

**Centralia Junior High
School/Central Middle
School
Student Handbook
2021 - 2022**



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**Home of the Tigers/Tigerettes
900 S. Pine Street
Centralia, Illinois 62801
CJHS - 618-533-7130
CMS - 618-545-6612**

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DISCLAIMER

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. The provisions are the current status of the rules and procedures and are subject to change. Administration has the right to use their discretion in the decision making process.

4th - 8th Grade Staff

Name	Position	Room #
Acobo, Andrew	5th Grade Cross Categorical	7S
Arnold, Hollie	7th Grade LA	12S
Barbee, Tianna	SRO	22S
Bates, Donna	Classroom Aid	7S
Bazile, Megan	8th Grade Science	17S
Bishop, Elizabeth	6th Grade Science	8S
Bishop, Tina	8th Grade STEAM	27S
Blanchard, Cinnamon	Guidance Counselor	19S
Brashear, Sarah	Individual Aid	28S
Braun, Beverly	4th-5th Grade Cook	4/5 Kitchen
Brink, Melanie	4th Grade	4N
Cannon, Charles	Custodian	
Coffey, Tanga	6th-8th Grade Cook	6-8 Kitchen
Coker, Amber	Classroom Aid	28S
Cook, Brandon	7th Grade Social Studies	1S
Cooley, Michael	7th Grade Government and Society	15S
Criner, Janelle	ACE	7N
Curry, Jil	5th Grade	9N
Daniels, Stephanie	4th-5th Grade Cook	4/5 Kitchen
Del Sasso, Erin	7th Grade Math	33S
Denton, Cortney	4th Grade PE/Girls Asst. Track Coach	4/5 Gym
Denton, Gary	SRO	22S
Dodson, Ed	Custodian	
Emrick, Kimberly	6th-8th Principal	CJHS Principal's Office
Glenn, JoAnn	Classroom Aid	26S
Gould, Chris	4th-5th Grade Lunch Supervisor	4/5 Gym
Graham, Melinda	Librarian	Library
Hallam, Kylan	6th Grade Math	34S

Hardy, Gloria	6th-8th Grade Cook	6-8 Kitchen
Heinrichsmeyer, Tammy	Classroom Aid	3S
Helm, Paula	5th Grade Resource	7N
Herrell, Debbie	4th Grade Cross Categorical	8S
Hill, Audrey	4th-5th Grade Principal	4/5 Office
Hill, Reuben	7th-8th Grade PE	Tiger Gym
Hocking, Eric	Title I Paraprofessional	31S
Hocking, Shaina	7th Grade Cross Categorical	3S
Hollenkamp, Beth	8th Grade LA	23S
Holmes, Danielle	8th Grade LA	24S
Honerkamp, Michael	4th Grade/Boys Cross Country	1N
Husk, Laura	4th-5th Secretary	4/5 Office
Hutton, Krystal	Instructional Support	9S
Jackson, Callie	5th Grade	12N
Johnston, Amanda	5th Grade	11N
Kimmell, Larry	Custodian	
Klostermann, Lori	8th Grade Cross Categorical	30S
Krutsinger, Lucas	Boys JV Basketball Coach	Jordan
Kusturin, Mike	Custodian	
Lacey, Ashleigh	4th Grade Resource	6N
Lamar, Lisa	6-8 Principal's Secretary	CJHS Principal's Office
Lambert, Mike	5th Grade PE/AD Director/ Boys Baseball Coach/	4/5 Gym
Lammers, Michelle	4th Grade	3N
Martin, Hazel	Secretary	Asst. Principal's Office
Mays, Rodney	Music	13N
Mays, Stacy	6th-8th Grade Cook	
McFall, Brittany	Band	35S
Meier, Chris	Individual Aid	28S
Middleton, Mike	6th Grade Social Studies	4S
Miller, Toni	Title I Paraprofessional	
Mosbarger, Rachel	8th Grade Social Studies	25S

Piercy, Emily	6th Grade LA	6S
Pryor, Alaina	Individual Aid	2S
Queen, Jordan	6th-8th Grade Assistant Principal	Asst. Principal's Office
Reid, Timothia	4th Grade	2N
Riechmann, Melissa	7th & 8th Grade Resource	11S
Robb, Elizabeth	ISS	26S
Sachtleben, Stephanie	Individual Aid	27S
Schmidt, Amanda	Nurse	Nurse's Office
Siegler, Andee	7th Grade LA	13S
Simmons-Young, Bette	6th Grade LA	5S
Snow, April	4th-8th Grade Cross Categorical/ Girls Cross Country	28S
Stanart, Traci	4th Grade	5N
Stone, Machele	4th Grade Cross Categorical	8S
Tate, Jason	Custodian	
Thomason, Sheri	5th Grade	8N
Toennies, Marianna	Classroom Aid	8S
Unverfehrt, Kristina	Special Education Supervisor	Asst. Principal's Office
Veller, Brandon	7th Grade Science	18S
Webster, Marla	6th-8th Grade Cook	6-8 Kitchen
Wells, Kerri	Individual Aid	28S
West, Amber	7th-8th Grade PE/Girls Softball and Girls Track Coach	Tiger Gym
Wheelan-Dorries, Cami	6th Grade Health	14S
White, Eva	Classroom Aid	30S
White, Ryan	5th Grade	10N
White, Samantha	6th Grade Cross	2S
Wimberly, Monica	6th & 7th Grade Resource	10S
Winchester, Amber	Instructional Support	9S
Winters, Tammy	8th Grade Math	32S
Witthaus, Trace	Technology	Tech Office
Zvonar, Jack	6th Grade PE	Tiger Gym

CENTRALIA CITY SCHOOLS 2021 - 2022 CALENDAR

AUGUST

Friday August 13 Teacher Institute Day No School
 Monday August 16 First Day of Student Attendance (full day) No Early Dismissal

SEPTEMBER

Friday September 3 School Day prior to Labor Day Dismissal - 2:15 p.m.
 Monday September 6 Labor Day No School
 Wednesday September 15 School Improvement Day Dismissal - 2:15 p.m.
 Friday September 17 Half-Day Teacher In-Service Dismissal - 12:30 p.m.
 Friday September 17 Mid-Term

OCTOBER

Monday October 11 Columbus Day No School
 Wednesday October 13 School Improvement Day Dismissal - 2:15 p.m.
 Monday October 18 Teacher Institute Day No School
 Friday October 22 End of First Quarter
 Wednesday October 27 School Improvement Day (Parent-Teacher Conferences) Dismissal - 2:15 p.m.
 Friday October 29 Parent-Teacher Conferences No School

NOVEMBER

Friday November 5 Half-Day Teacher In-Service Dismissal - 12:30 p.m.
 Wednesday November 10 School Improvement Day Dismissal - 2:15 p.m.
 Thursday November 11 Veterans Day No School
 Friday November 19 Mid-Term
 Tuesday November 23 School Day prior to Thanksgiving Break Dismissal - 2:15 p.m.
 Wednesday-Friday November 24- 26 Thanksgiving Break No School

DECEMBER

Wednesday December 8 School Improvement Day Dismissal - 2:15 p.m.
 Wednesday December 22 School Day prior to Christmas Break Dismissal - 2:15 p.m.
 Thursday-Friday December 23- 31 Christmas Break No School

JANUARY

Monday-Tuesday January 3-4 Christmas Break No School
 Wednesday January 12 School Improvement Day Dismissal - 2:15 p.m.
 Friday January 14 End of First Semester
 Monday January 17 Martin Luther King Birthday No School

FEBRUARY

Wednesday February 9 School Improvement Day Dismissal - 2:15 p.m.
 Thursday February 17 Mid-Term
 Friday February 18 Teacher Institute Day (Tri-County Teacher Institute) No School
 Monday February 21 Presidents Day No School

MARCH

Monday March 7 Casimir Pulaski Day No School
 Wednesday March 9 School Improvement Day Dismissal - 2:15 p.m.
 Friday March 11 Half-Day School Improvement Dismissal - 12:30 p.m.
 Friday March 18 End of Third Quarter

APRIL

Wednesday April 13 School Day Prior to Easter Break Dismissal - 2:15 p.m.
 Thursday-Monday April 14-18 Easter Break No School
 Wednesday April 20 School Improvement Day Dismissal - 2:15 p.m.
 Friday April 22 Mid-Term

MAY

Wednesday May 11 School Improvement Day Dismissal - 2:15 p.m.
 Thursday May 19 Last Day Student Attendance (if no emergency days used) Dismissal - 2:15 p.m.
 Friday May 20 Teacher Institute Day (if no emergency days used) No School
 Monday May 30 Memorial Day No School

4TH-5TH GRADE DISMISSAL SCHEDULES

Bus riders will be dismissed at the first dismissal bell.

Parent pick-up students will be dismissed at the second dismissal bell.

Walkers will be dismissed at the third dismissal bell.

2:45 Dismissal Schedule

1:45 Dismissal Schedule

School doors are opened, (Breakfast, CBC, CHAMPS)	7:45-8:18	33 min.		School doors are opened, (Breakfast, CBC, CHAMPS)	7:45-8:18	33 min.
Tardy Bell	8:05			Tardy Bell	8:05	
Period 1 (Breakfast, CBC, CHAMPS)	7:45-8:18	33 min.		Period 1 (Breakfast, CBC, CHAMPS)	7:45-8:13	28 min.
Period 2 (RTI)	8:21-8:48	27 min.		Period 2 (RTI)	8:16-8:38	22 min.
Period 3	8:51-9:32	41 min.		Period 3	8:41-9:15	34 min.
Period 4	9:35-10:16	41 min.		Period 4	9:18-9:52	34 min.
Period 5	10:19-11:00	41 min.		Period 5	9:55-10:29	34 min.
Period 6 (4th-5th lunch)	11:03-11:45	42 min.		Period 6 (4th-5th lunch)	10:32-11:09	37 min.
Period 7	11:48-12:30	42 min.		Period 7	11:12-11:49	37 min.
Period 8	12:33-1:14	41 min.		Period 8	11:52-12:26	34 min.
Period 9	1:17-1:58	41 min.		Period 9	12:29-1:03	34 min.
Period 10	2:01-2:45	44 min.		Period 10	1:06-1:45	39 min.

12:00 Dismissal Schedule

2:15 Assembly Schedule

School doors are opened, (Breakfast, CBC, CHAMPS)	7:45-8:18	33 min.		School doors are opened, (Breakfast, CBC, CHAMPS)	7:45-8:18	33 min.
Tardy Bell	8:05			Tardy Bell	8:05	
Period 1 (Homeroom)	7:45-8:10	25 min.		Period 1 (Homeroom)	7:45-8:15	30 min.
Period 2 (RTI)	8:13-8:31	18 min.		Period 2 (RTI)	8:18-8:42	24 min.
Period 3	8:34-8:54	20 min.		Period 3	8:45-9:23	38 min.
Period 4	8:57-9:17	20 min.		Period 4	9:26-10:04	38 min.
Period 5	9:20-9:40	20 min.		Period 5	10:07-10:45	38 min.
Period 6	9:43-10:03	20 min.		Period 6 (4th-5th lunch)	10:48-11:28	40 min.
Period 7	10:06-10:26	20 min.		Period 7	11:31-12:11	4 min.
Period 8 (4th-5th lunch)	10:29-11:09	40 min.		Period 8	12:14-12:52	38 min.
Period 9	11:12-11:32	20 min.		Period 9	12:55-1:33	38 min.
Period 10	11:35-12:00	25 min.		Period 10	1:36-2:15	39 min.

6TH-8TH GRADE DISMISSAL SCHEDULES

Bus riders will be dismissed at the first dismissal bell.
 Parent pick-up students will be dismissed at the second dismissal bell.
 Walkers will be dismissed at the third dismissal bell.

2:45 Dismissal Schedule

1:45 Dismissal Schedule

School doors are opened - Breakfast, CBC, CHAMPS	7:45-8:05	20 min.		School doors are opened- Breakfast, CBC, CHAMPS	7:45-8:05	20 min.
Tardy Bell	8:05			Tardy Bell	8:05	
Period 1 (Homeroom)	8:05-8:18	13 min.		Period 1 (Homeroom)	8:05-8:13	8 min.
Period 2 (RTI)	8:21-8:48	27 min.		Period 2 (RTI)	8:16-8:38	22 min.
Period 3	8:51-9:32	41 min.		Period 3	8:41-9:15	34 min.
Period 4	9:35-10:16	41 min.		Period 4	9:18-9:52	34 min.
Period 5	10:19-11:00	41 min.		Period 5	9:55-10:29	34 min.
Period 6 (6th/7th lunch)	11:03-11:45	42 min.		Period 6 (6th/7th lunch)	10:32-11:09	37 min.
Period 7 (8th lunch)	11:48-12:30	42 min.		Period 7 (8th lunch)	11:12-11:49	37 min.
Period 8	12:33-1:14	41 min.		Period 8	11:52-12:26	34 min.
Period 9	1:17-1:58	41 min.		Period 9	12:29-1:03	34 min.
Period 10	2:01-2:45	44 min.		Period 10	1:06-1:45	39 min.

12:00 Dismissal Schedule

2:15 Assembly Schedule

School doors are opened - Breakfast, CBC, CHAMPS	7:45-8:05	20 min.		School doors are opened - Breakfast, CBC, CHAMPS	7:45-8:05	20 min.
Tardy Bell	8:05			Tardy Bell	8:05	
Period 1 (Homeroom)	8:05-8:10	5 min.		Period 1 (Homeroom)	8:05-8:15	10 min.
Period 2 (RTI)	8:13-8:31	18 min.		Period 2 (RTI)	8:18-8:42	24 min.
Period 3	8:34-8:54	20 min.		Period 3	8:45-9:23	38 min.
Period 4	8:57-9:17	20 min.		Period 4	9:26-10:04	38 min.
Period 5	9:20-9:40	20 min.		Period 5	10:07-10:45	38 min.
Period 8	9:43-10:03	20 min.		Period 6 (6th/7th lunch)	10:48-11:28	40 min.
Period 9	10:06-10:26	20 min.		Period 7 (8th lunch)	11:31-12:11	4 min.
Period 6 (6th/7th lunch)	10:29-11:09	40 min.		Period 8	12:14-12:52	38 min.
Period 7 (8th lunch)	11:12-11:32	20 min.		Period 9	12:55-1:33	38 min.
Period 10	11:35-12:00	25 min.		Period 10* Tiger Gym at 2:15. Dismissal 2:45	1:36-2:15	39 min.

SECTION 2- VERIFICATION OF IN-DISTRICT RESIDENCY

It is required by law that all parents/guardians provide the following residency information upon enrollment to prove that students attending are residents of our district.

Please submit the following required documentation from Category I and Category II if you have moved or have transferred from another school district since the end of the last school year. Please bring this information during regular summer hours in June and August. The office is closed in July.

If you are residing **at the same address as you were at the end of the last school year**, please sign the verification form indicating as such when school begins.

Category I: (one document establishing property within the District):

- a. Most recent property tax bill (homeowners)
- b. Mortgage papers (homeowners)
- c. Deed
- d. Signed and dated lease and proof of last two month's payments if lease is not at its inception (canceled checks or receipts required) (renters)
- e. Housing letter (military personnel)
- f. Letter from manager and proof of last two month's payment (canceled check or receipt required) (renters or trailer park residents)
- g. An agreement of sale for a residential property located within the District, signed by the seller and parent/custodian as buyer, which recites a closing date prior to the first day of attendance (new residents)
- h. Notarized affidavit of residence from the resident owner of property within the District where the parent/custodian of the child is living with the owner at no cost (those living with relatives or others).

Category II (one document establishing an address within the District)

- a. Driver's license
- b. Vehicle registration
- c. Current public aid card
- d. Current library card (if address is shown)
- e. Voter registration
- f. Most recent gas, electric, water, cable television, and or credit card bill
- g. Current homeowners/renters insurance policy and premium payment receipt

In-District Student Residency

A student is considered a resident of this district if his/her legal parent/guardian can provide proof of address where the child eats and sleeps on a daily basis. That proof must be one (1) item from Category 1 which shows ownership of property or rental receipts within our district; and one (1) item from Category 2 that shows identification giving the address within our district lines. (See Residency form for details.)

A guardian who is not the natural or adoptive parent needs to provide a signed statement that they are taking legal responsibility for the educational and medical needs of the child. A signed Power of Attorney document may be requested from the natural parent(s) to verify this commitment.

If a student moves out of our district during the school year, they will be permitted to remain in the school building they started in for the remainder of the school year, but the parent/guardian must provide transportation.

If a parent/guardian is enlisted in the military and is deployed temporarily out of our district, their child can still attend our schools with a written request, but the parent/guardian must provide transportation. At enrollment, if a child of military personnel are living in temporary housing outside our district, but intends to live within our district within 60 days, they can enroll and attend, but the parent/guardian must provide transportation until they physically live in our district.

Out-of-District Student Admission

A family who lives outside our district lines and wishes their child(ren) to attend our schools must make a written request to the superintendent. His/Her approval will be on a yearly basis taking into account the following: there is enough room in the class, maximum tuition fees will apply, and transportation must be provided by the parent/guardian.

A non-resident child may attend our schools tuition-free if: a written agreement is made with their own district administration and our superintendent that the child's health and safety can be better served here; a written agreement is made with a cultural exchange organization or charitable institution; an intergovernmental agreement is in place; or a court order dictates such placement.

Homeless Children

A homeless child will be enrolled immediately, even if the parent/guardian cannot provide proof of residency in our district.

Challenging Student Residency

If the superintendent or principal determines that a child has moved out of our district without notice but still attends our schools, the parent/guardian will be sent a notice by certified mail with return receipt of the tuition fees that are due.

SECTION 3 – ATTENDANCE

Arrival to School

- Students should not arrive before 7:45 A.M. unless they are participating in an approved before school activity.
- If students are eating breakfast, they are to do so as soon as they arrive.
- 4th - 5th grade students are to go to their assigned classroom. 6th - 8th grade students will enter the building, pick up breakfast and report to their 1st hour class.
 - Remove hats and/or sunglasses when entering the building.
 - Once on school property, stay on school property.
 - Use assigned entrances according to grade level.
 - Electronics are to be turned off and out of sight when entering the building.
 - Follow directions given by all staff members.

Closed Campus

Centralia Junior High School and Central Middle School have a closed campus policy. Once students arrive at school, they are not permitted to leave the school grounds without permission. All students are to eat lunch in the cafeteria. If a student does not purchase lunch, they should bring lunch from home. Circumstances which would require an exception to this policy must be brought to the attention of the principal.

Leaving School During School Hours

Regardless of the reason for leaving school, all students must sign out through the office. In cases when a parent wishes their child to be dismissed for a doctor or dental appointment or family emergency, the school should be notified in writing or by phone. If a child becomes ill during school hours, the teacher in charge will refer him/her to the nurse. If it is necessary that the student go home, the nurse will notify the parent. Students are not permitted to call to be picked up due to illness.

Dismissal From School

- Leave school property within 10 minutes of dismissal – Students may stay for participation in approved after-school activities.
- Use assigned exits..
- 6th - 8th grade students are not to be in the 4th - 5th grade hallway.
- Follow directions given by all staff members.

Tardiness

At Centralia Junior High School and Central Middle School, we believe it is imperative that students are at school when school starts and in his/her first hour class before the tardy bell at 8:05. Tardiness is defined as a student not being in their assigned area at the start of class. A student is tardy when he/she is not in the classroom or assigned instructional area when the tardy bell rings. Ample time is provided for moving from class to class. A teacher pass will be given for special permission to be late to class. On the first and second tardy per class, students will lose a Tiger Point and the teacher will reteach the expectation. The third tardy will result in the student receiving a detention. Each consecutive tardy within the same class period after the third will result in additional detentions. Examples of unacceptable reasons for tardiness are:

car trouble, visiting, oversleeping, needed at home, family vacation that has not been pre-arranged, babysitting, missed bus, alarm didn't work, etc.

Absences/Student Attendance

It is the responsibility of the parent to contact the attendance office each day that the student is absent. The attendance office opens at 7:30 a.m. and the phone number is 533-7130. Central Middle School phone number is 618-545-6612. Messages may be left 24 hours a day, 7 days a week.

There are two types of absences: excused and unexcused. All absences fall under one of the following categories:

1. Excused – Absences resulting from illness, observance of a religious holiday, 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 safety or health, or other reasons as approved by the principal or assistant principal.
2. Unexcused – Absences including truancy or other unjustifiable absences are considered unexcused. Examples of inexcusable absences are over sleeping, missing the bus, car trouble, and babysitting.

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

In the event of any absence, the student's parent or guardian is required to call CJHS at (618) 533-7130 or CMS at (618) 545-6612 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 or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Excessive Absences

A student should not have more than four (4) excused absences during one semester for a total of eight (8) per school year. A child should not have more than four (4) unexcused absences without an acceptable form of documentation as to why the student is absent for the school year. After the 4th absence per semester, a student will only be excused if an appropriate form of documentation is turned in to the Attendance Office on the day the student returns to school. Acceptable forms of documentation include: doctor's note, court note, funeral note, etc.

A fifth (5th) unexcused absence will result in one or all of the following: a referral to the Home School Liaison, a referral to the Student and Family Education Court, a referral to the Regional Office of Education Truancy Program, and a letter informing the family of their services. After nine (9) unexcused absences, a Chronic Truancy officer will be assigned to the family to help overcome obstacles that prevent the child from attending school on a regular basis. More than three consecutive excused absences will require additional documentation from the doctor to be excused.

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. A student is considered truant anytime the student is absent without the permission of the student's parent/guardian and of the school. If a student leaves the school without approval, that student is considered truant. Any unexcused absence from school is considered truant.

Students who miss nine (9) or more of the prior 180 regular school days (two school years) without valid cause (a recognized excuse) are considered 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 Student Family Education Court
- Reporting to the Regional Office of Education #13
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

Student and Family Education Court

Centralia Junior High School and Central Middle School have implemented the Student and Family Education Court (SFEC). This truancy diversion program is designed to increase student attendance by decreasing the obstacles that lead to poor attendance

After a student has experienced five (5) unexcused absences, the school district home-to-school liaison is contacted and the school sends a letter to the student's parents/guardians stating that the student has become eligible for services offered through the Student and Family Education Court program.

After a student experiences a total of nine (9) unexcused absences, the school is responsible to report the student to the Regional Office of Education #13 as chronically truant on the chronic truant referral form. The SFEC will work closely with the school district and the ROE #13 School Resource Officers to determine further action.

SECTION 4 - EXTRACURRICULAR ACTIVITIES/ SPORTS

Athletic Eligibility Requirements

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

Students electing to participate in athletics are expected to maintain passing grades. In order to be eligible to participate in athletics, including cheerleading, students cannot be failing in any subject. The grades of each athlete will be checked every Friday. A student failing in any subject will be notified that he/she will not be permitted to participate in any inter-school contests starting the following Monday. The ineligible student will remain ineligible until the following Friday academic check declares him/her eligible, starting Monday for the following week. Any athlete or cheerleader who is ineligible three (3) consecutive weeks or five (5) cumulative weeks will not be permitted to participate for the remainder of that sports season.

Any time a student is absent for more than half of a school day, they may not participate in evening activities, athletic practices, or athletic events. Students may attend an awards ceremony for a sporting event they participate in if they are assigned an after school detention or in-school detention. Students may participate in practice the day of an assigned after school detention or in-school suspension providing that the detention or in-school suspension has been successfully served. However, they may not attend or participate in any sporting event scheduled the day of the assigned after-school detention or in-school suspension. A student who has been suspended from school is also suspended from participation in all athletic activities for the duration of the suspension. Please refer to the athletic handbook for additional guidelines governing participation in athletic events.

Extra-Curricular Activities

Along with the academic program, an important part of any school is the extra-curricular program. At CJHS, students are provided with a diversified extra-curricular program and are encouraged to participate. The extra-curricular program includes: Yearbook, Honors Club, Spelling Bee, Robotics, Chorus, Band, Flag Corp, Chess Club, Office Assistants, dances, and social events.

A student who is absent from school for more than a half day is ineligible for any extracurricular activity, including chorus programs, concerts, etc. on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; 3) a religious ceremony or event; or 4) other extenuating circumstances.

A student who has been suspended from school is also suspended from participation in **all** extracurricular activities for the duration of the suspension.

Sports Offered at CJHS

Fall: Boys Baseball (6-8), Girls Softball (6-8), Cross County (5-8)

Winter: Boys Basketball (6-8), Girls Basketball (6-8), Cheerleading (6-8), Volleyball (6-8)

Spring: Scholar Bowl (6-8), Boys Track (6-8), Girls Track (6-8)

Sports Physical

All students planning to participate in any sport must have a current (within one year) sports physical on file before trying out. Sixth grade students may consider their school physicals meeting this requirement unless restrictions were listed by the physician completing the exam.

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 Southern Illinois Junior High Schools Athletic 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.

SECTION 5 – TIGER TIDBITS

Acceptable Use Agreement

Centralia City Schools provides access to the internet for all students. We do this to promote educational excellence, engaged learning, resource sharing, problem solving, innovation and communication. All parents/guardians and their children must sign an agreement to use the internet privileges properly or to deny their use of the internet. (See the internet use agreement document for more details.) Violations of these expectations may result in all computer/internet privileges being terminated and disciplinary actions in accordance with the school's disciplinary procedures.

Bus Students

All students who live more than one and a half (1 ½) miles from the building they attend may ride a bus to and from school each day. All are expected to follow the driver's rules on the bus to maintain a safe ride. Failure to follow those rules can be grounds for loss of bus privileges. Consequences for poor behavior choices are determined by the building principal and/or superintendent. Suspension from the bus does not excuse non-attendance from school unless otherwise stated by the principal/superintendent. Your child is expected to be at school and you must provide transportation. No student will be allowed to ride the bus to or from school if they are not a qualified bus rider. A student may **not** ride a bus home with a friend/relative if he/she is not a qualified bus rider. If a qualified bus rider is riding a different bus than what he/she normally rides, a parent/guardian must send a note and the student **must have the note signed by the principal or assistant principal**.

Care of School Property

Centralia Junior High School and Central Middle School are well maintained by our staff. It is all of our responsibility to keep the facilities in good shape. Damaging or attempting to damage school property, whether a book, furniture, fixture, or building will be dealt with harshly. Please report any damage to school officials. Willful damage will result in full repair/cleanup and/or payment to replace the item. School officials reserve the right to take action as deemed appropriate. With your help and cooperation, students in the future will also enjoy and benefit from our facilities. In part, the community judges our students by the appearance of our school. Let's make them proud of both.

Homework

Homework for students is encouraged and necessary to supplement and strengthen the regular classroom work. Students profit from a program of systematic study both in and outside school. The amount of homework varies from class to class. In order to assist students with their assignments, CJHS offers After School Study Tables. Students in grades 4-5 who have multiple missing assignments may be assigned after-school detention.

Honor Roll

The following shall be the criteria for placement on the honor roll or high honor roll at Centralia Junior High School and Central Middle School:

High Honor Roll: 5.0

Honor Roll: 4.7 – 4.9

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

The student is responsible for obtaining assignments from his/her teachers. It is the responsibility of the student to obtain all make-up work. If a student is absent for a day or two, they may get the missed assignments from their teacher. If a student is absent for three days or more and will be unable to return to school immediately, their parents may call the school and make arrangements to pick up the student's textbooks and missed assignments. In either instance, the student will be given adequate time to hand in these assignments. Arrangements for absences other than illness should be made prior to the absence and make-up work should be done prior to the absence, if at all possible. It is the student's responsibility to contact the teachers for information and scheduling regarding make-up work and tests.

Students who are unexcused from school may not be allowed to make up missed work.

Medication

Due to some students needing to take prescription medication during school hours, the following guidelines are in place:

- Medication forms are available and must be completed by your doctor giving orders for our school nurse or designated staff member to administer the medication to your child.
- All medications are provided by the parent/guardian and should be kept in the school nurse's office with the exception of inhalers, epi-pens, or other emergency medications which may only be carried by the student after proper medication forms are completed.
- Over-the-counter medications may be administered with parental permission for no more than two days. Medications must be brought in properly labeled containers and kept in the nurse's office.

On-Line Grades and Retentions

In order for parents/guardians to stay informed of their child's grades, grades may be viewed online at www.ccs135.com (click on "Skyward"). If you have any questions about on-line grades, please call the school at 533-7130. Reports will be sent home at mid-term and at the end of each quarter. A Parent-Teacher Conference is held in conjunction with the issuance of the first-quarter report card. Students who excel academically will be included in the honor roll listing each quarter. Any student receiving three (3) "F's" on their final grade will be retained. The grading scale is as follows:

90-100.....	A
80-89.....	B
70-79.....	C
60-69.....	D
59 & Below.....	F

School Physical and Dental Requirements

All sixth grade students are required to have a current school physical exam with up-to-date immunizations before registration. All sixth grade students are required to have a current dental exam turned in before May 15th of the school year or report card may be withheld until the requirement has been met.

School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Any student who has been assigned a Lunch Detention, After School Detention, In-School Suspension, or Out-of-School Suspension the week of a school-sponsored dance may not attend the dance.

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.

Study Tables

Teachers and administrators at Centralia Junior High School are striving to do everything possible to assist students when they need additional help. If a student needs extra help in any subject, there is a certified teacher available free of charge Monday – Thursday from 3:10 – 3:55. If you have any questions, please phone the school at 533-7130.

Telephone

Unless it is an emergency, students will not be contacted to receive a phone call. Students must obtain permission to use the phone and are expected to limit their calls only to important matters - - **not to make after school plans**. Students are not to use their cell phones to call home. If a student chooses not to follow the proper procedures, it will result in consequences being assigned by the administration. If a student becomes ill, the student is to be evaluated by the nurse before going home.

Tiger Points

Each quarter students will receive a Tiger Point sheet to monitor their daily behavior and how they are meeting the Tiger Traits expectations. Students who are a classroom disruption or violate an expectation will lose a Tiger Point. The goal is to have at least 85% of your Tiger Points at the end of each quarter. Students that meet their goals will be able to participate in the bi-quarterly celebration. Students who do not will be assigned to a reteach room during this time and will go over the school-wide expectations.

T.I.G.E.R. Eye Report/Zones of Regulation

In an effort to assist students who may need additional support or students who have received three office referrals, CJHS has implemented a system to help them manage and monitor their own choices during the school day. Each day, students will be given a copy of the T.I.G.E.R. Tracks check-in, check-out sheet. The objective is for the student to meet his/her "Be Responsible, Be Respectful, Be Ready" goal of at least 80% (43 points) of the time each day. Students will check-in with a support person each morning. The support person will issue the student a T.I.G.E.R. Tracks sheet in which he/she will have each of his teachers sign denoting how well they did during their class. At the end of the day, the student will return the sheet to the support person. Central Middle School will utilize zones of regulation which is a self-regulatory tool that encourages students to monitor their own emotional state in regards to a variety of situations that may arise during the school day

Visitors

Except for educational purposes (making a presentation, shadowing, etc.), visitors will not be permitted in the building during regular school hours (7:45 A.M. to 3:15 P.M.). This includes past graduates, relatives, friends, etc. Parents are encouraged to schedule meetings with administration, prior to arrival at the respective schools. High school students wanting to visit a former teacher must wait until after 3:15 P.M. All visitors are required to sign in and obtain a Visitor's Pass.

SECTION 6

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Centralia Junior High and Central Middle School has implemented a process called PBIS (Positive Behavior Intervention Support). PBIS is not a program or a curriculum. It is a team-based process for creating a safer and more effective approach to enhance the ability of schools to educate all students by developing a research-based, school-wide, and classroom discipline system. The administration, faculty, and staff have developed a Behavior Matrix which charts every school setting and the expectations that are expected in those locations. A detailed list follows that more clearly defines the expectations that have been established for CJHS/CMS students. **Students will have opportunities to regain points that may have been lost.**

CMS/CENTRALIA JR. HIGH SCHOOL

Behavior Matrix Tiger Trademarks

	BE RESPECTFUL	BE RESPONSIBLE	BE READY
ALL SETTINGS	<ul style="list-style-type: none"> • Respect all adults in the building and classroom (substitute, teacher's assistants, volunteers, speakers, etc.) • Respect everyone's property 	<ul style="list-style-type: none"> • Cell phones and electronic devices are to be turned off when entering the building • No gum or candy • Books/supplies are to be with you or in your locker 	<ul style="list-style-type: none"> • Listen and follow directions for all staff
ARRIVAL	<ul style="list-style-type: none"> • Remove hats when entering the building • Turn off electronic devices and put in locker or give to a teacher • Keep hands, feet, comments, and objects to yourself 	<ul style="list-style-type: none"> • Once on school property, stay on school property • Use designated entrances • Go directly to the cafeteria for breakfast • 5th & 6th graders should go to the playground • 7th & 8th graders should go to Tiger Gym 	<ul style="list-style-type: none"> • Listen and follow directions from all staff.
DISMISSAL	<ul style="list-style-type: none"> • Keep hands, feet, comments, and objects to yourself 	<ul style="list-style-type: none"> • Use designated exit • Bus riders go straight to the bus 	<ul style="list-style-type: none"> • Leave school property promptly after dismissal
ASSEMBLIES	<ul style="list-style-type: none"> • Applaud politely • Keep hands, feet, comments, and objects to yourself • Be an active listener and an attentive audience member 	<ul style="list-style-type: none"> • Enter and exit in a straight line • Walk on steps when going up and down the bleachers • Remain quiet • Sit in designated area • Take all trash and personal items with you when you leave 	<ul style="list-style-type: none"> • Listen and follow directions from ALL staff
BUS	<ul style="list-style-type: none"> • Keep hands, feet, comments, and objects to yourself • Go directly to your bus • Respect others, including the driver • Respect property • Use quiet voices 	<ul style="list-style-type: none"> • Face forward • Keep aisle clear • Remain seated 	<ul style="list-style-type: none"> • Listen and follow directions from all staff including monitors • Be at the bus on time and ready and board quickly
CAFETERIA	<ul style="list-style-type: none"> • Use quiet voices • Clean up all your trash • No talking in hallway when leaving the cafeteria 	<ul style="list-style-type: none"> • Line up in the lunch line quietly and in order • Stay in the seat you choose first 	<ul style="list-style-type: none"> • Listen and follow directions from all staff

		<ul style="list-style-type: none"> ● Raise your hand for permission to get out of your seat 	<ul style="list-style-type: none"> ● members ● Sit where assigned
CLASSROOM	<ul style="list-style-type: none"> ● Enter classroom quietly ● Be in your seat when the bell rings 	<ul style="list-style-type: none"> ● Line up in designated area before class ● Complete all assignments ● Follow all classroom rules 	<ul style="list-style-type: none"> ● Bring all materials to class
HALLWAY & LOCKERS	<ul style="list-style-type: none"> ● Walk on the right side of the hallway ● Keep hands, feet, comments, and objects to yourself ● Keep moving “transition with a mission” ● Keep voices quiet 	<ul style="list-style-type: none"> ● Respond to any and all teachers/staff ● Must have pass/planner to be in hallway during class time. ● No sharing lockers 	<ul style="list-style-type: none"> ● Get in and out of locker quickly ● Line up appropriately ● Only use locker during appropriate times
RESTROOM	<ul style="list-style-type: none"> ● Keep restroom clean and graffiti-free ● Respect the privacy of others 	<ul style="list-style-type: none"> ● Go, flush, wash, leave ● Notify teacher of problems or situations ● Use products sparingly 	<ul style="list-style-type: none"> ● Use restroom before school, between classes, and at lunch
LIBRARY	<ul style="list-style-type: none"> ● Take care of the books you check out ● Respect others’ need for quiet 	<ul style="list-style-type: none"> ● Check out no more than three books ● Take care of the work space 	<ul style="list-style-type: none"> ● Know due dates and renew or return books on time

All School Settings Expectations

- No disrespectful or foul language will be tolerated in the school or on school property.
- Do not write on walls or desks or deface or destroy school property.
- Keep hands, feet, objects and comments to yourself at all times.
- Listen and follow directions from all staff members.
- Water guns, play guns, and/or real guns are not permitted at school.
- Respect all adults in the building (teachers, teacher assistants, substitutes, etc.).
- Respect everyone's property.
- Remain quiet when adults are talking.
- NO GUM/CANDY EXCEPT if the teacher hands out in the classroom as a reward. Reward gum/candy must be chewed/eaten in that classroom.
- Books/supplies are to be with you or in your locker.
- Students must have a pass to be out of the classroom during class time.
- Students are not allowed in the teacher's lounge.
- Follow all other school and classroom expectations.

Assembly Expectations

- Walk quietly in a straight line to the gym.
- Be an active listener/attentive audience member.
- Applaud politely.
- Remain quiet.

Athletic Events and Other Extracurricular Events Expectations

Students on the D/F list will be unable to attend extra curricular events that week, including sporting events, club meetings, dances, etc. All Central Middle School students must be accompanied (for the entire duration of the event) by an adult, when attending any CJHS events including but not limited to sporting events.

- No stomping on the bleachers because it could damage them.
- You must stay in your seat until half time or the end of the game.
- Remember - - - sportsmanship is the key. Cheer on your team, but also remember not to "boo" the other team.
- Wait until the other team is in their locker room before exiting the bleachers. This includes half time and after the game.
- Remember to stand and remain quiet while the National Anthem is being played.
- If you go outside during the game, you will not be allowed to re-enter.
- The same school rules that exist during the day prevail for students at extracurricular activities (ball games, dances, etc.).
- Any student violating the rules will be sent home and not be allowed at any future extra-curricular events.
- Any student who is absent in excess of half the day may not participate or attend extra-curricular activities that day.
- If you have a detention, ISS, or an Out-of-School Suspension, you will not be allowed to enter the game that day. If a student shows up, further disciplinary action may be taken.
- Transportation is to be here to pick you up when the game is over.

Bicycles

- Upon arrival to school, bikes are to be parked in the bicycle racks and locked up
- 4th and 5th grade students are to park their bike in the racks on the 4th and 5th grade playground
- 6th-8th grade students are to park their bike in the 6th-8th grade bike racks on the south end of the building
- Students who do not have a lock will be instructed not to ride their bikes to school until they can provide a lock.

Book Bags/Backpacks/Coats/Handbags (Purses)

- Students are to place all book bags, backpacks, duffle bags and string bags in their lockers.
- Students are to leave their coats in their locker.
- Purses and other large handbags that are excessive in size are prohibited.
- Purses used as book bags are prohibited.

Bullying, Intimidation, and Harassment

According to Board Policy, bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. If you feel uncomfortable talking to a teacher or administrator, please e-mail an administrator. Please let us know if you are having problems with bullying. We cannot help you if you do not tell us.

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Additionally, the complaint managers are listed in school district policy 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*. Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct. Centralia Junior High will not tolerate any student being bullied, intimidated, and/or harassed.

Bus

- Students are not to get out of their seats while the bus is moving.
- Students are not to use profane language.
- Students are not to disrespect the bus driver or aide.
- Students are to sit in assigned seats.

Cafeteria Expectations

- Eat as soon as you arrive.
- Students are to sit at their designated grade level tables.
- Students shall not save seats for other students.
- Students shall walk to lunch in a straight line by homeroom.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons, or other items.
- Students shall not trade food.
- Students shall follow instructions of lunchroom supervisors and show respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.
- Students shall raise their hands and get permission to get out of their seats.

Misbehavior will result in disciplinary action in accordance with the school's disciplinary procedures.

Cell Phones and Other Electronic Devices

Students are not allowed to have on their person, use, or have turned on cell phones or any other electronic device at Centralia Junior High School or Central Middle School during the hours of 7:45 a.m. to 2:45 p.m. Students are to keep electronic devices turned off and in their lockers or checked in at the Main Office or the Assistant Principal's Office. These would include any electronic device that incorporates voice communication, accesses the internet, or functions as a cellular phone or camera (i.e. cell phones, pagers, cellular radio devices, laptop computers, tablet computers, eReaders, walkie-talkies, cameras, video recorders, etc). Centralia Junior High/Central Middle School are **NOT** responsible for lost or stolen cell phones or other electronic devices. No videotaping or taking pictures of faculty, staff, or students is allowed without faculty permission.

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 given. The student will receive the device back at the end of the day in the school office.

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

CHAMPS/Classroom Expectations

Centralia City Schools has adopted the CHAMPS philosophy as a practice to promote self-regulated, student management of classroom behaviors, and transitions. Each teacher will conduct their classrooms by integrating this practice (C=conversation, H=help, A=activities, M=movement, P=participation, S=success/signals).

- Bring books, pencil, paper, and any other required supplies to class daily.
- Raise your hand to get permission to talk or get out of your seat.
- Listen and follow directions from your teacher.
- Follow all classroom expectations.

Dress Code Expectations

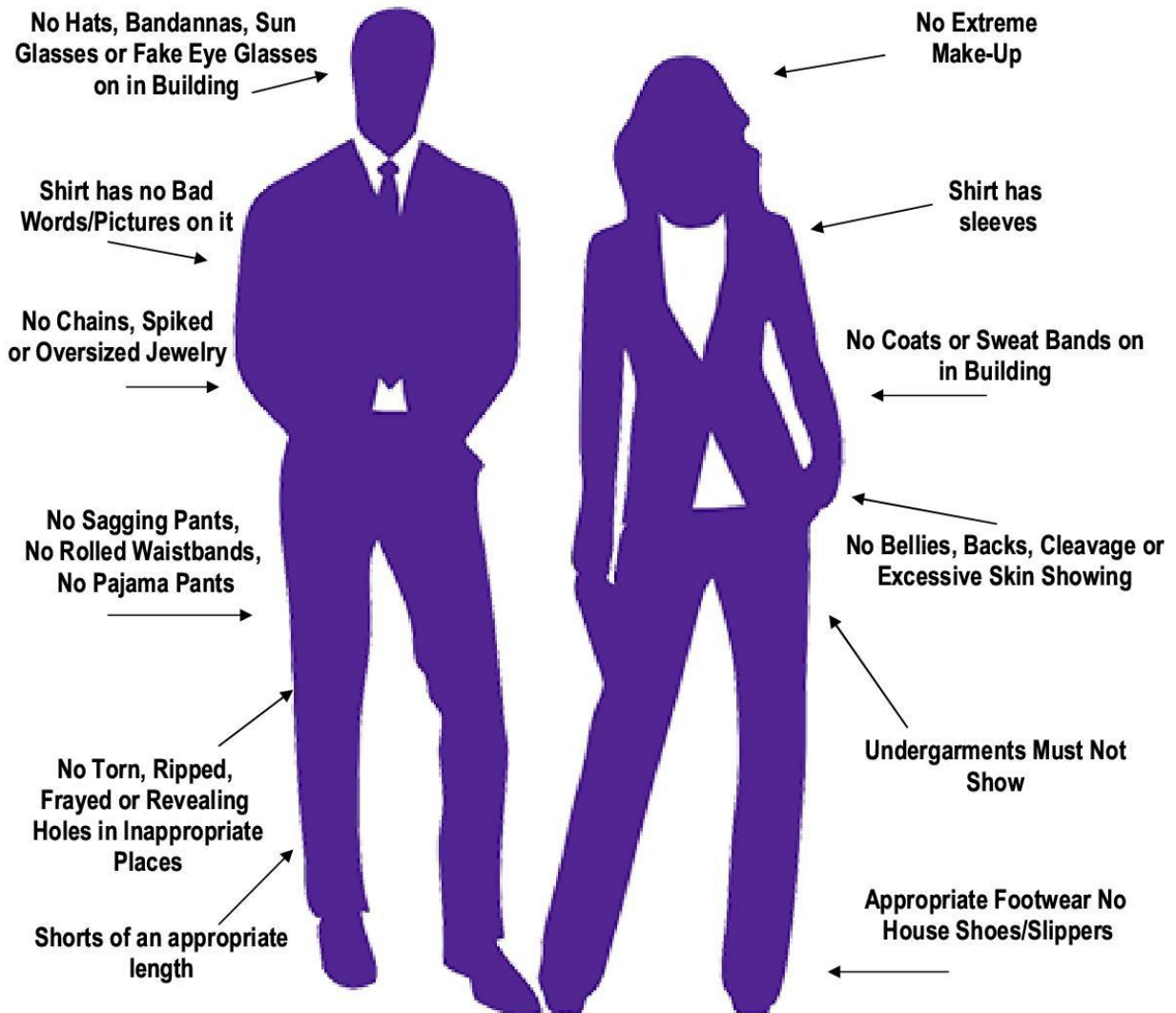
Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. The administration is the final determination on what is or is not appropriate. Matters of personal appearance which might reasonably be classified as bizarre, or creating a distraction, affecting the learning environment in the classroom, and/or having a negative effect on education is prohibited. If there is any doubt about dress and appearance, the administration will make the final decision.

- Student dress (including accessories) **may not** display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Student dress (including accessories) **may not** advertise, promote, or picture alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, violent behavior, displays of vulgar, offensive, or suggestive messages, or other inappropriate images.
- **Hats** shall not be worn in the building. Any hat brought to school shall be removed upon entering.
- **Torn, ripped, or frayed clothing** may not expose an excessive amount of skin and should not have holes above the knee.
- **Shorts, skirts, and dresses** bottom hem must be at least fingertip length.
- **Undergarments** must not be showing.
- **No pajama pants.**
- **No sagging pants** – waistband must be worn above the buttocks.
- **Waist bands** are not to be rolled down.
- **Shirts, tops, and dresses** may not expose the midriff, back or cleavage when standing or sitting.
- **All shirts, tops, and dresses** must have sleeves and should cover the shoulders.
- **Spaghetti strap** tops are not to be worn alone.

- **No Racer or T-back tops.**
- **Hats, coats, sweat bands, sun glasses, or fake glasses** may not be worn in the building during the school day
- **Wallets chains, chains, oversized medallions, spiked, heavy, or extraordinarily ornate jewelry** is unacceptable.
- **Any extreme use of make-up** will not be acceptable.
- **Appropriate footwear** must be worn at all times. **House shoes or slippers** are not allowed.
- **Tights, leggings, jeggings etc.** may be worn as long as they are worn **under** skirts, shorts, or pants of appropriate length.

Please Note: The administration is the final judge on what is or is not appropriate.

CJHS Dress Code



Dress for Success!!

Emergency Drills

At specific times, the entire school will participate in a fire, earthquake, storm, disaster, or emergency drill. Exit procedures are posted in each room and will be explained by your teacher. It is very important for the safety of everyone that each student is orderly and prompt in following the evacuation procedure. When exiting the building for a drill, the following procedures are to be followed:

- Students are to walk in a straight line to the designated place.
- Students are to remain quiet while walking.
- Students are to remain quiet while waiting for instructions.

Submitting a false alarm, tampering with the fire alarm boxes, or tampering with fire extinguishers is a serious offense and will be dealt with harshly, including, but not limited to, contacting the police.

Hallway

To ensure the safety of all, the following rules have been implemented for behavior in the hallway:

- Walk on the right side of the hallway.
- Keep hands, feet, objects and comments to yourself.
- Keep moving – transition with a mission.
- Be especially quiet when classes are in session.
- Eating and drinking is for the cafeteria only.
- Follow directions given by the staff.

Chromebooks (CB)

- CB should not be open in the hall for any reason. CB should not be open in class without permission, no exceptions. This includes before the bell rings and study hall.
- If there is a substitute, your CB should not be out unless you have been specifically asked to use it.
- When working on an assignment, that is the only thing that should be open on your CB. When you have completed your assignment, you are to put your CB away.
- No listening to music or watching videos on-line. Music and videos take up a large amount of bandwidth and slows the internet down for everyone else in the building.
- Cameras on CB are not to be used only with teacher permission.
- CB shall not be unattended at any time. Repeated offense will result in the loss of your CB for one week. Any additional violation will result in a meeting with you, your parent/guardian, principal, and assistant principal. At that time, a decision will be made on your use of a CB.
- CB will be disabled from 9 p.m. to 6 a.m. every day.

Library

- Know your due dates and renew or return books on time.
- No more than three books may be checked out at a time.
- Take care of the books you checked out.
- Walk around the library when going to class or lunch – do not cut through.

Lining Up

- Anytime students line up, they should be lined up in a straight line, be facing the front, and should remain quiet.
- Books/materials are to be kept in hands when waiting to enter the classroom.

Locker Expectations

- Students are not to be at their lockers except at the following times:
 - Before first hour
 - Before lunch
 - After lunch
 - After school
- Locks are not to be placed on the lockers backwards.
- Locks are not to be set to open quickly.
- Locks are not to hang unlocked.
- You are to keep your books and supplies in your own locker.
- Books and/or supplies are not to be left in the cafeteria on the tables.
- Students are to get their supplies out of lockers and proceed to class.
- If you are at your locker at any other time, you **MUST** have a pass.

Restroom Expectations

Students are encouraged to use the restroom before school, between classes, and at lunch. The following are the restroom rules:

- Go, flush, wash, leave
- Do not waste time
- Keep restroom clean
- Respect the privacy of others
- Notify teachers of problems or situations
- Wash hands when finished

Search and Seizure

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

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

Seizure of Property

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

Weapons and Drugs

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, a 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.

It is your responsibility to know and follow the rules or suffer the consequences. "Acts of school violence" include, but are not limited to, threats of violence, written or verbal, explicit or implied; the exerting of physical force; or the use of a weapon by a student with intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, may be expelled from school.

Centralia Junior High School and Central Middle School, will not tolerate the use of prohibited drugs or alcoholic beverages by any of its students at any time during the school day or at any school activity. This includes the school building, campus, parking lot, school bus, or while attending a school activity.

SECTION 7 – DISCIPLINE CODE

Discipline

Acceptable behavior is expected and rewarded in our schools. Unacceptable behavior will have consequences to motivate and encourage good behavior. Each building has a level system of consequences to use when dealing with acts of misbehavior. Typically, depending on the severity of the behavior, a staff member or principal will have a conference with the student to determine the reason for the behavior. If the behavior is resolved, the student may be permitted to return to class. If not, then a consequence is given to the student such as: a lunch detention, an after school, or a Friday night detention (homework). The parent/guardian will be notified in advance of the detention so they can make transportation arrangements. A conference(s) with the parent/guardian may be required to resolve the issue if the behaviors continue. The next consequence level is a suspension. We have in-school and out-of-school suspensions. Suspensions can be given up to ten (10) school days. The student is held responsible to complete his/her daily assignments during this time. The final consequence level is expulsion from school. If a student's choice of behavior is so extreme that it causes a safety concern or harms another student or staff, that student will be expelled. The expulsion period is set for a definite time period not to exceed two (2) school years. An alternative educational program is available for students in the 6th grade or higher. Local authorities may be called to assist in the discipline and/or formal charges may be filed.

Corporal punishment is not used in our schools. Physical restraint by trained individuals may be used if the student presents a safety issue to himself/herself or others.

Parents/guardians are essential to the success of our students making good behavioral choices. Please help your child(ren) to understand that rules are important to be a successful, safe, and happy person.

At the beginning of the school year, all students will be informed of the Classroom Management plans respective to their academic schedule and will be orientated to the contents of the discipline handbook. It is the responsibility of each student to know the requirements of their respective classroom management plans and the requirements of the discipline code, and to conduct themselves in accordance with these prescribed regulations.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or vapes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician 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.
 - e. 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.
 - f. "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.
 - g. 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.
 - h. 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.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), 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 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..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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.
9. 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.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. 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.

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

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

Acts of Violence

Acts of school violence include, but are not limited to, threats of violence, written or verbal, explicit or implied; the exerting of physical force; fighting. A fight is defined as verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated.

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:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. **After-school program** or detention provided the student's parent/guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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.

Fighting

Students involved in fights during school hours, during school activities, on the bus, or in any other situation under the jurisdiction of the school may be subject to suspension for up to ten days. Any student who throws a punch or makes physical contact during an altercation may be suspended from school at least 2 days and up to ten (10) days. Repeated violations of this policy may result in a recommendation of expulsion to the Centralia City Schools Board of Education. Students who instigate or promote fights among fellow students will be subject to disciplinary measures. Students who leave their assigned classroom or area, or leave their normal path to and from class to observe a fight are subject to disciplinary measures. In addition, law enforcement authorities may be called to the school and legal action may be taken.

Discipline Referral

Students who violate the school and/or classroom expectations will be given a Discipline Referral. Discipline Referrals may be issued by any school personnel in a supervisory position at the time of the infraction. Discipline Referrals are given as an intervention and consequence to student behavior. Minor infractions may result in a loss of privileges and/or a Lunch Detention or After School Detention being assigned and the parent being notified.

Office Discipline Referral (ODR)

Any behavior that is a serious disruption to learning or safety will result in an immediate referral to the office. In addition, continued minor disruptive behavior or continued failure to comply with school rules will also result in a referral to the office.

Additional consequences may include, but are not limited to: loss of privileges, parent notification, assigned work related to the offense, compensatory payment of damages, Lunch Detention (LD), After-School Detention (ASD), In-School Suspension (ISS), Out-of-School Suspension (OSS), and expulsion. The administration reserves the right to assign or change consequences based on the situation. In extreme circumstances, if a child is posing a physical danger to himself/herself or others, staff may restrain the child using proper, safe techniques. This restraint will be documented and parents will be notified. Restraint will only be used when there is a physical danger present and when no other alternatives have been effective in deescalating or stopping the harmful behavior.

After School Detention (ASD)

Centralia Junior High School operates a detention hall every afternoon from 2:45 P.M. to 3:30 P.M. ***Students assigned to detention are expected to be on time and have sufficient work to do.*** Central Middle School operates a detention hall every Tuesday and Thursday from 2:45 to 3:30 P.M. Students are also expected to make arrangements for transportation home prior to serving detention. Detentions are assigned from either the principal or assistant principal's office for a variety of reasons, such as misbehavior in the classroom, hallway, or lunchroom; tardiness; and failure to correct continued misbehaviors. Teachers may assign an after school detention for misbehavior in the classroom. Detentions are assigned at least one day after the offense allowing a student sufficient time to make transportation arrangements. A student, at his or her own discretion, may choose to serve the detention the same day as receiving it; however, the assigned date is the date used to determine if he or she will be eligible to attend or participate in any extra-curricular activities that afternoon or evening. Students intentionally not staying for a detention without first receiving permission will automatically be assigned another detention. Students accumulating too many detentions face further disciplinary action, including loss of extracurricular activity privileges, FND, ISS, suspension from school.

In-School Suspension (ISS)

We strive to make Centralia Jr. High School and Central Middle School a safe environment where students come to learn. When a student's behavior is causing a severe disruption to the learning or safety of themselves or others, it may be necessary for that student to go to In-School Suspension (ISS). ISS is run by a certified teacher and a paraprofessional. At times, the student may serve their ISS on the Centralia Jr. High School campus. At other times, however, ISS may be served at the Alternative Learning Academy (ALA) housed at the William H. Walker Education Center. This room will still be supervised by Centralia Jr. High School staff. Because the ALA has agreed to allow us to use a room in their building, students entering will be required to follow their rules for building entry as well. Students are expected to bring necessary materials (planners, point sheets, homework, pencils, etc.) so that they are able to complete their daily work while serving time in ISS. If a student has difficulty maintaining appropriate behavior in ISS, their parents/guardians may be contacted to meet with the administration to determine a path to improve the student's behavior. The ultimate goal for all students at

Centralia Jr. High School is to keep students in classes where they can learn. Students must earn enough daily points while in ISS in order to earn credit for a day served. If enough points are not earned, another day of ISS will be assigned. The following guidelines apply to a student assigned to ISS:

Notification: Teachers will receive a notice requesting assignments for any student assigned to ISS. The notice will be given as soon as possible to allow time for planning of the assigned work.

Assignments: All teachers on the assigned student's schedule will be required to provide daily assignments.

Completed Assignments: Each student is responsible for returning assignments to his/her teacher. Any assignments not returned to the teacher will be considered late assignments.

Tests: The student will be permitted to take tests during ISS. The teacher will be responsible for delivering and collecting any tests.

Grades: The purpose of ISS is to provide a consequence for undesirable behavior. Students are given the opportunity to do their class work without penalty.

Out-Of-School Suspension (OSS)

At Centralia Junior High and Central Middle School, we try to impose several different consequences before we have to suspend a student. But, if behavior warrants, students will be suspended for repeated misbehavior or for a serious incident. The following are the guidelines that apply to a student who is suspended:

- Assignments may be picked up the next day after 3:00 P.M.
- Work must be completed when the student returns to school.
- Incomplete work will receive a zero.

Expulsion

Expulsion is defined as the removal of a student from classes for a time period of more than 10 consecutive school days. Expulsion may be up to TWO (2) school years. Only the Board of Education may expel a student from school. Students are entitled to full due process rights.

Behavioral Intervention Guidelines

I. Purpose:

These initial procedures were developed after review and consideration of the *Behavioral Intervention in Schools: Guidelines for Development of District Policies for Students with Disabilities* promulgated by the Illinois State Board of Education which promote the use of positive interventions. For a copy of the *Guidelines* you may contact the Illinois State Board of Education by writing to 100 North First Street, Springfield, IL 62777-0001. You can also reach the Illinois State Board of Education at this number: 217-782-5589. These revised procedures were developed after review and consideration of the emergency Rules part 1.280 and part 1.285. For questions specific to these procedures, you may contact Dr. Sarah Epplin at 618-532-1907 ext 1020.

It is the purpose of these procedures to provide the structure for the District to comply with applicable laws with respect to the use of behavioral interventions for students with disabilities who are receiving special education services.

II. Interventions

A. Nonrestrictive

1. These interventions are the preferred method to affect a positive change in the student's behavior and may be used without a written behavior plan or change to the student's Individual Education Plan (IEP).
2. This type of intervention includes, but is not limited to, direct instruction, positive practice, overcorrection, prompting, self-directed or teacher-directed calm corner, temporary restriction from extracurricular activity, detention, temporary instructional setting, redirection and positive reinforcement, and suspension for less than aggregate of ten (10) days.
3. Excessive use or a negative reaction by the student may indicate that the intervention is or is becoming restrictive. If the IEP team determines an intervention has become restrictive, the staff will follow all safeguards addressing restrictive interventions set forth in Section IV below.

B. Restrictive

1. Prior to using any restrictive interventions, the IEP team must amend the student's IEP by adding a behavior management plan which was written in accordance with a completed functional behavior analysis, except in the event of an emergency which endangers the safety of the student or others.
2. This type of intervention includes, but is not limited to, food delay, forced physical guidance, suspension for aggregate of ten (10) or more days, exclusion from extracurricular activities, physical restraint and time-out.

C. Highly Restrictive

1. Highly restrictive interventions are inappropriate for use in most school settings and, if used, administrative staff will closely monitor the use.
2. This type of intervention includes, but is not limited to, aversive mists, and expulsion with special education services.

D. Prohibited

Prohibited interventions are not to be used under any circumstances and include, but are not limited to, isolated time out, withholding meals, corporal punishment, expulsion without special education services, mechanical restraints*, faradic skin shock, and physical manipulations whose intent is to cause pain.

*Mechanical restraints do not include devices prescribed by appropriate medical or related services professional and used for the specific and approved purpose for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm

III. Behavior Intervention Plan

- A. Students with disabilities who exhibit significant behavioral or emotional needs to such a marked degree as to require the use of restrictive interventions must have a written behavior plan attached to his or her IEP. The IEP team shall meet to develop the plan and amend the student's IEP in accordance with the behavior intervention plan.
- B. The behavior plan should include:
 1. a summary of the functional behavioral assessment;
 2. interventions previously used and those to be implemented;
 3. expected behavioral changes and evaluation methods;
 4. intervention effectiveness review; and
 5. a provision for communicating with the parent regarding the student's behavior.

IV. Use of Time Out and Physical Restraint Interventions

- A. Time out and physical restraint shall be used only for therapeutic purposes, or as a means of maintaining a safe environment for learning, and only to the extent necessary to preserve the safety of staff and students. Neither time out nor physical restraint shall be used as a form of punishment.

B. Definitions

1. “Time out” means a behavior management technique that involves the monitored separation of a student from classmates with a trained adult for part of the school day, usually for a brief time, in a non-locked setting.
2. Physical restraint means to hold a student or otherwise restrict the student’s movements. Physical restraint includes only the use of specific, planned techniques (e.g. “team control”). A physical restraint shall not impair a student’s ability to breathe or speak normally. Prone or supine physical restraint is not permitted.
3. Restraint does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices accomplished with limited force and designed to:
 - a. prevent a student from completing an act that would result in potential physical harm to himself, herself or another, or damage to property; or
 - b. remove a disruptive student who is unwilling to leave the area voluntarily.

C. General requirements for physical restraints

1. Physical restraint may only be employed under the following conditions:
 - a. the student poses a physical risk to himself, herself, or others,
 - b. there is no medical contraindication to its use, and
 - c. the staff applying the restraint has been trained in its safe Application.
2. Only individuals who have received systematic training and have received a certificate of completion or other written evidence of participation shall apply physical restraint to students. Physical restraint shall not be used for incidents of profanity or verbal disrespect or threats, unless the student has demonstrated means of or intent to carry out the verbal threat.
3. Mechanical or chemical restraint (i.e. the use of any device other than personal physical force to restrict the limbs, head, or body) shall not be employed.
4. Medically prescribed restraints used for physical disability or immobilization shall not be used as physical restraint for maintaining discipline.
5. The staff shall consider the safety and security of the student when applying physical restraints. Physical restraint shall not rely on pain as an intentional method of control.
6. In determining whether a student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising adult shall consider the potential for injury to the student, the student’s need for privacy, and the educational and emotional well-being of other students in the vicinity.

7. When physically restraining a student who uses sign language or an augmentative mode of communication, the staff will allow the student brief periods when his or her hands are free for communication, unless this would result in harm to the student or others.

D. Time limits

1. A student shall not be kept in a time out longer than is therapeutically necessary. No less than once every 15 minutes, the trained adult must assess whether the student has ceased presenting the specific behavior for which the time out was imposed.
2. Staff shall release a student from physical restraint immediately after determining that the student is no longer an imminent danger to himself, herself, or others.
3. If a time out exceeds thirty (30) minutes or a physical restraint exceeds fifteen (15) minutes, or repeated incidents in the aggregate of three hours:

A licensed educator knowledgeable about the use of time out or trained in the use of physical restraints, as applicable, shall evaluate the situation considering the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternative strategies (e.g. assessment by a mental health crisis team, assistance from police, or transportation by ambulance), and produce a written report of the evaluation with a copy sent to the Special Education Supervisor, Principal, and one placed into the student's temporary record.

4. Upon the third instance of non-therapeutic time out or physical restraint, staff shall review the effectiveness of the intervention(s) and will convene an IEP meeting to determine the need for the addition of or update to a behavior intervention plan for continued use or modification to the intervention(s). The IEP meeting shall also consider the student's potential need for an IEP revision, including the consideration of an alternative program.

E. Documentation and Notification

1. The District will maintain a written record of each episode of time out or physical restraint and place it in the student's temporary record.
2. Staff will record the episodes on the required ISBE form and shall complete the record prior to the beginning of the next school day after the episode.
3. The District will notify a student's parents of any use of isolated time out or physical restraint within twenty-four (24) hours of the episode and send the completed form.
4. No later than 48 hours after the use of time or physical restraint, the District will send the completed form to the Email specified by ISBE on the form. The District shall copy the Special Education Supervisor and Principal on the Email to ISBE.
5. Staff will inform the Special Education Supervisor, Principal, or his or her designee of each episode as soon as possible but no later than the end of the school day in which the episode occurred and forward a copy of the written record when completed.
6. The Special Education Supervisor or Building Principal is the school official that will monitor and investigate occurrences of time out or physical restraint.
7. The annual review of the use of time out or physical restraint will include the following:

- a. the number of incidents involving the use of these interventions;
- b. the location and duration of each incident;
- c. identification of the staff members who were involved;
- d. any injuries or property damage that occurred; and
- e. the timeliness of parental notification, timelines of agency notification, and administrative review.

V. Selection of Interventions

The IEP team will consider a continuum of possible interventions based upon the results of the functional behavioral analysis. The IEP team will propose using the least restrictive interventions which are reasonably calculated to produce the desired behavioral change.

VI. Parental Involvement

- A. Parents, as part of the IEP team, should be involved in the development and implementation of a behavior intervention plan which may include the use of restrictive interventions.
- B. All procedural safeguards under the *Individuals with Disabilities Education Act* and *The Illinois School Code* shall apply to any dispute regarding the IEP and/or the behavior intervention plan.
- C. Any parent, individual, organization, or advocate may file a signed written complaint with the State Superintendent alleging that a local school district or other entity serving the student has violated these procedures. The complaint shall include the facts on which the complaint is based; the signature and contact information for the complainant; the names and addresses of the students involved (and the name of the school of attendance), if known; a description of the nature of the problem, including any facts relating to the problem; and a proposed resolution of the problem to the extent known.

VII. Professional Development

- A. Any adult who is supervising a student in time out or applying physical restraint shall be trained in de-escalation, restorative practices, and behavior management practices.
- B. The District will offer training to all special education teachers and related services personnel regarding behavior management techniques and the implementation of the procedures contained herein.
- C. The District shall provide continuing professional development in the area of behavioral assessment and intervention strategies as determined necessary through the annual needs assessment survey.

VIII. Notice

- A. Parents:
 1. The District shall furnish a copy of these procedures to parents or guardians of all students with IEPs within fifteen (15) days after adoption or amendment by the Board, or at the time an IEP is first implemented for a student.

2. At each annual IEP review, the District shall explain the policy and procedures to the parent, furnish a copy of the policy, and make available a copy of the procedures upon request.

B. Students:

1. The District shall inform all students of the behavior intervention policy annually by providing notice in the school district's Student/Parent handbook disseminated at the beginning of each school year.

For any information pertaining to COVID, please refer to the *Return to School Plan* on the website.