus Incident Report given to the principal, this will be considered gross disobedience or misconduct on the bus and the documentation and reports will be turned over to the superintendent and the school board for suspension of the student for a period in excess of 10 days for the safety of the driver and other passengers

#### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. No unexcused absences
5. Denial of permission from administration;
6. Other reasons as determined by the school.

#### **Incentive Trip Criteria**

Students are eligible to participate in quarterly incentive trips as long as they meet the following criteria per quarter:

- 1) No more than 2 detentions
- 2) No suspensions (in or out of school)
- 3) No F's; No more than 2 D's
- 4) No more than 3 absence with zero unexcused absences

## **Part 7: Discipline and Conduct**

### **Maintenance of Discipline**

Teachers and other certificated educational employees shall maintain discipline in the schools and on school property. In all matters relating to the discipline and conduct of students, teachers and administrators stand in the place of parents or guardians to the pupils.

### **General Building Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- 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.
- Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - 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.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), smart watch, tablet, bluetooth headphones or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, smart watches, tablets, bluetooth headphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 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.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 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.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

- Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
- Students will show courtesy and respect for each other and for staff members. They will use appropriate language and tone of voice. They will not argue or talk back.
- Students will be on time, ready to work, with necessary materials and will stay on task. Students will record assignments in assignment books daily and be responsible for completing their work.
- Gum chewing is prohibited on school grounds and at all school activities. Sodas are not allowed in lockers. Students will not eat or drink in the hallways. Candy is allowable only in the cafeteria or in the classroom where it is given as a reward.
- There will be no public displays of affection. This includes, but is not limited to hugging, kissing and holding hands.
- Upon arrival at the school grounds, students will not be permitted to leave and return to school. This includes students walking to another location prior to the start of the official school day or following the end of the day bell while waiting on a bus for transportation.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

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

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

#### **Disciplinary Measures**

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

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.

- In-school suspension.
- After-School Detention
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

#### **Initial Disciplinary Actions**

Each teacher is to establish the classroom rules. Examples of disciplinary actions by teachers as part of their classroom rules are, but are not limited to the following: verbal reprimand, withdrawal of privileges, detention, counseling, demerits, consultation with administration, consultation with parents.

#### **Office Referrals**

A student should be referred to the office when the offense is serious, persistent, or disruptive; or as deemed necessary by the teacher. Any student sent to the office from a classroom because of behavior issues may also receive an hour detention from the teacher.

#### **Intermediate Disciplinary Actions**

Certain acts of misconduct also may result in the use of one or more of the following types of disciplinary responses to attempt to correct the offending behavior:

Conference with parents	Conference with student
Withdrawal of privileges	In-school suspension
Detention	Out-of-school suspension
Temporary removal from class	Suspension of bus privileges
Alternative programs	Activity suspension
Referral to outside agency	Financial restitution

#### **Disciplinary Methods for Serious Acts of Misconduct**

In cases of gross misconduct or when efforts to correct the student's behavior are fruitless, the following actions may be taken: Activity suspension, In-school suspension, Out-of-school suspension, Expulsion, Alternative program for highly disruptive youth.

#### **Suspension and Expulsion**

Students who are irresponsible, violate the rights of others, or present an actual or threatened danger to persons or property may be suspended for up to ten (10) days or expelled for the balance of the school term. Due process procedures as established by statute and the policies of the board of education will govern such actions.

### **Explanation of Consequences**

1. **Warning** - Students will be issued warnings regarding inappropriate behavior **only during the first two weeks of school**. They will be expected to know the rules after that time.
2. **Detention** - Detentions are served after school Tuesdays, Wednesdays and Thursdays. Parents will be notified in advance by a phone call, email, or a copy of the detention notice sent home with the student. Students must bring homework to do during detention. **Detentions will not be missed for athletic events**. Athletes may participate in their events after the detention has been served. **There is not a shuttle bus to Moweaqua available after detention.**
3. **Alternate Education Setting (AES)** - Students are isolated from other students and are supervised by teachers. Work is provided by classroom teachers and students will receive credit and an opportunity to make up what was missed. Students are served a sack/hot lunch.
4. **Parent-student conference** - A parent conference may be called by a teacher or group of teachers, or by the principal. The student is expected to be present for at least part of this conference. The school will make every effort to accommodate parent schedules.
5. **Out-of-school suspensions** are issued by the principal. They may be from one to ten days. When a student is suspended, his/her parent or guardian will be notified by phone if possible, and by mail. Students and parents have the right to request a hearing. This should be a written request to the superintendent. Student's work that was given during the suspension is due on the first day he/she returns to school or it will be given a grade of "0".
6. **Expulsion** is the most serious kind of disciplinary action taken in public schools. It is used only as a last resort. Adequate legal safeguard to protect the student will be observed and a hearing before the Board of Education will take place prior to the Board's final decision on expulsion.

### **Corporal Punishment**

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

### **Vandalism**

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

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

academic credit.

### **Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **Dress Code**

Students at the Middle School are expected to wear clothing that is neat, clean and well-fitting during school hours and at all school events. Dress and grooming shall neither interfere with the educational environment or process, nor present a risk to the health, safety, or general welfare of the students in the school. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. The following items are not permitted (When in doubt, ask beforehand!!):

1. Clothes that show bare backs, plunging necklines (cleavage), the genital area, buttocks, bare midriffs/ abdomen, or undergarments are unacceptable.
2. Clothes and accessories that advertise alcohol, drugs, tobacco or violence (including weapons of any kind)
3. Clothes and accessories with vulgar, obscene, violent or offensive language (as determined by staff)
4. Gang related clothing/styles
5. Pants with holes above the knees (Skin should not show)
6. Oversized, extremely baggy or improperly fitting clothing (sagging)
7. Extremely tight fitting clothing
8. Shirts that are too short to tuck in or to stay tucked in (Skin should not show between shirt/pants)
9. Shorts and skirts shorter than mid-thigh or halfway between the hip and knee.
10. Chains worn on wallet or pants
11. Hats, bandanas and sunglasses
12. All jewelry, including piercings, must be removed for P.E. classes.
13. Shoes should be appropriate for the activity. No flip-flops or backless shoes during PE or recess.

Backpacks, bags, coats and jackets must be put in lockers upon arriving at school. Students should keep a sweater or sweatshirt in their lockers, in case they get cold or are asked to change or cover their clothing.

Students who violate the dress code will be required to change into acceptable clothing, or put on PE clothes immediately. We will not waste student and parent time calling home for a change of clothing unless there are no appropriate options available. Repeated offenses will result in additional disciplinary action.

Interpretation and enforcement of the dress code will be the responsibility of the Middle School Staff.

### **Bullying**

The Illinois State Board of Education has mandated that every school in Illinois have a Bullying Policy. (P.A. 92-0260, amending 105 ILCS 5/10-20.14).

According to the National Association of School Psychologists, approximately one in seven schoolchildren is a bully or a victim, and the problem directly affects about five million elementary and middle school students in the United States. The most common form of bullying for girls and boys in middle school is teasing. However, physical abuse (for boys) and social ostracism/exclusion (for girls) rank second as the most common.

We realize that Central A&M Middle School is not immune to such statistics, and we will take a proactive approach, whenever possible, to quickly identify, intervene, and STOP any bullying that may be present in our school. Central A & M Middle School will strive to provide all students with a safe school environment

that facilitates learning.

### **Bullying: Definition and Examples**

Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and causing a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but not limited to :

1. **Physical:** hitting, kicking, grabbing, spitting.
2. **Verbal:** name calling, racist remarks, put-downs, extortion, etc.
3. **Indirect:** spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer groups, taking and hiding/destroying other's papers, and/or possessions, etc.
4. **Written:** threatening email, notes, and/or graffiti, text messaging, social networks, etc.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the

effects enumerated in the definition of bullying; (2) distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Harassment & Teen Dating Violence Prohibited**

#### **Harassment Prohibited**

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited (Title IX)**

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Title IX Coordinator: Alexis Black, 404 E. Colegrove, Assumption, IL 62510, [ablack@camraiders.com](mailto:ablack@camraiders.com), 217-226-4241

### **Investigation Process**

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **Cafeteria Rules**

1. Walk to cafeteria
2. Wait in line appropriately
3. Follow directions of those in charge.
4. Treat cooks and servers with respect.
5. Seats may not be reserved.
6. Keep voices at an appropriate level and use good table manners.
7. Stay seated until dismissed

**Remember:** Soda pop/bottled drinks may not be taken out of the cafeteria (no pop/flavored waters/juices in lockers)

### **Recess/Playground/Gym Rules**

1. Be in assigned areas only (not at lockers, in locker room, or wandering in the halls).
2. Use restrooms nearest the gym during the lunch period.
3. Follow directions of those in charge.
4. Play in a safe, orderly manner.

5. Use equipment responsibly.
6. Line up at appropriate time.
7. Going to a teacher's room during lunch will require a pass.
8. Remain in one place during **entire** recess period.

Consequences for violations of lunchtime rules will be the same as during the rest of the day.

#### **Cell Phones, Smart Phones, Smart Watches, Tablets, and all other electronic devices**

Students are not allowed to use or have any electronic signaling or cellular radio-telecommunication device while at school during the regular school day unless supervised by a classroom teacher. All cell phones, tablets, smart watches, bluetooth headphones and similar electronic devices should remain turned off and locked in the student's locker throughout the school day. Any student caught with such a device will have the item placed in the office. Parents may be contacted to pick up the device at the end of the day. If parents or students choose to do so, they may turn the device into the office each morning for safe keeping during the school day.

#### **Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Part 8: Special Education**

#### **Special Education**

Special Education is an integral part of the total school program, and many programs for exceptional children are available. Educational programs for children between the ages of three (3) and twenty-one (21) years of age who have special needs due to handicaps or mental disabilities are provided by the local district through a cooperative arrangement with the Macon-Piatt Special Education District as prescribed by the *Rules and Regulations for the Administration of Special Education in the State of Illinois*. Specific inquiries may be made to the superintendent or the Director, Macon-Piatt Special Education District, 101 West Cerro Gordo St., Decatur, Illinois 62523. The telephone number is 217/424-3025. Some programs are available within the Central A&M School District; others require transportation outside of the district. Through the special education cooperative, psychological services, social worker services, speech therapy, home-hospital instruction, and educational testing services are provided. Special classes are available for the learning disabled, educable mental impairment, trainable mental impairment, visual impairment, deaf and hearing impairment, pre-kindergarten, and the severely physically and mentally disabled.

The school district provides an intensive screening program each spring for all children, ages birth through 5 years as a method of identifying children who may have difficulty in school. Screening is done for possible hearing, vision, speech, motor and learning problems. This is a program for all school district children. Parents are urged to take advantage of this pre-school screening event.

Before a child can be eligible for a special education program, a case study evaluation must be completed. Parents, persons having primary care and custody of the child, teachers, administrators, the Illinois State Board of Education, and community service agencies may refer any child for such an evaluation. The parent must be notified in writing of the procedures which will be followed and be asked for signed consent prior to the case study evaluation, except for speech therapy and home/hospital instruction. All referrals are handled through the school principal's office.

All information obtained for a case study evaluation is highly confidential. The district maintains a policy detailing the nature of the information, the use of the information, and the maintenance of the information. Any parent of a special education student may disagree with the school regarding the child's program or anything connected with the program. An impartial due process or mediation procedure is available for resolution of such problems.

A parent or guardian should first call the office of the superintendent to express concerns and attempt to work out a solution to the problem. Most concerns can be solved at this meeting. But if not resolved at this level, mediation or an impartial due process hearing may be begun. Additional information regarding

the rights of handicapped children may be found in The Educational Rights of Handicapped Children – A Parents' Guide, which may be requested from the school.

#### **504 Plans**

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact: Alexis Black, 217-226-4241

#### **Related Service Log (IEP)**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

#### **Participation**

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

#### **PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents and Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

**PUNS Designated Employee for Central A & M CUD #21**

**Elizabeth Lang**

**Director of Special Education**

**Macon-Piatt Special Education District**

**eelang@dps61.org**

**217-362-3055**

#### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education Rules when discipline students with disabilities. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

#### **Behavioral Interventions**

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

### **Exemption From PE Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

## **Part 9: Search and Seizure**

### **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 school liaison police officers.

### **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, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students 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 or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **Seizure of Property**

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

### **Regarding Student Accounts or Profiles on Social Networking Websites**

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 district policy. State Law mandates, school officials may 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. This request may be made only if there is a reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a. Right to Privacy in the School Setting Act, 105 ILCS 75/.

## **Part 10: Student Records & Privacy**

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) 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 the District receives a request for access.**
  - a. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.  
These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**
  - a. Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
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.**
  - a. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.  
If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
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.**

- a. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

- a. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information.**

- a. Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**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.**

- a. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
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 the District to comply with the requirements of FERPA.**
  - a. The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office 400 Maryland Avenue, SW Washington DC 20202-8520

**Passing out Student Names and Address**

From time to time, the school is approached by various groups for students' names and addresses. The school may give this information out to the groups. If you would like to have your child excluded from that list, you will need to contact the middle school office at 217-226-4241/1-800-358-3634 and let the secretaries know that your child will need to be taken off of the list.

**Student Privacy Protections**

**Surveys**

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

**Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

**Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain**

### **Course Content and Programs**

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

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

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

## **Part 11: Internet, Technology & Publications**

### **Acceptable Use of the District's Electronic Networks**

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

#### **Terms and Conditions**

The term *electronic* networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;

3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** – Access to the District’s electronic networks must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** – Use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user’s account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user’s identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District’s electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

**No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District 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. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – By using the District’s electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**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 malware, such as viruses and spyware.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website 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.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. 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 website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District 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 to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, 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.
5. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the

students abide by the *Terms and Conditions* for Internet access contained in these procedures. Each District 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 Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

#### **Access to Non-School Sponsored Publications or Distributed on Campus**

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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

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

#### **Use of Artificial Intelligence**

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

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

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

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

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

#### **Consequences for Inappropriate Use**

Central A&M Schools reserve the right to maintain a record of students' passwords, to review student files, and to delete a user account from the network to prevent further unauthorized activity. Other disciplinary procedures may take place. These may include, but are not limited to: losing computer privileges for a period of time (from one day to all year); relearning proper procedure before using

computers again; an in-school or out-of school suspension. In severe cases, expulsion and/or referral to legal authorities could result.

## **Part 12: Extracurricular and Athletic Activities**

### **Extra Curricular Activities**

Extra curricular activities (i.e. games, dances, athletic events, trips) are an extension of the school day, and all rules which govern students during the school day will be applied.

### **Activity Restriction**

An activity restriction may be implemented for students who fall behind in assignments or who demonstrate poor behavior by the teachers, counselor and/or principal. These may include passes (to library, computer lab, locker or office), extra-curricular attendance (dances, incentive trips, sports events), field trips, assemblies, student activity membership, including athletics, regular parent contact, parent attending school with student, and/or counseling (individual or group). All or part of the restrictions mentioned may be removed after a review of each student's status, at any time.

### **School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Athletic Physicals**

All students participating in athletics must file evidence of a physical exam with the principal prior to participation in the athletic activity. The examination must occur not more than one year preceding practice or participation in such athletic contests or activity.

### **Athletic Participation Fee**

Each student will be required to pay \$40.00 per IESA activity or a maximum of \$100.00 per student/per year. No refunds of athletic fees will be given after the first contest of that activity.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **Extracurricular Code of Conduct**

The Board of Education and staff of Central A & M School Unit District 21 have adopted this Extra-curricular Code which applies to all students, grades 6-8, who desire to participate in competitive or other extra-curricular activities. This policy addresses student conduct and imposes additional responsibilities on student extra-curricular participants.

Participation in extracurricular activities is a privilege available to qualified students. There is no right of students to participate in sports athletic competition, intramurals, or to participate in any other school-governed extra-curricular activity. Those who participate in extracurricular activities are considered role models and have a responsibility to favorably represent the school and community. Student extra-curricular participants and athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Central A&M Community Unit District 21. Strict adherence to the rules and policies set forth in the Extra-curricular Code is a responsibility that accompanies the privilege of participation. If a student fails to comply with the terms

of the Code, the privilege to participate in any extra-curricular activity may be lost in accordance with the terms of this extra-curricular policy.

The rules set forth in this Extra-curricular Code are in effect throughout the school year, twenty-four (24) hours a day, whether or not school is in session, including breaks and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other location away from school. The rules apply from the beginning of the participant's IESA first practice or initial sign-up for a non-IESA activity and remain in effect until the completion of the cumulative from the first period of eligibility in the 6<sup>th</sup> grade until graduation from the middle school..

Activities Defined:

Illinois Elementary School Association (IESA) activities are defined as: Softball, Baseball, Volleyball, Boys Basketball, Girls Basketball, Boys Track, Girls Track, Scholastic Bowl, Literary, Solo/Ensemble, and Organizational Contest.

Non-IESA activities are defined as: Art Club, Student Council, Eco Team, Newsletter, Yearbook, Jazz Band, District/State Music Festival, and Play/Musical.

Parents have a shared responsibility in the enforcement of this policy.

I. **Absence from School on Day of Extracurricular or Athletic Activity**

- A. Any program participant who is absent from school the last three school periods may not be permitted to attend practice that day. Exception: Dentist or doctor appointment, funeral, a religious ceremony/even or other excuse subject to the approval of the Principal.
- B. Any program participant who is not in attendance the full day of a contest/event will not be permitted to participate in the contest. Exception: Dentist or doctor appointment, funeral, a religious ceremony/even or other excuse subject to the approval of the Principal.
- C. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.
- D. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

II. **Travel**

- A. Students *must* ride the district transportation to an out-of-town event. Students are also encouraged to ride the provided transportation from the event. With the written approval of the student's parent and the permission of the coach, transportation from the event may be provided by an adult (age 21 or older) Oral requests will not be honored and oral permissions are not valid.

III. **Reporting**

- A. A staff person who has sufficient evidence to believe an infraction has occurred, a parent of a student who has committed an infraction, the student who has violated the policy, or law enforcement personnel must report a violation to the Activities Director or to the administration. Pictures, a signed, eyewitness statement, or other reliable information will also be used to determine a violation of the extra-curricular policy. The Activities Director shall, in consultation with the Principal, oversee all athletic infractions and the Principal or his/her designee shall oversee all non-athletic infractions.

IV. **Determination of a Violation**

- A. The Activities Director and the Principal or designee shall investigate the occurrence which gives rise to the charge. If the Activities Director or the Principal determines that discipline may be warranted, based upon the facts as established in the investigation, he shall conduct an informal meeting with the student, at which time he shall:
  1. Give the student the oral notice of the charge, and
  2. In the event the student denies the charge, give the student an explanation of the evidence and facts leading to the charge, and an opportunity to present his/her version.
- B. If the Activities Director or the Principal determines the allegations to be true, the parent(s) shall be notified and the student shall be temporarily suspended from participation in all extra-curricular activities until a meeting is held by the Extra-Curricular Review Committee, as provided herein.

V. **Action by Extracurricular Review Committee**

- A. The Committee will consist of the Activities Director, the Principal, one coach and one sponsor (neither of which shall be directly involved with the sport or the activity affected). The Principal shall appoint the Committee, including alternates, at the beginning of each school year.
- B. The Committee will meet within one calendar week from notification of the offense. The parent/guardian and/or the student may choose to meet or to not meet with the Committee. The purpose of the meeting is to discuss the student's behavior and to make a final determination on the alleged infraction. If the Committee believes that an offense has been committed, then it shall impose the penalty provided by the rules.
- C. If dissatisfied with the decision of the Committee, the student and his or her parent/guardian may request a meeting with the board of Education to review the Committee's decision.
- D. Written notification of a suspension from an extracurricular activity will be mailed home to the parent/guardian.

VI. **Student Conduct**

- A. No student from Central A&M will conduct himself or herself in an unsportsmanlike manner. This includes but is not limited to swearing, stealing, and disrespect for any school personnel, athletic official, vandalism, and other serious acts of misbehavior, some of which may result in detention or suspension. Coaches or sponsors may immediately discipline students for behavior which is unbecoming to a representative of the team or activity in question. However, if the behavior is such that might cause dismissal from the team, the coach or sponsor shall discuss the student's behavior with him/her and provide an opportunity for the student to respond to the Activities Director or to the Principle as provided in Section 1.
- B. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
- C. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
- D. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- E. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
- F. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- G. Act in an unsportsmanlike manner;
- H. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
- I. Haze or bully other students;
- J. Violate the written rules for the extracurricular or athletic activity;
- K. Behave in a manner that disrupts or adversely affects the group or school;
- L. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
- M. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.
- N. All participants shall be well groomed to best represent Central A&M School District in extra-curricular activities. Specified rules regulating the dress or grooming of participants may be developed by the activity sponsor of each respective activity provided and should be approved by the administration. Team uniforms and equipment shall be required when an activity so warrants. Nothing shall be worn, including jewelry, that displays any vulgarity, profanity, drugs, alcohol, tobacco, or any other message that is inconsistent with the mission of the school.
- O. No athlete will be allowed to begin practice until the following requirements are satisfied: 1) physical on the proper IESA form, 2) Student Athlete Concussions and Head Injuries 3) insurance purchased through the school or proof of insurance, 4) properly signed student

- handbook and extra-curricular policy handbook, and 5) paid activity participation fee. The head coach shall be responsible for assuring the requirements are satisfied.
- P. When the school is closed due to inclement weather, extra-curricular activities shall be held only with the consent of the administration. If a participant does not participate, no recourse will be taken.
  - Q. All extracurricular participants are responsible for equipment and uniforms. Participants must pay for each item lost or damaged through negligence.
  - R. Any school-connected injury shall be immediately reported to the head coach. It is the responsibility of the program participant to bring the coach a written release from medical personnel if the student has received a disabling injury or illness. The medical personnel will also provide a written release before the participant may resume participation.
  - S. In the case of an injury that is not documented, the coach may require the athlete to attend practice, but participation is at the discretion of the coach.
  - T. The head coach and the Principal shall be informed of any special medical condition affecting a program participant.
  - U. Students quitting or dismissed from an extracurricular activity (for non-medical reasons) after the first interscholastic competition will not be allowed to participate in open gym, open weight room, or start a new sport season until the previous season ends in which they were involved.
  - V. The season for any sport or activity is considered finished following the completion of the last contest/event (including post-season competition such as play-offs).
  - W. Coaches are responsible for discipline during practices, travel, and games.

VII. **Consequences**

Students who are accused of violating the Code of Conduct are entitled to the following:

- A. If the administrator and/or Extra-Curricular Review Committee finds, after reviewing the evidence, that the violation occurred, they will impose sanctions on the student, as follows:
  - 1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - a) A specified period of time or percentage of performances, activities or competitions;
    - b) The remainder of the season or for the next season; or
    - c) The remainder of the student's school career.
  - 2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

I. **First Offense** for IESA activities:

- A. A student involved in *IESA activities* shall be suspended for the remainder of the season, shall not be eligible for nomination to the all-conference team, and shall not be eligible for any other award in that activity (subject to mitigation through counseling option as specified in subsection C)
- B. A student involved in *Non-IESA activities* shall be suspended for the remainder of the grading period and shall not be eligible for any awards in that activity.
- C. Counseling option for first offense:
  - 1. If a participant admits guilt when first confronted, and agrees to participate in counseling, the consequence will be reduced to fourteen calendar days. The minimum number of contests/activities suspended would be at least one. The student shall, at his or her expense, attend the approved counseling from a licensed, substance abuse counselor, which shall be at least 6 to 8 hours in length. A letter from the agency administering the program indicating successful participation and conclusion must be delivered to the Activities Director or the Principal.

- a) Participation in the counseling will reinstate the student's ability to receive awards and other honors associated with the sport/activity, subject to the approval of the coach/sponsor.
      - b) If the consequence is reduced and the participant fails to successfully complete the program, he/she shall be moved to the consequence as outlined in Section 2.
    - 2. To assist the suspended student to be properly conditioned and sport-knowledgeable and to keep the student informed of activities, the student will be required to practice with the team/organization, follow the rules, and complete the season/events in good standing with the coach/sponsor. The student shall not participate in contests/events nor wear the team/organization uniform to the contests/events during the period of suspension. This permission to participate must have the coach's/sponsor's consent.
  - D. If a student denies violation of the policy, is allowed to participate and then is subsequently found guilty of the violation, he/she shall be moved to the consequence as outlined in Section 2. If he/she is already at that level, the one-calendar year suspension shall be extended to two years.
  - E. Specific Organizations
    - 1. Student Council – may not be eligible for membership during the period of violation; membership shall be rescinded if already a member.
    - 2. A student may not participate in vocal/instrumental music trips or performances that do not affect his/her grade during the period of violation. He/she may, however, have the consequences mitigated by participating in the counseling option as specified in subsection "c."
- II. **Subsequent Offense** – all activities in which a student is involved will be subject to the following consequences:
  - A. *IESA activities* – Suspension for one calendar year and shall not be eligible for any other award in that sport.
  - B. *Non-IESA activities* – Suspension from all conventions, trips, or contests, or awards for one calendar year.
- VIII. **Scholastic Eligibility for IESA Activities**
  - A. All contestants shall be in grades five through eight (5-8) and shall not have passed eighth grade standing. At no time, may a student who is in fourth grade or lower practice or participate with a member school.
  - B. Any student participating in IESA activities must receive passing grades in all subjects in order to be eligible for the sport or activity.
  - C. For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. Eligibility is determined to be at least 60% cumulative average for the grading period for IESA students.
  - D. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.
  - E. If an IESA student is academically ineligible, he or she may practice at the discretion of the coach/sponsor, but should not attend evening games or related outside events.
  - F. IESA program participants upon being academically ineligible for a third time in the same subject in one season will be dismissed from the squad but be allowed to practice at the discretion of the coach.
  - G. Any student dismissed from the team or organization because of academic ineligibility shall not be eligible for any other award in that sport.
- IX. **Central A & M Middle School Award System**

