

Central Middle School

Student Handbook

2023 - 2024

“Creating Excellence one student at a time”



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.

Central Middle School
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Centralia, IL 62801
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Superintendent
Craig Clark

Assistant Superintendent
Christina Becker

Principal
Dr. Audrey Hill

Board of Education
Ron Johnson, President
Derek Harlan, Vice President
Sue Williams, Secretary
Rena Bauer
Lyle Gross
Greg Dodson
Michael Middleton

School Mission Statement

In a safe and secure environment, each Central Middle School student will develop into a lifelong learner. In addition to acquiring the knowledge and technical skills necessary for the future, our goal is for each student to understand and feel a sense of self-worth, as well as, develop the skills necessary to become a productive, responsible, and respectful citizen.

District Motto

That Each May Learn

School Motto

Creating Excellence one student at a time

Behavior Expectations R2S2

Respectful

Responsible

Safe

Self-Control

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Central Middle School Faculty and Staff

Name	Position	Room #
Barger, Jill	Special Education Supervisor	Administration Building
Blanchard, Cinnamon	Guidance Counselor	CJHS - 19S
Braun, Beverly	4th and 5th Grade Cook	4/5 Kitchen
Brink, Melanie	4th Grade	4N
Criner, Janelle	Title	9S
Curry, Jil	5th Grade	9N
Denton, Cortney	4th and 5th Grade PE	4/5 Gym
Diekemper, Dawn	Individual aide	7S
Finckbone, Tara	4th & 5th Grade Cook	CMS Kitchen
Gould, Chris	4th-5th Grade Lunch Supervisor	4/5 Gym
Graham, Melinda	Librarian	Library
Helm, Paula	5th Grade Resource	7N
Hinkel, John	SRO	CJHS Asst. Principal's Office
Hill, Audrey	Principal	Main Office
Houser, Felicia	Individual aide	7S
Hudson, Tiffany	Paraprofessional	7S
Husk, Laura	Administrative Assistant	Main Office
Hutton, Krystal	Instructional Support	6N
Johnston, Amanda	4th Grade	11N
Kasten, Carlie	Mental Health Support	9S
Lacey, Ashleigh	4th Grade Resource	6N
Lambert, Mike	4th and 5th Grade PE/AD Director/ Boys Baseball Coach	4/5 Gym
Lammers, Michelle	4th Grade	3N

McFall, Brittany	Band	CJHS - 35S
McVey, Kim	4th/5th Grade Cross. Cat.	8S
Morgan, Alicia	Classroom Aid	4S
Reid, Timothia	4th Grade	2N
Roth, Amber	5th Grade	12N
Schmidt, Amanda	Nurse	Nurse's Office
Schwalm, Karly	Individual aide	7S
Schwartz, Nicole	4th/5th Grade Cross Categorical	7S
Severs, Stephanie	4th Grade	5N
Stacey, Kenya	STEAM	13N
Tate, Jason	Custodian	
Thomason, Sheri	5th Grade	8N
Toennies, Marianna	Title Paraprofessional	7N
Webster, Cedric	5th Grade	12N
White, Ryan	5th Grade	10N
Williams, Guy	Custodian	
Witthaus, Trace	Technology	Tech Office

CENTRALIA CITY SCHOOLS 2023 - 2024 CALENDAR

AUGUST

Wednesday	August 16	Teacher Institute Day	No School
Thursday	August 17	<i>First Day of Student Attendance (full day)</i>	No Early Dismissal

SEPTEMBER

Friday	September 1	<i>School Day prior to Labor Day</i>	Early Dismissal
Monday	September 4	Labor Day	No School
Tuesday	September 13	<i>School Improvement Day</i>	Early Dismissal
Friday	September 15	<i>Teacher In Service</i>	No School
Friday	September 22	Mid-Term	

OCTOBER

Monday	October 9	Columbus Day	No School
Wednesday	October 11	<i>School Improvement Day</i>	Early Dismissal
Friday	October 20	End of First Quarter	
Thursday	October 26	<i>School Improvement Day (Parent-Teacher Conferences)</i>	Early Dismissal
Friday	October 27	Parent-Teacher Conferences	No School

NOVEMBER

Wednesday	November 1	Parent-Teacher Conferences	Early Dismissal
Wednesday	November 15	<i>School Improvement Day</i>	Early Dismissal
Friday	November 17	Mid-Term	
Tuesday	November 21	<i>School Day prior to Thanksgiving Break</i>	Early Dismissal
Wednesday-Friday	November 22-24	Thanksgiving Break	No School

DECEMBER

Wednesday	December 13	<i>School Improvement Day</i>	Early Dismissal
Wednesday	December 20	<i>School Day prior to Christmas Break</i>	Early Dismissal
Wednesday	December 20	End of Second Quarter/End of First Semester	
Thursday-Friday	December 21-29	Christmas Break	No School

JANUARY

Monday-Thursday	January 1-4	Christmas Break	No School
Friday	January 5	Teacher Institute Day	No School
Wednesday	January 10	<i>School Improvement Day</i>	Early Dismissal
Monday	January 15	Martin Luther King Birthday	No School

FEBRUARY

Wednesday	February 14	<i>School Improvement Day</i>	Early Dismissal
Thursday	February 15	Mid-Term	
Friday	February 16	Teacher Institute Day	No School
Monday	February 19	Presidents Day	No School

MARCH

Monday	March 4	Casimir Pulaski Day	No School
Wednesday	March 13	<i>School Improvement Day</i>	Early Dismissal
Friday	March 15	End of Third Quarter	
Wednesday	March 27	<i>School Day Prior to Easter Break</i>	Early Dismissal
Thursday-Friday	March 28-29	Easter Break	No School

APRIL

Monday	April 1	Easter Break	No School
Wednesday	April 10	<i>School Improvement Day</i>	Early Dismissal
Friday	April 19	Mid-Term	

MAY

Wednesday	May 15	<i>School Improvement Day</i>	Early Dismissal
Wednesday	May 22	<i>Last Day of Student Attendance (if no emergency days used)</i>	Early Dismissal
Thursday	May 23	Teacher Institute Day (if no emergency days used)	No School
Monday	May 27	Memorial Day	No School

PUPIL REPORT CARDS WILL BE ISSUED ON:

1 st Quarter (Parent-Teacher Conferences)	October 27, 2023	3 rd Quarter	March 22, 2024
2 nd Quarter	January 12, 2024	4 th Quarter	Last day of school

*Early Dismissal Days - CJHS/CMS will dismiss at 1:45 p.m.

Jordan/Schiller will dismiss at 2:15 p.m.

30/23/CW

Central Middle School																					
4th Grade						5th Grade					Subject Staff			PE		PE		STEAM			
Reid	Brink	Severs	Lammers	Johnston	White	Thomason	Webster	Curry	Roth		Subject Staff	Subject Staff	Subject Staff	Lambert	Denton	Seasey					
7:45	Welcome! Breakfast, Restroom, CHAMPS Announcements & 8:05 Community Building Circle									7:45	Student greet in foyer and hallway	Student greet in foyer and hallway	Student greet at the gym doors for buses and usher in for breakfast	Planning	Planning	Student greet and mark off students as they get their breakfast	7:45				
7:50										7:50										7:50	
7:55										7:55										7:55	
8:00										8:00										8:00	
8:05										8:05										8:05	
8:10									8:10								8:10				
8:15									8:15									8:15			
8:20	Crimmer	Tennies	Hutton	PE/Lammers	PE/Johnston and McVey		Shared Reading	IRA/SEL	Science/Social Studies/TEAM EOW	Science/Social Studies/TEAM EOW	8:20			PE/Lammers	PE/Johnston and McVey	STEAM Curry Roth	8:20				
8:25											8:25									8:25	
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8:45	Crimmer	Tennies	Hutton								8:45	Red	Severs	Brink			8:45				
8:50											8:50									8:50	
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9:05											9:05									9:05	
9:10	Crimmer	Tennies	Hutton	Spring/Glasser	IRA/SEL		Math	Math	Math	Math	Math	Individual Planning			AS	Planning	9:10				
9:15																	9:15				9:15
9:20																	9:20				9:20
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9:35	PE/ Reid	PE/Brink	Shared Reading	Tennies	Hutton												9:35				
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10:00	IRA/SEL					Science/Social Studies/TEAM EOW	Science/Social Studies/TEAM EOW	Shared Reading	Shared Reading		RTI/Students will be assigned						10:00				
10:05																	10:05				10:05
10:10																	10:10				10:10
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10:25	Shared Reading	Writing	PE/Severs and Schwartz														10:25				
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10:45																	10:45				10:45
10:50							RR	Study Hall/Teacher Choice	Writing	Writing							10:50				
10:55																	10:55				10:55
11:00																	11:00				11:00
11:05																	11:05				11:05
11:10																	11:10				11:10
11:15	Lunch 4th Grade Students & Teachers Eat									Lunch 4th Grade Students & Teachers Eat									11:15		
11:20	Denton in cafeteria									ELA (ISBE Standards, Math (ISBE Standards, OR/Lessons, Writing, Science & SS									11:20		
11:25																			11:25		
11:30	Recess 4th grade (B)									Lunch 4th Grade									11:30		
11:35	Lambert, Morgan, Tennies, Slacey, & Crimmer									Recess Duty 4th Grade									11:35		
11:40										Recess Duty 4th Grade									11:40		
11:45	4th Grade Level Meeting									Recess Duty 4th Grade									11:45		
11:50	ELA (ISBE Standards, Math (ISBE Standards, OR/Lessons, Writing, Science & SS									Recess Duty 4th Grade									11:50		
11:55										Recess Duty 4th Grade									11:55		
12:00																			12:00		
12:05	Science/Social Studies/TEAM EOW	Science/Social Studies/TEAM EOW	Writing	Writing	Spring/Glasser	Hutton	Crimmer	Tennies	IRA/SEL	Study Hall/Teacher Choice				Lunch	Lunch	STEAM Brink Reid	12:05				
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12:30	Writing	IRA/SEL	Science/Social Studies/TEAM EOW	Science/Social Studies/TEAM EOW	Writing	Hutton	Crimmer	Tennies	PE/Curry	PE/Roth							12:30				
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1:20	Math	Math	Math	Math	Math		Writing	Writing	Hutton (Crimmer-EL)	Tennies							1:20				
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1:45					Spring/Glasser				Hutton (Crimmer-EL)	Tennies	Curry-EL	Curry	Roth				1:45				
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2:10	Spring/Glasser	Spring/Glasser	Spring/Glasser	IRA/SEL	Science/Social Studies/TEAM EOW	Science/Social Studies/TEAM EOW	PE/Thomason	PE/Webster	Hutton (Crimmer-EL)	Tennies							2:10				
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2:35	Parent Pick Up	Lambert Slacey															2:35				
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3:00	Parent Pick Up									Parent Pick Up									3:00		
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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 is 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. Meals will be picked up from the cafeteria upon arrival to school.
- 4th - 5th grade students are to go to their assigned classroom.
 - 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

Central Middle School has 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 or other designated area (if removed due to behavior issues). 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 4th and 5th Main 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...
- Follow directions given by all staff members.

4th and 5th grade students are not permitted to be in the 6-8 hallway without an escort unless they are going to band sectionals which occur throughout the regular school day. After school band students should meet in the CMS gym and await an escort.

Tardiness

At 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 Cub 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. The 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.
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 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.

Mental Health Days

Mental Health Days - Students are allowed to take up to 5 Mental or Behavioral health days per school year. A student is not required to show a medical note, and is allowed to make up missed work while they're absent. Following the second mental health day, the student may be referred to the appropriate school personnel. (Illinois Senate Bill 1577)

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. Excessive tardies will result in a truancy referral.

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

Central Middle School has 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 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/G.O.A.T. 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 CMS, students are provided with the following extra-curricular program: Cross Country (5th grade only).

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 CMS

Fall: Cross County (5-8)

Sports Physical

All students planning to participate in any sport must have a current (within one year) sports physical on file before trying out.

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 – CUB CLUES and COMPUTER USAGE

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**.

Care of School Property

Central Middle School is 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 occurs when students do not use valuable class time to complete assignments. Students profit from a program of systematic study both in and outside school. The amount of homework varies from class to class and is dependent on what our students complete during school hours. In order to assist students with their assignments, CMS offers an After School Program on Tuesdays and Thursdays for one hour. Students in grades 4-5 who have multiple missing assignments may be assigned lunch detention or after-school detention at the discretion of the Principal.

Honor Roll

The following shall be the criteria for placement on the honor roll or high honor roll at Central Middle School. Honor roll and High Honor roll is strictly determined by the Grade Point Average. Letter grades may not solely be a reflection of the G.P.A. Any student who receives a grade of F in either STEAM or Physical Education will not be assigned to the honor/high honor roll.

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. Eg. One day of absence equals one day to make up work. Two days of absence equals two days to make up work, etc. 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. Students who are suspended from school will be able to make up for any missed work.

Medication

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

1. 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.
2. 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.
3. 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 provided documented interventions by the teacher have occurred. The grading scale is as follows:

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

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, G.O.A.T., Out-of-School Suspension, Bus Write up or Bus Suspension during the immediate grading period preceding the event, may not attend. 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.

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 Cub Point Sheet

Each quarter students will receive a Tiger Cub Point sheet to monitor their daily behavior and how they are meeting the Tiger Cub Traits/ expectations. Students who are a classroom disruption or violate an expectation will lose a Tiger Cub Point. The goal is to have at least 85% of your Tiger Cub 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.

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., unless previous arrangements have been made with the Principal. 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.

Zones of Regulation

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.

The ZONES of Regulation

			
Blue Zone Sad Bored Tired Sick	Green Zone Happy Focused Calm Proud	Yellow Zone Worried Frustrated Silly Excited	Red Zone overjoyed/Elated Panicked Angry Terrified

SECTION 6 - School Expectations

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

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 CMS students. **Students will have opportunities to regain points that may have been lost.**

	CMS Behavior Expectations Matrix R2S2			
	<ul style="list-style-type: none"> • Talk to adults with respect • Follow directions the first time • Cell phones will be put in designated spot prior to class • Items that are not school related will be kept at home (food that isn't for lunch, toys, gadgets) 			
Location	Respectful	Responsible	Safe	Self-Control
Hallway	<ol style="list-style-type: none"> Noise Level at a 0 Walk on the right side Keep hands, feet, objects & comments to yourself Stay in your line Listen to adults in the hallway 	<ol style="list-style-type: none"> Go where you are supposed to go Stay in a single line Always use a planner if not in class 	<ol style="list-style-type: none"> Hands, feet & objects to self Walk calmly in your lane Keep hallway clean 	<ol style="list-style-type: none"> Noise Level at a 0 Walk on the right side Hands, feet, objects to self
Classroom: PE Music Homeroom	<ol style="list-style-type: none"> Enter classroom quietly Be in your seat when the bell rings Respect peers and school property Follow Technology agreement 	<ol style="list-style-type: none"> Put up cell phone before entering classroom No gum or candy Raise your hand if you need help 	<ol style="list-style-type: none"> Hands, feet & objects to self Seat is 4 on the floor Organized personal space Walking feet Remain in the classroom 	<ol style="list-style-type: none"> Stay on task Complete work Wait for your turn quietly Comply with teacher requests Remain in Seat Follow CHAMPS Respond, rather than react
Playground or Recess	<ol style="list-style-type: none"> Play by the rules Share playground equipment Include all students Play cooperatively Respect peers and equipment 	<ol style="list-style-type: none"> Stay in designated areas Line up on your signal or when bell rings or whistle blows Follow procedures 	<ol style="list-style-type: none"> Keep rocks on the ground Stay in designated areas Line up quietly when bell rings or whistle blows Use equipment correctly Keep hands, feet, objects to self 	<ol style="list-style-type: none"> Make positive statements to peers Respond, rather than react It is okay to be upset Will refrain from cursing or yelling Take turns
Bathroom	<ol style="list-style-type: none"> Noise Level at a 0 1-3 minute trip Put paper towels in trash can Wait patiently for a stall 	<ol style="list-style-type: none"> Do your business and leave Flush the toilet Leave no trace of your visit Report all infractions to your teacher 	<ol style="list-style-type: none"> Wash hands 2 squirts of soap 2 paper towels or 8 seconds under dryer 	<ol style="list-style-type: none"> Honor other's personal space

		5. Carry your signed planner		
Cafeteria	<ol style="list-style-type: none"> Noise Level at a 1 Wait your turn in line Keep food in your mouth or on your tray Exhibit good table manners Eat your own food 	<ol style="list-style-type: none"> Keep your area clean Return your tray and utensils to the proper containers Do not get out of your seat without permission 	<ol style="list-style-type: none"> Remain seated at all times until dismissed by a teacher Do not share food Walk to your line and walk while exiting cafeteria 	<ol style="list-style-type: none"> Make positive statements to peers Do not shout, only speak to people in your immediate area

Respectful	Responsible	Safe	Self-Control
<ol style="list-style-type: none"> Noise Level at a 0 Walk on the right side Keep hands, feet, objects & comments to yourself Stay in your line Listen to adults in the hallway 	<ol style="list-style-type: none"> Go where you are supposed to go Stay in a single line Always use a planner if not in class 	<ol style="list-style-type: none"> Hands, feet & objects to self Walk calmly in your lane Keep hallway clean 	<ol style="list-style-type: none"> Noise Level at a 0 Walk on the right side Hands, feet, objects to self

Central Middle School

Behavior T-Chart

Teacher-managed behavior (Minor)	Office-Managed Behavior (Major)
DISHONESTY/LYING: An act of not telling the truth, student delivers message that is untrue and/or deliberately violates rules, and/or cheating	STEALING/LYING: Intentional taking of another person's property without that person's permission, student repeatedly delivers messages that is untrue and/or covers up a wrong doing or creates a bigger issue
NON-COMPLIANCE: Student engages in brief or low-intensity failure to respond to adult request	DEFIANCE: Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions repeatedly
VERBAL INTERRUPTIONS: Talking without permission during times of instruction and/or silent work time (blurring out). PHYSICAL INTERRUPTIONS: Inability to keep body and materials under control (tapping on desk with pencil).	INTENTIONAL DISRESPECT: Nonverbal and/or verbal actions that are intentionally disrespectful or disruptive (cursing at someone)
DRESS CODE VIOLATION: Not following guidelines of handbook	DRESS CODE VIOLATION: Student repeatedly does not follow dress code or student refuses to alter dress to fit within guidelines of handbook
ELECTRONIC DEVICES: Student engages in non-serious but inappropriate use of an electronic device and/or do not turn in their cell phone in the morning	ELECTRONIC DEVICES: Student repeatedly engages in inappropriate use of an electronic device as defined in the school handbook, or student engages in gross misconduct with an electronic device, and/or do not turn in their cell phone in the morning repeatedly
INAPPROPRIATE DISPLAY OF AFFECTION: Student engages in inappropriate verbal and/or physical gestures/contact with another student/adult, either consensual or non-consensual	INAPPROPRIATE DISPLAY OF AFFECTION: Student engages in repeated inappropriate verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual
INAPPROPRIATE LANGUAGE: Disruptive language not suited for school use	RACIAL/ DISCRIMINATORY SLURS/ PROFANITY: Language directed at others or a verbal threat to harm someone THREAT: Written, verbal or nonverbal intent to harm
PUT DOWNS/TEASING: Using words that make others feel bad	BULLYING: Extreme written, verbal, or nonverbal behavior that is repeated over time, an imbalance of power, and one sided. (i.e. cyber behavior, physical behavior)
PHYSICAL CONTACT: Student engages in non-serious, but inappropriate physical contact (Including friendly horseplay)	PHYSICAL CONTACT, PHYSICAL AGGRESSION, FIGHTING: Student engages in actions involving serious physical contact where injury may occur
TARDY: Student arrives to class after the bell	TARDY: After 3 tardies to one class, enter into Skyward as 3rd tardy. Report will be made to Home to school liaison. If attendance is not resolved a referral to the Truancy Review Board will ensue.

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. Gum/candy must be chewed/eaten in that classroom.
- Books/supplies are to be with you or in your locker or desk.
- 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

All Central Middle School students must be accompanied (for the entire duration of the event) by an adult, when attending any CMS/CJHS events including but not limited to sporting events. From time to time, events will be held (glow dance, etc.), when students are not in good standing (D/F List, G.O.A.T., OSS, ASD, LD, Bus write up, bus suspension, etc.), a student may not be permitted to attend the event. The administration in conjunction with the teachers will set the timeline for when these exclusions will apply. Generally, the timeline to attend events or be excluded from events will reset at the mid-quarter and the quarter.

- 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/G.O.A.T., 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
- Students who do not adhere to school rules may have their bike riding privileges revoked.
- 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 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.
- Only clear backpacks will be allowed in the school.

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 bus monitor.
- Students are to sit in assigned seats.
- Students who do not adhere to the rules and regulations on the bus which are intended for bus safety may be suspended from riding the bus. If the nature of the offense is deemed to be detrimental to the safety of the other students or damage to the bus, a student may be suspended for a first offense.
- Students are to adhere to all of the expectations that were outlined in the CMS Behavior Matrix for Bus Conduct on Day one, Day two, and Day three of the academic year.

Cafeteria Expectations

- Eat as soon as you arrive.
- Students are to sit at their designated teacher named 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/Smart Watches 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 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 turned over to their homeroom teacher to keep in a locked locker. 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, watches, etc). Central Middle School is NOT responsible for lost or stolen cell phones or other electronic devices that have not been secured. No videotaping or taking pictures of faculty, staff, or students is allowed without faculty permission. **Smart watches are considered cell phones and therefore they are prohibited.**

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

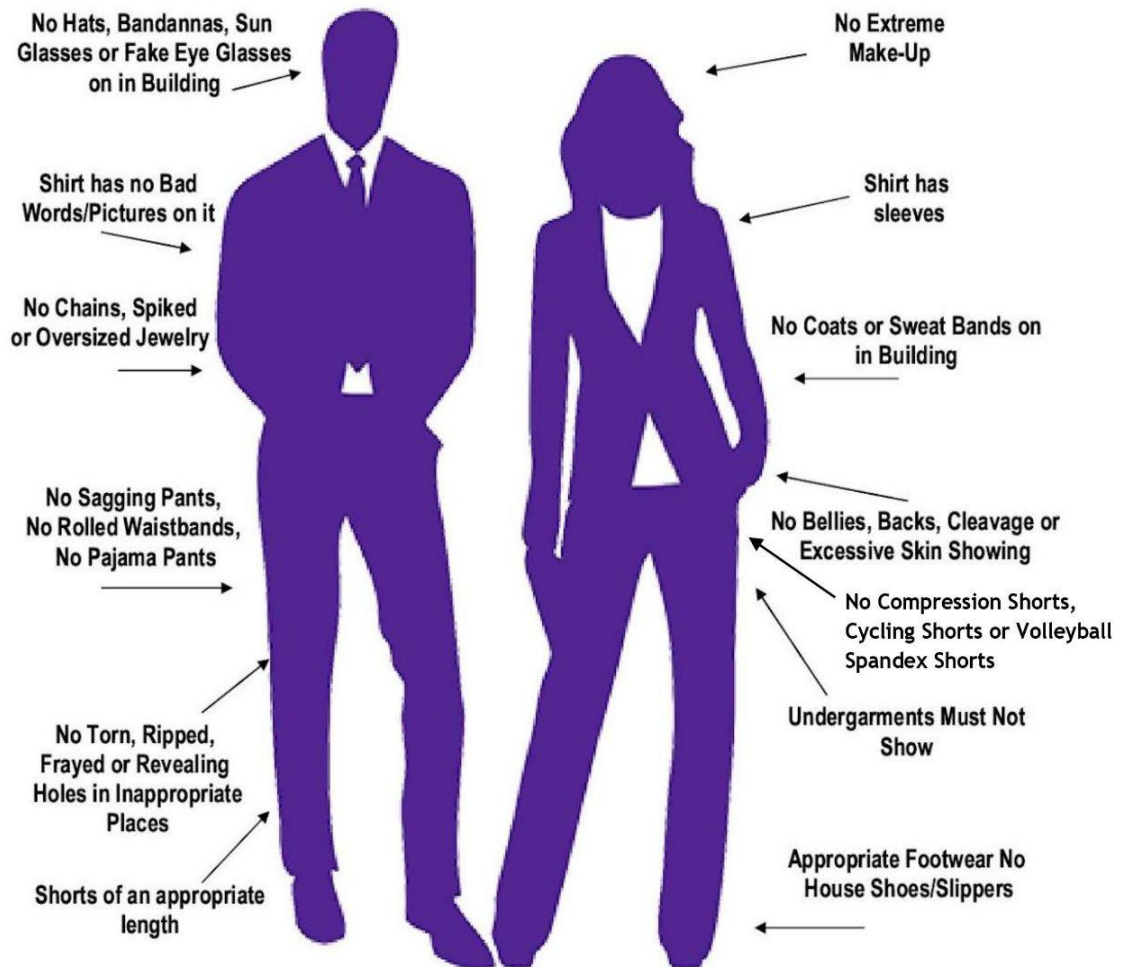
Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. The administration is the final determination on what is or is not appropriate. Matters of personal appearance which might reasonably be classified 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. (See page 51 7:160 Student Appearance)

- 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.
- **Hoodies** may be worn provided the hood is not up.

- **Torn, ripped, or frayed clothing** may not expose an excessive amount of skin and cannot have holes above the knee unless leggings are worn underneath the jeans and skin is not visible 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
- **Wallet 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.
- **Compression shorts, cycling shorts, volleyball spandex shorts may not be worn.**

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

Central Middle School 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. No food items are to be consumed on the playground.
- 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 and may 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, and 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.

Lining Up

Anytime students line up, they should be lined up in a straight line, they should be facing the front, and they 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, and After school.

- Locks are not to be placed on the lockers.
- You are to keep your books and supplies in your own locker.
- 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/student handbook.

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
- Students must use the pass in their planner and their planner must be signed and with them to use the restroom.

Search and Seizure (see p. 48 7:140 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, lockers, 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 in possession, 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.

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 detention or an assignment to the in-school supervision room. 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. 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 (see p.49 7:190 Student Behavior)

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, or video the 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), 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)

Central Middle School operates a detention hall every Tuesday through Thursday afternoon from 2:45 P.M. to 3:45 P.M. ***Students assigned to detention are expected to be on time and have sufficient work to do.*** Students are also expected to make arrangements for transportation home prior to serving detention. Detentions are assigned from the principal for a variety of reasons, such as misbehavior in the classroom, hallway, or lunchroom; tardiness; and failure to correct continued misbehaviors. The Principal 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. If a detention is not served after being reassigned, the student will be assigned to in-school supervision. Students accumulating too many detentions face further disciplinary action, including loss of extracurricular activity privileges, ISS, suspension from school.

G.O.A.T. (Getting Our Act Together)

We strive to make 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 G.O.A.T. This program is run by a paraprofessional and/or mental health support personnel. The ultimate goal for all students at Central Middle School is to keep students in classes where they can learn. Students must demonstrate a willingness to comply with requests and create a strategy with the G.O.A.T. herder to successfully re-enter the classroom.

Notification: Teachers will receive a notice requesting assignments for any student assigned to G.O.A.T. 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 G.O.A.T. The teacher will be responsible for delivering and collecting any tests.

Grades: The purpose of G.O.A.T. is to provide an opportunity for a student to gather themselves, correct their misbehavior, and to be able to re-join their class at the earliest opportunity to create success for the student involved. Students are given the opportunity to do their class work without penalty.

Out-Of-School Suspension (OSS)

At Central Middle School, we try to impose several different consequences before we have to suspend a student. However, 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.

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following: 1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq. 2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure 3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq. 4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq. 5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq. 6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70- 5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure) 7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 8. Bullying, 105 ILCS 5/27-23.7 9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children 10. Curriculum, instructional materials, and/or programs 11. Victims' Economic Security and Safety Act, 820 ILCS 180/ 12. Illinois Equal Pay Act of 2003, 820 ILCS 112/ 13. Provision of services to homeless students 14. Illinois Whistleblower Act, 740 ILCS 174/ 15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq. 16. Employee Credit Privacy Act, 820 ILCS 70/. The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation. Right to Pursue Other Remedies Not Impaired The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy. Deadlines All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open. Filing a Complaint A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed. For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying,

Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older. The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. The Superintendent will keep the Board informed of all complaints. If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard. Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action. For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names,

office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers. For further information see policy manual @ www.ccs135.com

Nondiscrimination Coordinator:
Craig E. Clark, Superintendent
cclark@ccs135.com
400 S. Elm, Centralia, IL 62801
618/532-1907

Complaint Manager:
Amanda Marshall
amarshall@ccs135.com
800 W. 4th Street, Centralia, IL 62801
618/533-7140

3:10 Goals and Objectives

The Superintendent directs the administration in order to manage the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, School District Philosophy. Specific goals and objectives are to: 1. Provide educational expertise. 2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards. 3. Meet or exceed student performance and academic improvement goals established by the Board. 4. Develop and maintain channels for communication between the school and community. 5. Develop an administrative procedures manual and handbooks for personnel and students that are aligned with Board policy. 6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets. 7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies. For further information see policy manual @ www.ccs135.com

4:140 Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Notification The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill.State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available. Eligibility Criteria A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. Verification The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act

as the basis for waiver of the student's fee(s). Determination and Appeal Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees. For further information see policy manual @ www.ccs135.com

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. Sex Equity No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). Administrative Implementation The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. For further information see policy manual @ www.ccs135.com

7:50 School Admissions and Student Transfers To and From Non-District Schools

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, Accelerated Placement Program. Admission Procedure All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District

for the first time must present: 1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. 2. Proof of residence, as required by Board policy 7:60, Residence. 3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students. The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed. Homeless Children Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children. Foster Care Students The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools. Student Transfers To and From Non-District Schools A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District. For further information see policy manual @ www.ccs135.com

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

Required Health Examinations and Immunizations A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to: 1. Entering kindergarten or the first grade; 2. Entering the sixth grade; and 3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country). Proof of immunization against meningococcal disease is required for students in grade 6. As required by State law: 1. Health examinations must be performed by a physician licensed to practice medicine in all of its

branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician. 2. A diabetes screening is a required part of each health examination; diabetes testing is not required. 3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. 4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning. 5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine. 6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians. Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of school of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations. A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted. Eye Examination Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination. Dental Examination All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination

requirement at least 60 days before May 15 of each school year. Exemptions In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for: 1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected. 2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification. 3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist. 4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist. Homeless Child Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children. For further information see policy manual @ www.ccs135.com

7:140 Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School Property and Equipment as well as Personal Effects Left There by Students School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Students School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows: 1. Outside the view of others, including students, 2. In the presence of a school administrator or adult witness, and 3. By a certificated employee or liaison police officer of the same sex as the student. Immediately following a search, the school authority who conducted the search shall make a report to the Superintendent. Seizure of Property If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. Notification Regarding Student Accounts or Profiles on Social Networking Websites The Superintendent or designee shall notify students and their parents/guardians of each of the following in

accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/: 1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. 2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. For further information see policy manual @ www.ccs135.com

7:160 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s). For further information see policy manual @ www.ccs135.com

7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self disciplined citizens in the school community and society. When and Where Conduct Rules Apply A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to: 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. Prohibited Student Conduct The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to: 1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. 3. Using, possessing, distributing, purchasing, selling, or offering for sale: a. Any illegal drug or controlled substance, or cannabis

(including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law). 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law. 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. 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 tablet or powdered form. g. 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. h. 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. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession. 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy. 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced 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. 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction. 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search. 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report

cards, and wrongfully obtaining test copies or scores. 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time. 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited. 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. 13. Entering school property or a school facility without proper authorization. 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity. 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member. 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing. 19. 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. 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee. 21. 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. For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the

student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. 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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following: 1. Notifying parent(s)/guardian(s). 2. Disciplinary conference. 3. Withholding of privileges. 4. Temporary removal from the classroom. 5. Return of property or restitution for lost, stolen, or damaged property. 6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. 7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee. 8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice. 9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules. 10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct. 11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities. 12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities. 13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code. 14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. Isolated Time Out, Time Out, and Physical Restraint Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s). Weapons 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 at least one calendar year but not more than two calendar years: 1. A firearm, meaning any gun, rifle, shotgun, or

weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1). 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 under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. School grounds include modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. For further information see policy manual @ www.ccs135.com

7:340 Student Records School

Student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below: 1. Records kept in a staff member's sole possession. 2. Records maintained by law enforcement officers working in the school. 3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student. 4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody. State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. Student Biometric Information Collection The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendations shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans. Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18 th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student. All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information

to another person or entity is strictly prohibited. The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee. The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law. For further information see policy manual @ www.ccs135.com