



**CENTRAL A&M  
MIDDLE SCHOOL**

### 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>DR. DEANN HECK</b>	226-4042
High School Principal: <b>CHARLIE BROWN</b>	768-3866 / 1-800-358-3672
Gregory Intermediate Principal	
Middle School Principal: <b>COURTNEY HILER</b>	226-4241 / 1-800-358-3634
Bond Primary Principal	
Kemmerer Supervisor: <b>JOANNE COADY</b>	226-4012 / 226-4441

### Our Mission

Central A&M Middle School is committed to a partnership of school, home, and communities working together to meet the unique physical, intellectual, emotional, and social needs of its students in a supportive, age-appropriate environment. This will result in students who are successful, concerned for others and good citizens.

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

### The Middle School Team

#### Teaching Staff

<b>Danielle Moraes</b>	7 <sup>th</sup> Language Arts & Reading	<b>Jennifer Shivley</b>	Counselor
<b>Katie Boltz</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> Girls P.E.		
<b>Jared Cook</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> Computers		
<b>Jacob Elam</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> Chorus	<b>Kari White</b>	Resource
<b>Kim Hilton</b>	Media Center & Reading/Writing Rtl		
<b>Shannon Thomas</b>	6 <sup>th</sup> Language Arts & Reading		
<b>Kraig Marcure</b>	7 <sup>th</sup> & 8 <sup>th</sup> Math	<b>Kathy Dowd</b>	Secretary
<b>Kay Jordan</b>	7 <sup>th</sup> & 8 <sup>th</sup> Science		
<b>Tricia Koonce</b>	6 <sup>th</sup> Science & 6 <sup>th</sup> Social Studies	<b>Michael Garner</b>	Head Custodian
<b>Monica Hennings</b>	6 <sup>th</sup> Math & Math Rtl	<b>Seth Koons</b>	Custodian
<b>Pam Moore</b>	8 <sup>th</sup> Art		
<b>Renee Oldham</b>	8 <sup>th</sup> Reading & Language Arts		
<b>John Reed</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> Boys P.E.	<b>Sean Hayes</b>	Athletic Director
<b>Jessica Manuel</b>	7 <sup>th</sup> & 8 <sup>th</sup> Social Studies		
<b>Matthew Parker</b>	8 <sup>th</sup> /7 <sup>th</sup> /6 <sup>th</sup> Band & 6 <sup>th</sup> Music Appreciation		

### **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.

**District Office:** Central A&M Community Unit Dist. 21, 105 North College St.,  
Assumption, Illinois 62510-0140, Dr. DeAnn Heck, Superintendent

**Attendance Centers:** The Central A&M District operates five attendance centers:

1. **Central A&M High School**, 229 East Pine Street, Moweaqua, IL 62550  
Grades 9-12, Mr. Charles Brown, Principal 217/768-3866
2. **Central A&M Middle School**, 404 East Colegrove St., Assumption, IL 62510  
Grades 6-8, Mrs. Courtney Hiler, Principal 217/226-4241
3. **Gregory Elementary School**, 221 East Pine St., Moweaqua, IL 62550  
Grades 2-5, Mr. Charles Brown, Principal 217/768-3860
4. **Bond Elementary School**, 404 E. Colegrove, Suite B, Assumption, IL 62510  
Grades PreK-1, Mrs. Courtney Hiler, Principal 217/226-4022
5. **Kemmerer Village Campus School**, Route 1, Assumption, IL 62510  
Special Population, Mrs. Joanne Coady, Supervisor 217/226-2159 or 226-2139

### **Building Hours**

**Students who are not bus riders may not enter the building before 7:50 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.

**Disclaimer:** 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.

## **CENTRAL A&M COMMUNITY UNIT DISTRICT 21 OFFICIAL NOTIFICATION OF SCHOOL REGULATIONS AND PROGRAMS AS PRESCRIBED BY LAW 2021-2022**

### **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, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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.

### **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.  
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.<sup>1</sup>  
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 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.  
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. 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; 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. 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. Throughout the school year, the District may release directory information regarding students, limited to:
  - Name
  - Address
  - Grade level
  - Birth date and place
  - 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 schoolAny 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. 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.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **Passing out Student Names and Address**

**From time to time, the school is approached by various groups for students' names and addresses. The school will 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.**

### **Enrollment and Attendance**

#### **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 instance, it is the parents' responsibility to provide necessary transportation.

#### **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.

#### **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.

#### **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.

#### **Attendance**

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 doctor's excuse, truancy action may be initiated.

### **Excused Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, 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[1], or other reason as approved by the building principal.

### **Release Time for Religious Instruction and Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any exams, or homework.

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.

Pre-arranged excused absences must be approved by the building principal. Legitimate requests include dental or doctor appointments or legal appointments when cleared with the principal **in advance**. Whenever possible, such appointments should be made other than during school hours. The school must be notified of absences due to family trips or activities **in advance**. **We encourage parents to plan vacations and trips during school vacations, especially for students who are frequently absent or struggle academically. If a student will miss school for reasons not listed here, contact the Middle School office to make arrangements in order to ensure that the absence is excused.** All other absences are considered unexcused.

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 226-4241 or 1-800-358-3634 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.

### **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.

### **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, suspension, 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)

### **Frequent Absences**

Absenteeism is a major concern of our school staff. We cannot educate students who are not present. Student success is closely related to attendance. Parents, please keep that in mind when you allow students to miss school for unauthorized reasons.

### **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.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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.

### **Curriculum & Grading**

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 written objection to the appropriate school administrator of the school the child attends.

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

### **Seal of Biliteracy**

The Illinois Seal of Biliteracy is a voluntary recognition program for students who possess a high level of fluency in English and another language. A student's fluency in both languages must be demonstrated via a standardized test that measures all modes of communication (reading, writing, speaking and listening). Typically, students who have studied a language throughout all four years of high school, or who learned a language outside of the school setting will be able to demonstrate their skills at a high enough level to earn the Seal of Biliteracy on their transcript and high school diploma. Languages that are not taught in



Central A&M CUD #21 are eligible for the Seal through standardized tests or a demonstration portfolio. Students interested in earning the Seal of Biliteracy should visit Mr. Lehman for more information. Students are responsible for the cost of any tests or portfolio evaluation used to demonstrate their level of proficiency.

### **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:

A	94-100	4.00	<b>Honor Roll</b>
A-	90-93	3.70	<b>High Honor</b> - with no grade less than an A-
B+	88-89	3.30	<b>Honor</b> - with no grade less than a B-
B	82-87	3.00	
B-	80-81	2.70	
C+	78-79	2.30	
C	72-77	2.00	
C-	70-71	1.70	
D+	68-69	1.30	
D	62-67	1.00	
D-	60-61	.70	

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

### **Report Cards**

Report cards are available via STI. 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.

### **Progress Reports**

Mid-quarter progress reports available via STI 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).

### **Testing Program**

Central A & M Middle School participates in the PARCC (Partnership for Assessment of Readiness for College & Careers). 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.

### **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.

### **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. Attendance at school-sponsored dances is a privilege. 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.

### **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).

### **Food Service** **Breakfast and Lunch**

The cost of a regular student meal is \$2.70 (Breakfast \$1.10) *Prices are subject to increase.* Ala carte items are also available, and are paid for with cash. If students opt to use a computerized lunch card and it is lost or destroyed, the card will cost \$3.00 to replace. 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 \$3.05. Adult Breakfast \$1.95.

**It is the students' responsibility to check their balances**, and inform parents when they are approaching zero. Written notice will be issued to 6th graders only for the first semester. 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.

## **Student Health & Medical**

### **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 October 15 of the current school year<sup>1</sup> 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 October 15, the student must present, by October 15, 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.

### **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.

### **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 an 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.

### **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.

### **Medications**

All medication must be administered in the school office, **with the exception of asthma inhalers**. Parents are required to send **all prescription** medicine in the pharmacy bottle along with a permission to administer medication at school form from the physician. **Over the counter medicine** (i.e. aspirin, Tylenol, eye drops) must also remain in the school office. Parents must send these **in the original bottle with with a doctor's order** explaining when and how much should be taken. Under no circumstances may any student keep any type of medication on his/her person or in his/her locker. The only exception to that is an inhaler. Students may leave inhalers in the office as well, but the law now states that students may **carry** inhalers with them in case of extreme need. **Students must bring a doctor's note if they wish to carry their inhalers**. If a student then uses the inhaler irresponsibly, the student may face disciplinary action and the school will not be liable. This includes but is not limited to overuse of the inhaler, letting another student use it, or spraying it at anyone.

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 an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **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.

### **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.

### **Care of Students with Asthma**

The State of Illinois is now requiring schools to request an Asthma Action Plan for all students with a diagnoses of asthma. Please, have doctor fill out form. You may use Central A&M sample plan template or your doctor may choose to fill out their own. Either way, please return the finished plan to the Central A&M school nurse. Please submit this by the first day of school attendance.

### **Home and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

### **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 contest or 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.

### **Harassment**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment, below. The Superintendent shall pursue reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

### **Sexual Harassment Prohibited**

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

- 1) denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- 2) has the purpose or effect of: substantially interfering with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with school counselor, teacher and/or building principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the building principal and then to the Superintendent.

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

### **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"

### **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.

### **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)

## **Student Conduct & Discipline**

### **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.

### **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 study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- 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.

### **Corporal Punishment**

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

### **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.

### **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.

### **Prohibited Student 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, 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. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." 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.
- 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 to 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.

### **Bullying (Aggressive Behavior)**

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).

### **Background**

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. The environment encompasses:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
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 a school activity, function or event; or anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

#### 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 causes 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 group, taking and hiding/destroying other's papers, and/or possessions, etc.
4. **Written:** threatening e-mail, notes, and/or graffiti, text messaging, social networks, etc.

#### Reporting Procedures

Any staff member or student at a Central A & M School who has witnessed or has reliable information that a student or staff member has been subjected to "bullying," shall report such incident to the principal or teacher. The counselor is also available to discuss such behaviors and consequences with students at any time. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Also, retaliation against those who seek remedies under this policy is prohibited.

#### Discipline

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the Student Handbook and the Central A & M District School Board Policy Manual, as well as legal requirements from state and federal sources.

#### 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.

#### **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:

On, or within sight of, school grounds before, during, or after school hours or at any time;

Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

Traveling to or from school or a school activity, function, or event; or

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.

#### **Search and Seizure**

To maintain order and security in school, school authorities are authorized by state law to conduct searches of district property as well as students and their personal effects.

1. School authorities may search a student and the student's personal effects (e.g. purse, wallet, book bags) when there is a reasonable suspicion that the search will produce evidence that a particular student has violated either the law or the district's student conduct code. The search will be conducted in a manner that is not excessively intrusive to the student.
2. School property (including, but not limited to, lockers, desks, and personal effects left in these places by students) may be searched by school authorities at any time without notice to or consent of the student and without a search warrant.
3. If a search produces evidence that the student has violated the law or district policies, such evidence may be held by school authorities and disciplinary action may be taken.
4. If there is reasonable suspicion to believe a student is in possession of illegal drugs, drug paraphernalia, or a weapon, the police and the student's parents will be notified, and the student detained until the police arrive.

#### **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 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 in to 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.

### **Middle School 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. 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
9. Shirts that are too short to tuck in or to stay tucked in (Skin should not show between shirt/pants)
10. Shorts and skirts shorter than mid-thigh or halfway between the hip and knee.
11. Chains worn on wallet or pants
12. Hats, bandanas and sunglasses
13. Pierced jewelry, other than ear-rings worn in the ear
14. 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.

### **Passbook Policy**

In order to limit the number of students missing instructional time, and to better track where students are located throughout the day, the Middle School staff has implemented the following passbook policy. Each student is provided an assignment notebook each year containing two passbook pages. These pages will be used to allow teachers and administration to keep track of students' tardies, breaks from class, and hallway passes. Passes can be taken for the following reasons: a bathroom break, gum (as a first warning, then detention will be given), tardy (3 tardies in one class is a detention), unprepared for class (missing books, pens, homework, PE uniform, no agenda book, etc.), going to their locker, getting a drink, or going to another class without a pass from that teacher.

If a student should run out of passes for the quarter, they will receive a detention to make up for the significant time taken from classes. However, if a student finishes the quarter with passes remaining, they can use up to 10 points per class for extra credit. Teachers can take a pass at their discretion, they may also have classroom rules that will result in passes being taken. Students must carry their passbook in the halls at all times, a pass page torn from an agenda book will not be allowed. A pass will not be taken for medical needs, or for bathroom breaks for those with a medical note from a physician. In the event that a teacher sends a student to their locker, the bathroom, the library, or any other location in the building, a pass will not be taken. A pass will not be taken for coming to the office to seek assistance, however, if a student goes to the bathroom or gets a drink on their way back to class without permission, a pass may be taken upon their return. Student use of the library will be tracked separately. Attempting to cheat the pass procedures, or abuse the privilege, will result in a detention.

### **Plagiarism**

Plagiarism will not be tolerated, and will be dealt with by the individual teacher and building principal.

### **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. This includes rules regarding gum and hats.

### **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. Do not go to the pop machine until after you get your tray.
7. Keep voices at an appropriate level and use good table manners.
8. Stay seated until dismissed. Follow supervisor to recess.

**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.

### **Rules for School Bus Riders**

**School bus riders, while in transit, are under the jurisdiction of the bus driver, unless the Board of Education designates some other adult to supervise the riders. It is imperative that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.**

1. Students must ride only assigned buses. The bus will stop only at designated stops, and students are expected to be on time.
2. Stay off the road at all times while waiting for the bus, and do not move toward the bus until it has come to a complete stop and the driver signals to approach it.
3. On regular routes, the driver will assign seats. Riders must remain properly seated at all times while the bus is in motion, and may not change seats. In the event of a road emergency, riders must remain on the bus until instructions are given by the driver.
4. Students must be quiet when the bus approaches a railroad crossing. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.  
**Don't throw things--it's dangerous!**
5. Students may not eat or drink while on the bus. Assist in keeping the bus clean and sanitary at all times.
6. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children. Behavior harmful to the safety and well-being of others will not be tolerated.
7. Books, packages, coats, and other objects must be kept out of the aisle.
8. Articles, such as glass jars, that can injure others or are judged by the driver or school personnel to be objectionable, will not be allowed on the bus.
9. Students must observe safety precautions when leaving the bus. Where it is necessary to cross a street or highway, the student should proceed to a point at least 10 feet in front of the bus on the right



shoulder of the road where traffic can be observed from both directions. Wait for a signal from the driver before crossing.

**10.** All riders will follow the same rules on other trips as they do between home and school. Students must obey the driver and/or chaperone appointed by the school.

**11.** No **skateboards**, or in-line skates are allowed on the bus.

**12.** Once students arrive at school, they are not permitted to leave the school grounds.

**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, or loss of bus privilege.**

Safety and well-being of the students is the top priority of District 21 bus drivers. **Parents and guardians are asked to review the bus rules with their students several times during the year.** If a parent/guardian wishes a child to ride to a destination other than home, the parent must send a permission note, have it approved in the school office and have the student give it to the driver. Please do this only when necessary, because it disrupts normal bus procedure.

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

#### **Incentive Trip Criteria**

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

- 1) No more than 2 detentions per semester
- 2) No suspensions (in or out of school) per semester
- 3) No bus referrals for the semester
- 4) No F's; No more than 2 D's per semester
- 5) No more than 5 excused absences without a doctor's note and no unexcused absence

#### **Individuals with Special Needs & 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: Courtney Hiler, 217-226-4241

### **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.

## **Facility Information**

### **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.

### **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.

### **Use of Lockers**

The school will provide each student with a school and P.E. locker on a temporary loan basis. Parents/students will buy a school lock (from the school) for their regular and gym lockers, and may use it each year. 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.

### **Telephone**

The office **phone may be used for illness and emergencies only**, with permission from the office staff.

### **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.cam.k12.il.us](http://www.cam.k12.il.us) 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.**

### **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.

### **Visitors**

We often get requests from students/parents to have friends or relatives come to school for the day. This is an interruption of the educational process, and poses liability problems, and we ask that other arrangements be made for visiting students during the school day. The same holds true for school dances: they are for Central A&M Middle School students only. **All visitors must stop and check in with the office upon arrival to the school.**

### **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.

### **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.

### **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.

### **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.

### **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.

### **Video Monitoring System**

A video monitoring system may be in use on school busses 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.

### **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 warning to students.

### **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.

### **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

## **CENTRAL A&M COMMUNITY UNIT DISTRICT 21** **Acceptable Use Policy for the Internet**

A complete policy will be sent home with each new student, along with a permission form to be signed by parents. Continuing students already have permission slips on file from last year. Students will not be allowed to use the Internet without a signed permission slip.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1)

using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

### **Usage Guidelines**

Internet account holders are responsible for their actions and activity within their accounts. The use of this network is a privilege, not a right. Inappropriate use of the Internet will revoke those privileges and/or call for other disciplinary actions. The staff will decide what is an inappropriate use, and their decision is final. Some **examples** of such unacceptable use include:

1. Using the network for any illegal or unethical activity, including violation of copyright laws.
2. Destroying the data of another person
3. Using another person's account
4. Writing or copying personal messages without the original author's consent
5. Writing anonymous messages
6. Viewing, storing or printing profanities, obscenities or sexually explicit material
7. Use of the network for non-work/school related communications, without staff permission
8. Illegal use of copyrighted software
9. Hate mail, harassment, threats, discriminatory remarks and other anti-social behaviors.
10. Improper downloading of files
11. Use of the network for profit
12. Violating the Network Etiquette Rules

### **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.

## EXTRA-CURRICULAR POLICY FOR INTERSCHOLASTIC SPORTS AND ACTIVITIES

### CENTRAL A&M DISTRICT #21 EXTRA-CURRICULAR CODE

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 6-12, 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 extra-curricular activities is a privilege available to qualified students. There is no right of students to participate in sports athletic competition, intramurals, pom-pom or cheerleading activities, or to participate in any other school-governed extra-curricular activity. Those who participate in extra-curricular 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/IHSA first practice or initial sign-up for a non-IESA or non-IHSA activity and remains 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, and is cumulative from the first period of eligibility in the 9<sup>th</sup> grade until graduation from the high school.

#### Activities Defined:

- Illinois High School Association (IHSA) activities are defined as: Volleyball, Cross Country, Football, Boys Basketball, Girls Basketball, Scholastic Bowl, Baseball, Softball, Boys Track, Girls Track, Cheerleading, Pompoms, and Instrumental/Vocal Music Organizational Contest.
- Non-IHSA activities are defined as: Art Club, District/State Music Festival, Family Career and Community Leaders of America, Future Farmers of America, Musical, National Honor Society, Science Club, Spanish Club, Students Against Driving Drunk, Student Council, WYSE, and Yearbook.
- Illinois Elementary School Association (IESA) activities are defined as: Volleyball, Boys Basketball, Girls Basketball, Boys Track, Girls Track, Scholastic Bowl, Literary, Art Workshop, Solo/Ensemble, and Organizational Contest.
- Non-IESA activities are defined as: Art Club, Student Council, Cheerleading, Eco Team, Intramural Volleyball, Yearbook, Learning Olympiad, Jazz Band, Show Choir, District/State Music Festival, and Play/Musical.

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

##### **I. Reporting**

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.

## II. **Determination of a Violation**

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.

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.

### I. **Action by Extra-Curricular 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 extra-curricular activity will be mailed home to the parent/guardian.

## II. **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. 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.
- C. 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).
- D. 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 or other excuse subject to the approval of the Principal.

- E. 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 or other excused absence subject to the approval of the Principal.
- F. No athlete will be allowed to begin practice until the following requirements are satisfied: 1) physical on the proper IHSA or IESA form, 2) insurance purchased through the school or proof of insurance, 3) properly signed student handbook and extra-curricular policy handbook, and 4) paid activity participation fee. The head coach shall be responsible for assuring the requirements are satisfied.
- G. 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.
- H. All extra-curricular participants are responsible for equipment and uniforms. Participants must pay for each item lost or damaged through negligence.
- I. 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.
- J. 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.
- K. The head coach and the Principal shall be informed of any special medical condition affecting a program participant.
- L. Students quitting or dismissed from an extra-curricular 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.
- M. 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).
- N. Coaches are responsible for discipline during practices, travel, and games.

### **Consequences**

- A. For the first offense of any program participant deemed guilty of

- Use or possession of tobacco product
- Use or possession of alcoholic beverage
- Riding in a vehicle where alcohol or drugs are being illegally transported or consumed
- Use or possession of any illicit drugs, including look-alikes or paraphernalia
- Commission of any felony criminal act,

The student will receive consequences according to Section 1 of this policy as follows. For the second and subsequent offense, a student will receive consequences according to Section 2 of this policy.

#### Section 1. First Offense for IHSA activities and IESA activities:

- (a) A student involved in *IHSA activities* or *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-IHSA activities* or *Non-IESA activities* shall be suspended for the remainder of the semester (high school) or grading period (middle school) and shall not be eligible for any awards in that activity.

(c) Counseling option for first offense:

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.

*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.*

*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.*

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

National Honor Society – may not be eligible for membership during semester of violation; membership shall be rescinded if already a member.

Student Council at the middle school – may not be eligible for membership during period of violation; membership shall be rescinded if already a member.

A student may not participate in vocal/instrumental music trips or performances that do not affect his/her grade during the semester of violation (high school) or the period of violation (middle school). He/she may, however, have the consequences mitigated by participating in the counseling option as specified in subsection "c."

Section 2. Subsequent Offense – all activities in which a student is involved will be subject to the following consequences:

(a) *IHSA activities* and *IESA activities* – Suspension for one calendar year, shall not be eligible for nomination to the all-conference team, and shall not be eligible for any other award in that sport.

(b) *Non-IHSA activities* and *Non-IESA activities* – Suspension from all conventions, trips, or contests, or awards for one calendar year.

#### VI. Scholastic Eligibility for IESA/IHSA Activities

A. Any student participating in IESA/IHSA activities must receive passing grades in all subjects in order to be eligible for the sport or activity. Students will be allowed a one week grace period per

season provided they at least meet the IHSA standard during the week of grace and receive documented academic assistance.

- B. Each subject area teacher will report weekly to the Principal or designee the academic eligibility of each IESA/IHSA program participant. Eligibility is determined to be at least 69% cumulative average for the semester for IHSA students, and for the grading period for IESA students. IHSA eligibility will begin the third week of a semester; however, students must at least meet the IHSA standard the first two weeks of a semester.
- C. If an IHSA student is academically ineligible, he or she should still participate in practices, but may not dress for games/events during the period of ineligibility. Also, he or she may not be allowed to be dismissed early for games or events.
- D. 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.
- E. IESA/IHSA 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.
- F. Any student dismissed from the team or organization because of academic ineligibility shall not be eligible for nomination to the all-conference team and shall not be eligible for any other award in that sport.
- G. If a student fails a class during the first semester, he or she shall be ineligible to participate in IHSA activities during the second semester and will be dismissed from the squad. If the student receives passing grades 3<sup>rd</sup> quarter he or she shall be reinstated for spring sports, providing the student met the IHSA standard first semester. Such students will be allowed to practice at the discretion of the coach.
- H. If a student fails a class during the second semester, he or she shall be ineligible to participate in IHSA activities during the first semester of the following year. If the student receives passing grades 1<sup>st</sup> quarter he or she shall be reinstated for winter sports provided the student met the IHSA standard 2<sup>nd</sup> semester. If a student repeats the failed subject in summer school and receives a passing grade, the student's eligibility will be reinstated for fall sports.
- I. According to IESA guidelines, a student's grades shall be cumulative for the grading period. Eligibility shall be taken beginning one-week prior to the first contest/activity.
- J. Dual Credit classes must also meet the academic eligibility standard. The instructor will establish the percentage used to determine failing status.

#### **VII. Central A & M Middle School Award System**

Each athlete will receive one letter per year. In addition, a pin and a certificate of participation will be awarded for each sport in which the athlete participates.

Non-IESA activities will receive awards as designated by the sponsor and the administration.

#### **ATHLETIC PARTICIPATION FEE**

Each student will be required to pay \$40.00 per IESA/IHSA 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.

**2021-2022 ATHLETIC TICKET FEES STRUCTURE**

	<b>ADULTS</b>	<b>STUDENTS &amp; SR. CITIZENS</b>
<b>All High School Varsity Events</b>	\$4.00	\$3.00
<b>Middle School Sports</b>	\$3.00	\$2.00
<b>JV/Fresh Football</b>	\$2.00	\$1.00
<b>Fresh/Soph Boys Basketball</b>	\$2.00	\$1.00

**Family Sports Pass\*** \$125.00 \$125.00

*\*This covers all members of a household at all regular season non-tournament district athletic activities.*

Board of Education policy #700.01 requires that no student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Students and/or parents have the right to initiate a grievance or complaint if discrimination is alleged to have happened. Such complaint should be filed with the Superintendent of the School District, who shall then send a copy of the grievance procedure to the complainant.

**Student Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Authorization for Electronic Network Access Form**

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

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

Parent/Guardian Name: \_\_\_\_\_ (Please Print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District’s electronic network, including the Internet.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Guidelines for Publishing Student Work or Pictures**

Central A&M School District # 21 has a web site that provides an outreach of information to our students, parents, and community. It is an extension and a reflection of the school's programs. Student work may be considered for publication on District 21's web sites only as it relates to a class project, course, or other school-related activity. These documents might include a personal homepage or project, a story or poem, a graphic, a science or research project, or individual and/or group photographs from an activity, athletic team or club. Web-published documents will not include a child's phone number, street address, e-mail address, box number or names of other family members. All materials published should be grammatically correct and free of spelling errors, punctuation errors, other errors in mechanics and be approved by a referring teacher. Documents must conform to school board policies and established school guidelines. Student pictures, when posted on District 21's web pages, may not always be identified. In such instances, parent permission is not required. If identified, parental permission is required by signing the appropriate form below. Following these guidelines will insure the students' privacy and safety as well as reflect a positive school image.

**District 21 Permission Form for Identified Published Student Work/Pictures**

(Check one and sign below)

\_\_\_\_ I give my permission for my child's work and/or picture to be published on websites of Central A&M School District # 21 and/or to be released to the local media, such as newspapers. I understand that no other information will be included (i.e., phone number, street address, e-mail address, box number or names of family members).

\_\_\_\_ I do not give permission for my child's work and/or picture to be published on websites of Central A&M School District # 21 and/or to be released to the local media, such as newspapers. I understand that my child's name will not be listed in the local newspapers for honor roll or for any other awards and accomplishments.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature