

# **CENTRAL MIDDLE SCHOOL POLICIES AND PROCEDURES**

**(Changes for 2011-2012 are highlighted as such)**

## **ATTENDANCE**

- 1) If a student is going to be late to or absent from school, parents/guardians should notify the school office (847-717-8100) before 8:30 A.M.
- 2) In the event that school personnel do not hear from parents/guardians about tardiness or absence before 8:30 A.M., the school will call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.
- 3) Examples of excused absences include:
  - a) illness
  - b) death in the family
  - c) legal business
  - d) vacation (only 5 days)
- 4) Absences/tardies (with or without parent or guardian consent) for unacceptable reasons are considered unexcused. Examples of unexcused absences/tardies include:
  - a) oversleeping
  - b) leaving school during school hours without school approval
  - c) missing the bus
  - d) vacation (after 5 days)
- 5) A student must be in school for three clock hours in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc.
- 6) When a student has a pattern of frequent absences because of illness, an administrator may request a doctor's excuse.
- 7) If a student has been absent from school due to illness for five or more consecutive school days they must present a doctor's note upon returning to school. Any student who returns to school without a note will be marked as unexcused for the days missed.

## **SCHOOL ARRIVAL / DEPARTURE**

Students should not arrive at school until 15 minutes before their classes begin. Pupils should also leave the school grounds immediately after dismissal in the afternoon. Pupils who are transported by district buses will be given consideration because bus schedules cannot always fit these limitations.

## **TRAFFIC AT SCHOOL**

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when buses are loading or unloading.

## **PARENT PICK-UP / DROP-OFF**

All student pick-ups and drop-offs between the hours of 7:00am and 4:00pm must be done at the front main entrance of the school.

## **CHECKING IN AND CHECKING OUT**

- 1) Students who arrive at school after classes have started must report to the school office.
- 2) Before leaving school during the day for an appointment or illness, students must check out in the school office.
- 3) Upon return from an appointment, students must check in at the office before going to class.
- 4) Parents must come to the school office, not the classroom, to pick up students. Students will not be dismissed without authorization.

## **VISITORS**

While visitors are welcome at Central Middle School, any person, including parents, visiting the school building must use front doors, report to the school office, sign in, and obtain an identifying badge.

## **ANTICIPATED ABSENCE OF THREE DAYS OR MORE**

An anticipated absence is defined as a situation in which student and parent know in advance that the student will be absent on a school day. Schoolwork missed during this absence must be made up on the student's return.

- 1) A student must submit a note of explanation from a parent/guardian and pick up an anticipated absence form from the school office.
- 2) This form must be signed by all of the student's teachers and returned to the school office at least two days prior to the absence.

Because the professional staff of Central Middle School knows that any absence from school, particularly an extended one, can have a very negative impact on student achievement, family vacations taken on school days are strongly discouraged. Teachers are not required, and often are unable, to provide advance assignments. Schoolwork missed because of family vacations must be made up upon the student's return in accordance with policy.

## **MAKE-UP WORK DURING ABSENCES**

- 1) Work assigned during absences must be made up.
- 2) If a student has missed a class or is absent, it is his/her responsibility to see that assignments are acquired and completed.
- 3) Out of courtesy to the teachers and secretaries who must spend time writing individual assignments and organizing the paperwork, please request homework only if it will be picked up and completed. All homework requests should be made at the time the absence is reported to the school office in the morning, prior to 8:30 A.M. We can not guarantee any homework requests made after 8:30 AM.
- 4) The work missed during an absence must be made up within a period of school days equal to the number of days absent up to one week. Teachers are not required to give credit for work not made up in the stipulated amount of time.

## **EXCESSIVE ABSENCE**

At 10, 15, and 20 days of absence, the parent/guardian will be notified, and there may be a school intervention. Generally, after 20 days of absence a report will be filed with the Kane County Truancy Office. In cases of excessive absence due to illness, administration may request verification from a doctor.

## **LATE ARRIVALS TO SCHOOL**

Students late to school must sign in at the office. If a student is tardy coming to school an admittance slip will be issued in the office, which must be given to the student's teacher. The student must present to the attendance secretary a written note from a parent explaining the reason for the tardiness, or the parent themselves must sign the student in. The only exceptions shall be unavoidable medical or dental appointments which cannot be scheduled during non- school hours (doctor's note required). Each incident of tardiness will be recorded and reported to parents on report cards. Students will be allowed four (4) tardies each semester. For the duration of each semester the following consequences will be used for any tardy over four.

- Tardy 3 = Notify student and parent of consequence at 5<sup>th</sup> tardy...Parent phone call/letter
- Tardy 4 = Reminder to student of consequence at Tardy 5
- Tardy 5 & 6 = 3 days of Lunch Detention/phone call and letter home
- Tardy 7, 8, & 9 = After School Detention (2:45-3:30)/Phone call and letter home
- Tardy 10 and over = Full Day Saturday School/phone call and letter home

## **TARDINESS**

- 1) A student is tardy when he/she is not in the classroom when the class is scheduled to begin.
- 2) The office will not issue passes for class tardiness. Teachers will monitor and record individual class tardiness. The individual teacher will determine disciplinary consequences for class tardiness. If a student is chronically tardy (four times) to the same class, the teacher may turn the matter over to the office, indicating what remedial steps the teacher has taken to solve the tardiness.

## **TRUANCY**

Central Middle School considers a student to be truant who is absent without valid cause for a school day or a portion thereof, as defined by Section 5/26-2a of the Illinois School Code. Situations considered to be truant may result in the following consequences:

- 1) Assignment to Saturday School session(s)
  - 2) Assignment to Temporary Classroom Removal
- Continued truancy may result in other disciplinary actions.

## **CHRONIC TRUANCY**

Central Middle School considers a student to be a chronic truant who is absent without valid cause for ten percent or more of the one hundred-eighty previous regular attendance days. Cases of chronic truancy will be handled in keeping with the stipulations of Section 26-12 of the Illinois School Code.

## **GENERAL RULES OF CONDUCT**

In accord with the philosophy and mission statements of School District 301 and Central Middle School, general rules of conduct are formulated to insure that all students can realize their potential through education and to promote mutual respect and responsibility among students and staff members. Adults at Central Middle School are expected to show care and respect for the young people in their charge. In return, students are expected to care for and respect their teachers and fellow students. Unless otherwise stated, the rules listed in the Student/Parent Handbook apply on school property and at all school-related events.

## **BUS INFORMATION**

Busing information for the current school year will now be available for viewing on the district's website through E-link, [www.burlington.k12.il.us](http://www.burlington.k12.il.us). E-link is a web based program which will provide you with the most current busing information such as bus time, bus stop location, and bus number.

## **BUS CONDUCT**

The school bus is an extension of school grounds. All school rules apply on the school bus. The District 301 Transportation Handbook which is included in this handbook governs school bus conduct.

## **BICYCLES**

If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. They must be walked in parking lots and on sidewalks close to school. Bicycles should be parked in the racks and not thrown on the ground. Bicycles cannot be housed in the school. Bicycle racks are off limits during the school hours.

## **SKATEBOARDS / IN-LINE SKATES / ETC.**

These items are not allowed on school grounds. Any students found with such items will:

- 1) receive a verbal warning by administration and the item will be confiscated until the end of the day.
- 2) have such item confiscated to be picked up by a parent/guardian.
- 3) have such item confiscated to be picked up by a parent/guardian and serve a Saturday school.
- 4) be assigned a suspension.

## **BOOK BAGS / PURSES**

Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Purses must be able to fit into an 8"x12"x5" box. If the purse does not fit under the desk or into the box, it must be kept in the student's locker during school hours.

## **HALLWAY CONDUCT**

- 1) Students are to walk (not run!) and keep to the right in the hallways when moving from place to place in the building.
- 2) Students are not to block hallway traffic by standing in groups.
- 3) There is to be no shouting, excessive noise, pushing or shoving in the hallways.
- 4) All students in the hallways during class time or before the morning bell are required to have a pass from a teacher, counselor, or administrator.

## **CONSUMPTION OF FOOD AND DRINK**

- 1) Food and drink may be consumed only in the lunchroom.
- 2) Students are not permitted to eat or drink in the hallways, classrooms, etc. without the express permission of a teacher or administrator.
- 3) Open containers of food and beverages may not be kept in lockers or carried around in the school building.
- 4) Water bottles are only allowed to be carried if a doctor's note is given to the office.
- 5) Energy drinks at school are strongly discouraged. These drinks have been proven to be very unhealthy for adolescent students and may cause students to become distracted from their schoolwork.

## **CANDY / GUM POLICY**

Candy may be eaten in classrooms when permitted by a teacher as a reward. Gum will be allowed provided that the gum and wrappers are disposed properly in garbage cans. If gum and/or wrappers are disposed of improperly, the school may view this as an act of vandalism (See VANDALISM on page 6). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

## **LUNCH**

Milk Substitute- A doctor's note is required if students have to substitute bottled water for milk related to an allergy or lactose intolerance.

Unpaid Lunches- The middle school may provide a regular lunch or a sub lunch (depending on the supply and demand for the day) for students who forget their lunch money. A notice of outstanding balance will be sent home on a bi-monthly basis by the school to the students who owe money.

Any child who has a negative balance of \$50.00 or more will not be permitted to receive a hot lunch. They will be given the option of receiving a cheese sandwich and carton of milk until their account is paid in full.

## **LUNCHROOM CONDUCT**

At all times, students should exhibit good manners when making use of the lunchroom. During lunch time, students:

- 1) will take their place at the end of the lunch line.
- 2) are to talk quietly without shouting, whistling or making other loud noises.
- 3) may not disturb another's food nor take food from others without their permission.
- 4) will not throw food or anything else.
- 5) may be assigned seating for a specified period of time.
- 6) are to remain seated in the location they first choose when entering the room.
- 7) are to remain on their side of the lunchroom unless given permission to move to the other side of the room.
- 8) are to clean up after themselves and assist with keeping the lunchroom clean.
- 9) are at all times to follow directions given by lunchroom supervisors.

A student who fails to observe lunchroom rules may face the following consequences:

- 1) may serve silent lunch in a special setting.
- 2) may be reassigned seating in the lunchroom.
- 3) may be referred to an administrator for other disciplinary consequences.

## **CLASSROOM RULES AND EXPECTATIONS**

The student's teacher team will explain its expectations for classroom conduct at the beginning of the school year. Each student is expected to follow these general rules.

## **INTENT / CONSPIRACY TO VIOLATE SCHOOL RULES**

Students who intend, plan, or conspire to violate the school rules may be subject to disciplinary consequences.

## **DETENTION**

Detention is being kept in school outside of regular school hours for a period of time. Any professional staff member can assign a detention for breaking class or school rules. Detentions given by teachers may be served in the teacher's classroom or in a designated school detention room. Detentions assigned by an administrator will be served in a designated school detention room.

Parents will receive notice of any detentions so transportation arrangements may be made. Failure to serve a school detention may result in the detention time being doubled. Continued failure to serve school detentions may result in a penalty of Saturday School, Temporary Classroom Removal, or suspension.

## **RESTRICTED LUNCH**

School staff members may require a student to eat lunch in silence and/or in isolation in some supervised location as a consequence for misbehavior.

## **SCHOOL SERVICE**

School service is the duty of cleaning an area of the school that may have been negatively affected by the student. Examples of this are buses, desks, and the cafeteria.

## **WRITTEN ASSIGNMENTS**

Written assignments may be issued to a student. All assignments are designed to help the student explain his or her behavior, why the behavior occurred, and how to prevent the behavior in the future. The student will be required to hand in the completed assignment to an administrator within a specified timeframe. If the assignment is late or deemed unacceptable by the administrator, further disciplinary actions may result.

## **SATURDAY SCHOOL**

Saturday School may be assigned at the discretion of an administrator, as an alternative to Temporary Classroom Removal or out-of-school suspension. Half a Saturday School may also be assigned for lesser offenses (8am to 10am). Saturday School meets on specified Saturday mornings from 8:00 to noon and is governed by a special set of rules and regulations that is given to assigned students and their parents.

## **TEMPORARY CLASSROOM REMOVAL (TCR) / IN-SCHOOL-SUSPENSION (ISS)**

The student will serve Temporary Classroom Removals and In-School-Suspensions in the office and not off the school premises. Missed work will be counted but must be made up in the same number of days as the TCR or ISS. The Temporary Classroom Removal may be used as a full-day assignment or for a shorter period of time. Students who receive one day or more of TCR or an ISS will not be permitted to attend or participate in any school-sponsored activities until their next day of attendance following the discipline (For example, a student who receives one day or more of TCR or an ISS on a Friday would not be able to attend or participate in a school-sponsored event until the following Monday).

## **SUSPENSION**

Suspension is the removal of a student from all classes and from the school premises for serious and/or repeated misconduct. By state law, suspension can be for any period of time up to ten school days. In the event of a suspension, a parent or guardian will be contacted by telephone and will receive a letter from the administration. Students who are suspended out of school are not permitted to attend any school-sponsored activities during the period of their suspension.

It is in the student's best interest to keep up with daily assignments because information presented during a period of suspension is likely to be included on a test after returning to school. No credit will be given for in-class assignments. Homework, quizzes, tests, and major projects missed during the suspension may be made up for full credit. The work missed during a suspension may be made up within a period of school days equal to the number of days suspended. Teachers are not required to give credit for work not made up in the stipulated amount of time.

## **EXPULSION**

Expulsion is the removal of a student from all classes in the school district for the remainder of the semester or beyond the school year as the law allows. Only the Board of Education can expel a student after an impartial hearing conducted in accordance with the regulations of the Illinois School Code. Expulsion is a consequence for severe misconduct or insubordination.

## **STUDENT DISCIPLINARY PROBATION**

The building administrators may assign a student to Student Disciplinary Probation in the following cases:

- 1) The student has been assigned to Saturday School.
- 2) The student has been assigned to Temporary Classroom Removal.
- 3) The student has been suspended out of school.
- 4) The student has accumulated excessive school detentions (generally five or more).

Students who have been assigned to Student Disciplinary Probation:

- 1) will not be permitted to attend extracurricular school activities (e.g. dances, after-school outings, etc.).
- 2) will not be permitted to participate actively in the school athletic program.
- 3) will not be permitted to participate in field trips.
- 4) will not be permitted to attend assemblies unless these are directly related to the student's educational program.

A student placed on Student Disciplinary Probation will be on the program for four weeks. After one week, however, the student may petition to be removed from the program. A petition requires the student to contact all of his/her teachers to determine student performance and behavior in class and receive the principal's approval. Failure to receive approval from all teachers and the Principal extends placement in the program into the second week. A petition can then be repeated each week thereafter. If a student petitions successfully but receives an additional cause to be assigned to Student Disciplinary Probation prior to the end of the original four-week period, this results in a reinstatement into the program for a full four weeks from the date of the second assignment to Student Disciplinary Probation.

## **UNACCEPTABLE BEHAVIOR**

Listed below are examples of unacceptable behaviors, which may result in major disciplinary consequences. The prohibition of the offenses listed below pertains in school, on school property, on school buses, at any school-related activities, and to students traveling to and from school. No activity will be tolerated away from the campus, whether or not school is in session when such activity occurs, which threatens the ability of the district to maintain a safe, orderly, and disciplined educational atmosphere. This policy is in effect year round and is not limited to school sponsored and school related events. Please be advised that students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event.

While this is an extensive list, it may not be all inclusive. School authorities reserve the right to intervene and discipline any behavior which in their judgment impairs a positive school environment or is inappropriate. School authorities also reserve the right to involve the police in any circumstance where they determine their intervention is needed.

- 1) FAILURE TO FOLLOW SCHOOL RULES AND REGULATIONS.
- 2) FORGERY: signing another's name to a paper, letter or document.
- 3) ROUGHHOUSING: pushing, shoving, kicking, pretending to fight, slap boxing, wrestling, tagging and chasing. These actions are unacceptable because they can lead to injury or a serious fight.
- 4) SELLING UNAUTHORIZED ITEMS: students are not permitted to sell any items in school or on school property without authorization of the principal.
- 5) TARDINESS TO SCHOOL OR CLASS.
- 6) THROWING SNOW: throwing snow or ice on school property is prohibited.
- 7) DRESS CODE VIOLATION: failure to comply with the reasonable dress regulations outlined in the Student/Parent Handbook page 8.
- 8) IMPROPER DISPLAYS OF AFFECTION.
- 9) SEXUALLY EXPLICIT MATERIAL: the possession or distribution of sexually explicit matter.
- 10) MISUSE OF COMPUTERS:
  - a) Students are not to enter the desktop operating system level.
  - b) Students are not to send messages.
  - c) Students are to sign in using their own name and are not allowed in anyone else's files.
  - d) Students may not install or use personal disks, programs, or games on school computers, without first getting permission from school officials.
  - e) Students should not tamper with computer components (keyboards, keys, towers, monitors, cords, etc.).
  - f) All information created and stored on student files should be appropriate for school.
  - g) Students will be prohibited from using school computers if they visit Internet sites that have not been pre-approved by the teacher. Students are not to access the Internet without a completed permission form turned in.
  - h) All desktop settings are to remain at their default settings. Desktop settings cannot be altered in any way by students.
- 11) ARSON: the deliberate setting of fire.
- 12) ASSAULT: the act of physically attacking another person.
- 13) FIGHTING: physical confrontation with another person.
- 14) CHEATING: claiming another's work as your own or allowing another student to copy/take your work. Students who are guilty of cheating may receive academic and/or disciplinary consequences.
- 15) VANDALISM: the deliberate destruction or defacing of school property or the property of others.
- 16) BOMB THREATS: claiming that an explosive device is present in school with the intention of causing disruption.
- 17) CLASS CUT: missing all or a significant portion of a class without required approval from a teacher or administrator (usually merits Saturday School).
- 18) DISRUPTION: interrupting the normal working of an activity.
- 19) DISRESPECT/DISHONESTY: expressions of disrespect or dishonesty, in any form, to any adult.

20) IMPROPER LANGUAGE, ILLUSTRATIONS AND GESTURES: examples are, but are not limited to: name-calling, vulgarity, cursing, spitting.

21) DANGEROUS OR DISRUPTIVE SUBSTANCES: being in possession of and/or disseminating any substance that causes disruption of good order in the school and/or jeopardizes the health of others.

22) POSSESSION OF CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/MUSIC DEVICES/CAMERAS: because of their ability to disrupt the learning environment, and their potential to be used inappropriately or irresponsibly, student possession of cell phones, electronic communication devices, cameras and musical devices (beepers, pagers, cell phones, I-Pod, MP3 players and like devices) is prohibited during school hours. Once a student arrives at school said devices must be turned off and locked securely in the student's locker.

1<sup>st</sup> offense- receive a verbal warning by administration and the item will be confiscated until the end of the day for student pick up.

2<sup>nd</sup> offense- have item confiscated to be picked up by a parent/guardian.

3<sup>rd</sup> offense- have item confiscated to be picked up by a parent/guardian and serve 1/2 day TCR.

4<sup>th</sup> offense- have item confiscated to be picked up by a parent/guardian and serve 1 full day of TCR.

5<sup>th</sup> offense or more- have item confiscated to be picked up by a parent/guardian as well as the assignment of a consequence deemed appropriate by administration (could include having the right to carry said item revoked).

23) USAGE OF CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/MUSIC DEVICES/CAMERAS: Includes making a call, talking on a cell phone, writing a text message or using an electronic device. Additionally, at no time may a student use said devices in a bathroom or locker room. After school, once the last bus has departed, said devices may then be used responsibly. If a student violates the above rules they will:

1<sup>st</sup> offense- have item confiscated to be picked up by a parent/guardian.

2<sup>nd</sup> offense- have item confiscated to be picked up by a parent/guardian and serve 1/2 day of TCR.

3<sup>rd</sup> offense- have item confiscated to be picked up by parent/guardian and serve 1 full day of TCR.

4<sup>th</sup> offense and more- have item confiscated to be picked up by parent/guardian as well as the assignment of a consequence deemed appropriate by administration (could include having the right to carry said item revoked).

24) FALSE FIRE ALARMS: the deliberate misuse of a fire alarm.

25) FIREARMS: in accordance with state law, being in possession of a firearm will result in being automatically referred to the Board of Education for expulsion.

26) AMMUNITION: the possession or distribution of any firearm ammunition.

27) COMBUSTIBLE ITEM OR LOOK ALIKE-USE/POSSESSION OF CIGARETTE LIGHTER, MATCHES, FIREWORKS, SMOKE-MAKING DEVICES, INCENDIARY ITEMS, AND OTHER POTENTIALLY DANGEROUS ITEMS.

28) GANG AFFILIATION AND /OR GANG RELATED ACTIVITY: to wear, possess, distribute, display, draw, or sell any jewelry, clothing, emblem, badge, symbol, sign, slogans, or any other activity of a secret society or gang is prohibited on school premises, or at school sponsored events. For purposes of policy, a gang is defined as any group of two or more persons whose purposes include the commission of illegal and/or coercive acts.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

29) INSUBORDINATION: the flagrant defying of the legitimate authority of the school as represented by an administrator, teacher, other school personnel, or parent volunteers.

30) INTIMIDATION/HARASSMENT/TAUNTING/BULLYING/CYBER-BULLYING: aggression in which a student or group of students physically or psychologically (mentally) harasses a victim.

a. The action could include but is not limited to hitting, pushing, kicking, tripping, destroying things, name-calling, ridiculing, verbal threats, gossip, rumors, isolating others, and making sexual comments or gestures.

b. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

c. Inappropriate Written/Electronic Materials:

i. Accessing and / or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.

ii. Creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operation or interferes with the rights of other students or staff members.

31) ALCOHOL, INHALANTS AND ILLEGAL DRUGS: being found to be in possession of, in the act of selling, distributing, or using, or being under the influence of alcohol, inhalants, or illegal drugs. Being in possession of, selling, or distributing drug or alcohol related containers or paraphernalia is likewise prohibited.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

32) LOOK-ALIKE DRUGS OR ALCOHOL: a look-alike drug or alcohol is any substance purported, by a student, to be a behavior-altering substance, though, in fact, it is not. It is a serious matter to claim falsely that such a substance is behavior altering and/or to sell or otherwise distribute such a substance.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

33) PRESCRIPTION AND OVER-THE-COUNTER DRUGS: The possession, distribution, or use of any drug, including over-the-counter and prescription drugs, without proper authorization is in violation of school drug use policy (see page 10 for Medications Policy and Procedures).

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

34) RACIAL / ETHNIC SLURS: the use of racial and ethnic slurs.

35) EXTORTION: obtaining money, property, or service of any sort by threats.

36) SEXUAL HARASSMENT: any unwelcome conduct or communication of a sexual nature that has the effect of substantially interfering with a student's school performance or creating an intimidating, hostile, or offensive environment at school.

37) THEFT OR POSSESSION OF STOLEN PROPERTY.

38) TOBACCO OR LOOK ALIKE: the possession, distribution, sale or use of tobacco or tobacco paraphernalia.

39) WEAPONS OR LOOK ALIKE: possession of weapons, parts of weapons or look-alike weapons on school property or within 1000 feet of school property or using any unauthorized and potentially dangerous instrument or any item used or attempted to be used to cause bodily harm. Examples of weapons could include but are not limited to knives, brass knuckles, billy clubs, etc. Purporting that a look-alike object (i.e. a plastic toy gun) is real and / or using it in a threatening manner.

Offenses of the above rule may result in a ten day suspension, recommendation to the Board of Education for expulsion, and notification of actions to the Kane County Sheriff's office. Decisions will be based on the severity and intent of the student's actions.

40) Chronic Violation of School Rules: breaking rules on a repetitive basis over a given school year.

41) Any Other Behavior Which is Disruptive to the Educational Process of the School.

### **STUDENT DRESS**

Students are expected to wear proper clothing to school. Student dress should always be in accordance with principles of modesty, good taste and safety.

The following are several examples of unacceptable dress for school:

- 1) Exposed Midriffs
- 2) Bare feet
- 3) Low-riding pants or pants with see-through areas above the knees
- 4) See-through/sheer shirts
- 5) No spaghetti-strap tops or shirts with open backs and low necklines **including Razorback tops or A-shirts.**
- 6) Shorts, skorts, or skirts that do not extend past the student's fingertips when their arms are extended down at their sides
- 7) **Sheer leggings or tights, or shirts worn with clothing that does not extend past the fingertips.**
- 8) Clothing with rips and holes above the knees, exposing undergarments and/or the body
- 8) Underwear worn as outerwear or visible undergarments.
- 9) Clothing and jewelry imprinted with profanity, obscenity and/or the display of words, pictures, or symbols associated with alcohol, drugs, sex, gang affiliation, weapons, or violence
- 10) Hats, caps, visors, bandanas, hoods (covering the head), or other head coverings in the school building
- 11) Outdoor wear like coats, jackets, dark glasses, shoes with built-in wheel(s), etc., in the school building
- 12) Chains, leashes, etc., attached to person or clothing
- 13) Any other apparel or footwear that has been determined by the administration to be inappropriate for the school setting or safety of the school.

**(DRESS CONTINUED)** If you believe there is a chance that your clothing may be in violation of the dress code policy, it is better to not wear those particular clothes to school. Students who are dressed improperly will have to arrange to change into appropriate clothing before attending class and may face a disciplinary consequence.

### **STUDENT EXPRESSION**

School officials retain the right to regulate and exercise editorial control over the style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate educational concerns. To the extent that student expression through publications, theatrical productions, speeches and other expressive activities is inconsistent with the basic educational mission of the school, it may be forbidden or restricted.

### **DISTRIBUTION OF PRINTED MATERIAL**

No printed material, which is obscene, vulgar, libelous, threatening, inflammatory, inciting, damaging or disruptive to a good educational climate, will be permitted to be displayed or distributed, by or to, students.

### **POSTING OF PRINTED MATERIALS**

The school reserves the right to control the posting of materials and messages within the school building. Students may not display posters, pictures, and other materials in the hallways and elsewhere in the building without the prior approval of building administration. A judgment will be made on whether the subject and/or message is appropriate for posting and directions will be given on how to post materials in such a way that damage is not caused to wall surfaces.

### **POTENTIALLY DISRUPTIVE ITEMS**

Because of their potential for disturbing the orderly environment of the school, certain items are not to be brought to school. Some examples of such items could be, but are not limited to:

- Electronic games
- Toys
- Playing cards
- Laser lights

In some cases, the student may seek approval from an administrator for special situations (i.e. field trips, projects, presentations, etc.) However, any student found with such items without permission will face the following consequences:

- 1<sup>st</sup> offense- receive a verbal warning by administration and the item will be confiscated until the end of the day.
- 2<sup>nd</sup> offense- have such item confiscated to be picked up by a parent/guardian.
- 3<sup>rd</sup> offense- have such item confiscated to be picked up by a parent/guardian and serve ½ day TCR.
- 4<sup>th</sup> offense- have such item confiscated to be picked up by a parent/guardian and serve 1 day TCR.
- 5<sup>th</sup> offense or more- item confiscated to be picked up by a parent/guardian as well as a consequence to be determined by building administrator.

### **CELL PHONES/ELECTRONIC COMMUNICATION DEVICES/MUSIC DEVICES/CAMERAS**

Because of their ability to disrupt the learning environment, and their potential to be used inappropriately or irresponsibly, student usage and/or possession of cell phones, electronic communication devices, cameras and musical devices (beepers, pagers, cell phones, I-Pod, MP3 players and like devices) is prohibited during school hours. Please see the discipline section on pg. 7 for the full policy. The school will not be responsible for these items if they are lost or stolen.

### **ELECTRONIC READERS**

**Students may bring electronic readers into the school provided they are being used for educationally appropriate purposes and wireless connectivity is disabled. Misuse of these items may result in loss of privilege. The school will not be responsible for these items if they are lost or stolen.**

### **LOCKERS AND SCHOOL DESKS**

Lockers and school desks are the property of Central School District 301 and may be opened, inspected and searched without notice by school officials when deemed necessary. The school will not be responsible for lost or stolen items.

- 1) Locker assignments are made by the student services office.
- 2) Students may not change lockers unless permission has been given by building administration.
- 3) Students are prohibited from altering their lockers so that they fail to lock.
- 4) Students are responsible for good order and cleanliness in the lockers and desks assigned for their use.
- 5) Marking or using tape on desks or lockers is prohibited.
- 6) Fines may be assessed for locker and desk damage.

- 7) Lockers may not be decorated with profanity, obscenity and/or the display of words, pictures, or pictures of people immodestly dressed, symbols associated with alcohol, tobacco, drugs, sex, gang affiliation, weapons, or violence.
- 8) Students are not authorized to open any locker but their own.
- 9) No decals or other adhesive items may be placed on either the outside or inside of hall or gym lockers. Students who violate this policy will be charged the labor cost of having the glued items removed.
- 10) Student backpacks, duffel bags, and similar items must stay in the locker during classes.

## **PHYSICAL EDUCATION**

Daily physical education is required at all grade levels. Students are expected to use the provided locks by the school, for their gym lockers. The wearing of prescribed uniforms and gym shoes during physical education classes will be required.

If your child is injured and cannot participate in PE class, you may write them a note to be excused for two days. Any duration of time past two days will require a doctor's note. Doctor's notes should include activities to be avoided and the length of time the student must not participate. If your student is injured a modified PE activity can be provided for students who have limited participation capabilities.

## **MEDICATION POLICY**

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district guidelines must be followed in administering prescription and over-the-counter medications.

1. Medication is defined as either prescription or over-the-counter drugs.
2. Medication will not be given without the completion and submission of a Med-A form signed by both the parent and the medical doctor.
3. A completed Med-A form (available from the school office) must be on file at the school before administering medications. The parent portion of the form must be completed for all medications. The physician's portion is required to be completed for all prescription and "as needed"/ over-the-counter medications. Short term medications (i.e., antibiotics for a period of days) also require the submission of a completed Med-A form. The Med-A form must be completed annually or as prescriptions change.  
**Specific Med-A forms are now required for students with inhalers, epipens and diabetes. Children may self carry inhalers and epipens only when specific district self carry administration forms have been completed and are on file in the health office as per district policies.**
4. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left over" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe manner.
5. Medications must be in their original containers and the containers must include the student's name, dosing information, and expiration date.
6. Medicines at school will be stored in a locked cabinet or in the school nurse's refrigerator if required.
7. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e. side effects, other medical implications).
8. The person supervising the administration of medications will initial the Med-B form at the time it is administered.
  - A. Medications will be dispensed to one student at a time.
  - B. The designated personnel will transfer the indicated dosage from the container to the student.
9. The school district may reject requests for administration of medicine.

*The possession, distribution, or use of any drug (including over-the-counter drugs) without proper authorization is in violation of the school policy relating to drug use (listed under Unacceptable Behavior).*

## **What If My Child Has a Contagious Disease?**

All children suffering from contagious skin diseases, such as ringworm, scabies, or impetigo, as well as head lice must be excluded from school until the condition is no longer contagious. In the case of head lice, please contact the nurse or building principal immediately so that we can take proper measures. Please instruct your child NOT to share combs, brushes, hat, scarves and other "communicable" items. (See Table on the following page)

Examples of communicable disease and the recommended procedures for re-admittance are as follows:

<b>Illness</b>	<b>Time out of school</b>	<b>Return to school</b>
Chicken Pox	A minimum of six (6) days after the first eruption	Lesions should be dried and crusted before returning to school.
Head Lice		After initial dose of medication
Hepatitis		With doctor's permission
Impetigo		24 hours after initial dose of medication
Measles	A minimum of 7 days after rash appears	
Mononucleosis		With doctor's permission
Mumps	A minimum of 9 days after the onset of swelling	
Pink eye (Conjunctivitis)		24 hours after initial dose of medication
Scabies		24 hours after initial dose of medication
Strep Throat/Scarlatina		24 hours after initial dose of medication
Ringworm		24 hours after initial dose of medication
Rubella	A minimum of 7 days after the onset of a rash	

**All illnesses should be reported to the school office as soon as diagnosed to prevent the spread of disease and to comply with reporting to local health authorities.**

Keep your student home from school if they have:

1. A temperature of 100 degrees or above.
2. For the health, safety and well-being of your child as well as other children and adults in the school community; please do not allow your child to return to school until s/he has been FEVER FREE for a FULL 24 HOURS
3. vomited.
4. If your child has been vomiting, in most cases, he/she must not return to school until at least 24 hours after last experiencing vomiting (some cases can be excused by building administration or the nurse).
5. Three or more loose stools.
6. Stools containing blood.

#### **WHAT MEDICAL AND DENTAL INFORMATION DOES THE SCHOOL NEED?**

By Illinois State Law, children entering school for the first time in early education, kindergarten, sixth, and ninth grades are required to have a physical examination. A dental examination is also required at kindergarten, second, and sixth grades. The report(s) of examination need to be given to the school either at registration or on the first day of school. Forms for these reports are available from the school and most medical and dental offices. These forms are also available from either the Illinois Department of Public Health (IDPH) or Illinois State Board of Education (ISBE) websites ([www.IDPH.gov/](http://www.IDPH.gov/) and [www.ISBE.gov/](http://www.ISBE.gov/)). Each child must present proof of examination by a dentist prior to May 15<sup>th</sup> of the school year. The exam must have taken place within 18 months of the date it is required by the school. This exam is to be waived only if careful compliance with the ISBE is made; the waiver information is also available on the ISBE website. Failure to submit the dental report may result in the withholding of grade reports for the child(ren). Please be sure to contact your dentist and make certain that an appointment is made and the appropriate forms are signed and submitted to the school health office in a timely fashion for all kindergarten, second and sixth grade students.

The State of Illinois requires immunizations to prevent Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis and Varicella.

#### **ILLNESS OR INJURY AT SCHOOL**

A student who becomes ill or is injured at school should report to the nurse's office (when the nurse is in the building) or to the school office. Generally, the student's parent or guardian will be contacted and a decision made on whether the student should go home. Students will not be allowed to ride the bus home if they have vomited or have a temp over 100 degrees. In case of serious illness or injury, paramedics will be called and a parent/guardian called. In emergency situations, school officials will be guided by the information provided by parents/guardians on the registration cards filled out annually.

## **SCHOOL DAY FIELD TRIP MEDICATION**

Only routine “daily” medications and “emergency” medications are sent on field trips. A Meds-A form must be on file in the health office to ensure those medications are taken on the field trip. Medications such as Tylenol/Advil/Pepto-Bismol are considered “as needed” and are not taken unless pre-arranged by a parent or guardian and the school nurse.

## **OVERNIGHT / EXTENDED FIELD TRIP MEDICATION**

Overnight/extended field trips are handled independently of the health office. A special authorization and release form must be completed by the parent or guardian and is available upon request from the main office. Any medications that are required should be given to the chaperones with detailed administrative information. Medications should be in their original containers and clearly marked with the student’s name.

## **STUDENT VISITORS**

A student who wants to request permission to bring a guest from another school to school with him/her must contact the Principal for a visitor’s pass at least one day before the proposed visit. Generally, visits by students from other schools are discouraged because they tend to be distracting to students and teachers and because they may encourage the absence of these students from their own schools.

## **LOST AND FOUND**

If you have lost something in the school building, ask the school office secretary who will check into the “lost and found” collection in the office. If you find anything at school, on the bus, or at a school-sponsored event that appears to have been lost/left by someone, give it immediately to a secretary in the school office or a staff member so that it can be saved for its rightful owner.

## **STUDENT INSURANCE**

If an optional student insurance program is offered, it will be the responsibility of the student’s parents, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

## **UNLICENSED MOTORIZED VEHICLES**

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, motorcycles, snowmobiles, go-carts and any and all off-road vehicles. Consequences for violations may include suspension out of school as well as charges filed with the local authorities.

## **EMERGENCY / CRISIS PLAN**

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place please keep school telephone lines open for emergency calls (do not call the school). Keep civilian vehicles out of the area allowing emergency vehicle access to school grounds.

## **EMERGENCY DRILLS**

There will be a minimum of three fire drills, two tornado drills, one crisis drill, and one bus evacuation drill every school year.

## **TORNADO WARNING OR OTHER EMERGENCIES**

Parents should not send children to school in the event a tornado warning is in effect at the time school should begin. If a warning is issued during school hours, school personnel will initiate appropriate protective action. If a WARNING is in effect at school dismissal time, students will not be dismissed or loaded on buses until the all clear has been given.

## **EMERGENCY CLOSING OF SCHOOL**

In the event that a decision is made to close school, dismiss early or start late because of weather conditions or for some other reason, please tune your radio and/or television station to any of the following stations that serve our area:

<b><u>AM</u></b>	<b><u>TV</u></b>	<b><u>FM</u></b>
WGN – 720	WBBM - Channel 2	WONU - 89.7
WBBM – 780	WGN - Channel 9	WJKL - 94.3
WLBK – 1360	CLTV - Channel 19	WDKB - 95
WRMN – 1410	FOX - Channel 32	

Should an emergency or severe weather cause school to be closed, the District #301 will also notify parents via the **School Reach** phone system. Please update your phone numbers whenever you have a change.

Information will also be available on our school web site: [www.burlington.k12.il.us](http://www.burlington.k12.il.us)

## **EMERGENCY CLOSING (CONTINUED)**

It is important that parents advise their children as to what procedures to follow in the event that parents are not home when there is an emergency closing of school.

## **SCHOOL NEWSLETTER**

During the school year, Central Middle School publishes a school newsletter to keep parents informed of school related activities and to encourage their involvement with the school. **Central Middle School will E-blast the school newsletter to those who have provided e-mail addresses as well as post the school newsletter on the school web site. Please visit the Central Middle School web site through the link provided at [www.burlington.k12.il.us](http://www.burlington.k12.il.us).**

## **DEFICIENCY / PROGRESS REPORTS**

**Student grades are available online throughout the school year through Power School. Families desiring hard copies of Progress Reports may contact the office to make this request.**

## **GRADE REPORTING**

Report cards will be mailed to parent/guardians at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> quarters of the school year. **The final report card for the school year will be issued in June.**

## **GRADING POLICIES**

- 1) Students will earn letter grades for courses in both the core and exploratory curriculum programs.
- 2) The grading scale is as follows:  
A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%
- 3) The points for letter grades on the report card is as follows:  
A=4.00; B=3.00; C=2.00; D=1.00; F=0.
- 4) Pluses and minuses may be appended to letter grades, but do not affect grade points.
- 5) Grades will be published quarterly. Semester averages will not be reported. No semester exam grades will be published on report cards.

## **HONOR ROLLS**

Gold, Silver and Bronze Honor Rolls will be completed at the end of each quarter.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of D or F)

## **PROBLEM SOLVING TEAM**

The purpose of the Problem Solving Team is to address the concerns and needs of students experiencing academic, behavioral, health, or attendance problems. Depending on the individual student's circumstances, the team may consist of the student, teachers, parents, school psychologist, school social worker, administrators, and school nurse. Staff members or parents may initiate the process.

## **RETENTION**

The school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's individual progress. In accord with the Illinois School Code, criteria relating to academic success will be used as the basis for a student's being considered for retention.

## **DISTRICT 301# MIDDLE SCHOOL RETENTION POLICY**

State legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student's present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. Middle school students take 24 credit hours per year, not including band or chorus. The following is the credit break-down for middle school academic courses:

Core subject courses	=	1 credit per quarter
Quarter encore subject courses	=	½ credit per quarter
Semester encore subject courses	=	1 credit per semester (equivalent to ½ credit per quarter)
Band & chorus courses	=	¼ credit per quarter

To be promoted to the next grade level, a student **enrolled the entire year** must earn 14.5 credits throughout the school year. These 14.5 credits are the equivalent of a D- grade point average. If a student fails to earn 14.5 credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned 10 credits or less during the school year, he or she would be unable to make up the required 4 ½ credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention.

**Students that move into the district during the school year, and are enrolled a full semester must earn 7.25 credits to be promoted to the next grade level. Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur.**

The Student Services Director will be responsible for the management of all retention issues, while keeping the building principal informed at all stages of the process.

- *8<sup>th</sup> graders **enrolled all year** who have not earned at least the required 14.5 credits, **or move in 8<sup>th</sup> graders who have not earned the required 7.25 credits** by the last day of school will not be allowed to participate in the 8<sup>th</sup> Grade Promotion Ceremony.*

Communication and Intervention with students and parents regarding retention will occur in the following ways:

1. Parents of students who earn multiple failing grades will receive an academic concern letter at the end of quarter 1 and quarter 2. Interventions such as parent-teacher meetings and/or PST meetings may also occur.
2. At the end of quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents will also be notified by phone from the Student Services Director. At this point, students may be recommended for Academic Recovery Class if they haven't already qualified.
3. At the end of quarter 4, students who haven't earned the required 14.5 credits will receive:
  - a) a retention letter with the summer school subjects that are required for promotion, along with a phone call from the student services director (or)
  - b) a retention letter and a phone call from the building principal to set up a meeting regarding retention (if the student has 10 credits or less, thus automatic retention)

## **CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 TRANSPORTATION HANDBOOK**

### **BUS TRANSPORTATION**

Illinois State Law requires that School Districts provide transportation to and from school for all public school pupils living more than 1 1/2 miles from their school of attendance. Where a hazard is identified which significantly jeopardizes the safety of a student (due to vehicular traffic), the district will follow the State of Illinois guidelines. **All students are assigned a District 301 bus unless they are within walking boundaries.**

The State of Illinois has very strict legislation on the matter of school buses. District 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. Usually common sense will clearly tell the pupil what his/her conduct should be in any school bus situation. However, the following rules are included here to insure understanding of what is expected while entering, riding, or leaving the school bus.

#### **Instructions to Parents**

Busing information for the **current** school year is available for viewing on the district's website through E-link, [burlington.k12.il.us](http://burlington.k12.il.us). E-link is a web based program which will provide you with the most current busing information such as bus time, bus stop location and bus number.

Students should not be removed from the bus during the boarding/releasing of buses. Parents must give 60 minutes notice to the school to avoid any confusion during dismissal. **A Childcare/Transportation request form needs to be completed for ALL students regarding their transportation arrangements. Please allow 48 hours to process any busing changes and then check the e-Link for the updated changes.**

### **Instructions to School Bus Riders**

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders. Any pupil who violates the regulations below will be reported by the driver to the building administration. Inappropriate and unacceptable student behavior on a bus will result in detention(s), suspension from bus riding, or removal from bus riding for the remainder of the year depending on the severity and/or frequency of misconduct. This is in addition to the expectations and enforcement of other school rules as outlined in the student handbook. Days of bus riding suspension will be effected only when a student is in school. That is, if a student is suspended from bus riding for one day, he/she must be in attendance at school for one day without riding the bus.

1. Please arrive at your designated bus stop five (5) minutes prior to your scheduled pickup time. Students may only ride their assigned school bus.
2. Be careful when approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Refrain from running alongside of the bus or running after the school bus.
4. Refrain from crowding up to the door while the bus is still in motion. Students must wait until the bus has stopped before leaving their seats.
5. Remain seated while the bus is in motion.
7. In the event of an emergency be alert and listen for instructions given by the driver.
8. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows.
9. Refrain from talking loudly, laughing loudly and/or any unnecessary confusion that could divert the driver's attention from safely driving the bus.
10. Be absolutely quiet when approaching a railroad-crossing stop.
11. Refrain from littering, defacing or destroying bus property.
12. Eating, drinking or gum chewing is not allowed.
13. Animals are not allowed on the bus.
14. Keep the aisles clear at all times.
15. Take all belongings with you.
16. Respect the driver, fellow pupils and yourself.
17. Help look after the safety and comfort of smaller children.
18. Wait to cross until getting the all clear signal from the driver. Always cross in front of the bus and remain ten feet away from the bus.
19. Students must sit three (3) in a seat on the school bus when necessary due to the load.
20. All students must sit in their assigned seats.

### **Restricted Items**

1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:
  - Electronic games
  - Toys
  - Playing cards
  - Laser lights
  - Cameras

In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.)

2. Cell Phones may be used responsibly on the school bus. Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include, but are not limited to:

- Using phone as a camera
- Displaying inappropriate images/websites
- Use of inappropriate language during calls or texts
- Use of phone for Harassment or Intimidation

3. Music devices are allowed on the school bus as long as they are kept at a volume that can not be heard by others and the listener can still hear emergency directions.

### **Kindergarten Transportation**

**The parent/guardian or older sibling must be present when kindergarten student is dropped off. It is district policy that if no one is available at drop off location, the bus driver will notify the school of the situation and the school will notify the parent/guardian that the student will be brought back to the school for parent pick up.**

### **Emergency Days - School Dismissal Due to Weather**

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the district will be forced to close. Notification of such closing will be made prior to 7:00 in the morning and will be done via local radio stations. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM). Other local radio stations will also be notified. Other emergency information will be disseminated via student outreach and the district website.

In the event the start of the school day is delayed for any reason, information will be available on the radio stations. Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that if parents plan to be away from home on a school day they arrange with their child as to where he/she should go if any early dismissal is deemed necessary.

Many bus routes have some places where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

## **District #301 MIDDLE SCHOOL ATHLETIC/ACTIVITIES HANDBOOK**

### **A. Programs**

District #301 maintains 7<sup>th</sup> and 8<sup>th</sup> grade athletic programs in football, volleyball, basketball, cheerleading, and track. Wrestling, cross country and the scholastic team are available to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. Intramural activities may be offered throughout the year for 6th, 7th, and 8th grade students. Students participating in intramural programs/C Team will be held to the same expectations and standards (sports physical, eligibility, sportsmanship, etc.) as students in the other athletic programs.

**Clubs and other extracurricular activities may establish their own rules and policies that may specifically apply to that activity. These expectations will be shared at the beginning of each activity with students and parents.**

### **B. Eligibility**

1) On the first day of practice, the head coach will clarify eligibility rules with all students. There are certain requirements that must be met:

Students must have had a physical examination within a one year period (not required for the scholastic team).

Students must have turned in an activity agreement form.

Students must pay a fee of \$65 due before the first contest.

Note to Parents: \$195 family cap per school.

2) No student will be allowed to participate in an activity until all paperwork is completed and turned in to the athletic office! No Exceptions!

3) Middle school rules require that a weekly check be made on the eligibility and an eligibility list is developed. **In order to have an accurate assessment of a student's progress, eligibility will be run the second Thursday after a new quarter begins.** Each coach will receive the eligibility list. Under no circumstances are students who are ineligible permitted to dress or participate in a contest.

- 4) When a student is declared ineligible on the weekly eligibility report, he/she will be ineligible from Monday through Sunday. After three weeks of ineligibility, a student may be removed from the team with the approval of the Athletic Director.
- 5) Competitions may not be used as an excuse to miss any assigned disciplinary consequence.
- 6) Students who receive the following grades on the weekly eligibility form will be ineligible for the following week:
  - a) More than one failing grade (F), or
  - b) One failing grade and one, or more, warning grades (D's), or
  - c) More than two warning grades (D's).
- 7) Ineligible students may continue to practice with the team but may not participate in or travel to any contests.
- 8) Students who are not eligible for three weeks may be dropped from the team.

### C. Attendance Policy

Attendance to practices, games, and meetings is mandatory for all students. If a student has an unexcused absence they will face the following consequences:

1<sup>st</sup> offense- Limited playing time for one competition  
 2<sup>nd</sup> offense- ½ of a competition suspension  
 3<sup>rd</sup> offense- 1 full competition suspension  
 Subsequent offenses- 1 full competition suspension

#### CC, Track, Scholastic Team & Wrestling Only

1<sup>st</sup> offense- Warning  
 2<sup>nd</sup> offense- 1 full competition suspension  
 Subsequent offenses- 1 full competition suspension

Excused absences: sick from school, doctor's appointments, and funerals. Other excused absences may be approved by the Athletic Director. Leaving practice early or arriving late for an unexcused reason will count as missing a half a practice. Students are allowed to leave a competition after 6:30 pm if their event is finished and they have a signed note by administration.

### D. Sportsmanship

Students are expected to display good sportsmanship at all times. Failure to display proper sportsmanship may result in a student not being permitted to further participate in activities for up to one year.

### E. Student Conduct

- 1) Students may be suspended from participation on teams whenever their behavior at school or at school functions warrants such action.
- 2) Students who receive one day or more of TCR or an ISS will not be permitted to attend or participate in any school-sponsored activities until their next day of attendance following the discipline (For example, a student who receives one day or more of TCR or an ISS on a Friday would not be able to attend or participate in a school-sponsored event until the following Monday).
- 3) Building Administration also reserves the right to suspend or remove the students from the school activity due to academic or behavioral issues. This includes any extracurricular activities.
- 4) Hazing-This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing or other comparable conduct.
- 5) Cell phones and cameras are not to be used or visible in a locker room or bathroom during activities.

### F. Participation

- a) No student will be allowed to try out for any sport until he/she has been issued clearance from the Athletic Director. To receive clearance, the student must have turned in all equipment from the previous sport (or reimbursed the school), and submitted a physical examination form, an athletic agreement form, and a participation fee. Both physical form and athletic agreements are valid for one calendar year.
- b) As noted above, students participating in athletics must present evidence of insurance coverage for potential injuries as a result of athletic participation. Appropriate evidence would be a letter from the insurance agent or a parent's signature on a form stating the student has such coverage.
- c) Students who are present in PE class that day and do not participate in PE will not participate on athletic teams on that day.

- d) Students must be present for 3 clock hours during the school day to be able to participate in activities. Exceptions may be granted by building administration.
- e) Refunds may be issued if the student quits or is removed from the team before that activity's first contest.
- f) Students may join the team up until the first competition. Other exceptions may be approved by the athletic director.
- g) Students must have attended 5 practices before participating in a contest.

h) Tryout Rules:

In the event that a tryout is needed to determine the number of maximum students kept on the schools A/B team, every participant must attend the tryout to make the team. Students who are unable to attend the tryouts must give advance notice to the coach and building athletic director. They must also have an excusable reason why (illness, injury, vacation, family death) they are missing tryouts. Students who are unable to tryout due to injury or illness must complete a tryout or modified tryout within one week of the original tryout to make the team. Students who are on vacation will be required to schedule **and complete a tryout prior to the scheduled tryout dates** with the coach at the approval of the athletic director.

## G. Team Size Limitations

Maximum team sizes for the combined teams are:

- a) Football - seventy-five 7<sup>th</sup> and/or 8<sup>th</sup> graders
- b) Volleyball - twenty 7<sup>th</sup> and twenty 8<sup>th</sup> graders  
(C Team and/or Intramural may be offered)
- c) Basketball - twenty 7<sup>th</sup> and twenty 8<sup>th</sup> graders  
(C Team and/or Intramural may be offered)
- d) Cheerleading - twenty 7<sup>th</sup> and twenty 8<sup>th</sup> graders  
(C Team and/or Intramural may be offered)
- e) Wrestling – fifty 6<sup>th</sup>-8<sup>th</sup> graders
- f) Track – away meets are limited to two busload
- g) Cross Country away meets are limited to two bus loads
- h) Scholastic Bowl – sixteen 6<sup>th</sup>-8<sup>th</sup> graders

## H. Activity Selection

Any student who meets all requirements for activity participation will have the opportunity to be involved in activities. However, each activity will have its own specific participation philosophy. Selection of members will be decided by the coach/sponsor and will be based on skill level, attitude, work ethic, potential and academics.

### *Scholastic Team, Volleyball, Cheerleading and Boys'/Girls' Basketball*

These activities will have tryouts to determine A, B and C (or Intramural) teams. A and B team members will be issued uniforms and will receive playing time in contests. The purpose of the C teams/Intramurals is to have participation in activities while providing the opportunity to improve skills. C teams for these sports may or may not exist depending on the number of students interested and the number of coaches hired for each activity.

#### *C team members:*

- may practice with the team but will not be issued a uniform or be guaranteed playing time in contests.
- will follow the same team and school rules as A and B members.
- are eligible to move up to A and B teams throughout the year if a roster spot becomes available
- are eligible for post season awards.

### *Football, Wrestling, Track, and Cross Country*

These sports will not have tryouts unless maximum team sizes are exceeded. All team members will be issued uniforms and receive playing time in athletic contests throughout the season. The level at which individual athletes compete will be determined by the coach. C teams and/or intramurals are not offered in these sports.

#### **I. Awards**

- 1) All awards are to be purchased with district funds. Coaches may not supplement awards with purchases from their own funds.
- 2) No awards may be given by coaches without prior approval of the Athletic Director.
- 3) Middle school students may receive only one chenille letter. If additional letters are earned, the student will receive a pin (or service bar for 2nd year in that sport). Students who don't earn letters will receive certificates of participation.
- 4) Criteria for earning a letter
  - a) Players must be eligible for three-fourths of the season.
  - b) Any player declared ineligible for the remainder of the season for disciplinary reasons or academic reasons will not receive any athletic awards for that season.

#### **J. Equipment Care**

A student will be required to reimburse the school for the replacement costs of any equipment or uniforms lost, or damaged due to action(s) or negligence by the student.

#### **K. Personal Property**

Our school does not cover personal items, which are lost or stolen. If you must use personal items on school premises, see that they are secure. Students should be discouraged from bringing large sums of money, electronic listening devices, and cell phones to the locker room or practice areas.

#### **L. Practice Schedule**

The athletic director will be responsible for approving practice schedules (time and place). Practices are limited to students, coaching staff, and administration.

#### **M. Transportation**

Transportation to and from all athletic events is furnished by the school. All participating students must ride the transportation provided by the school. An exception may be granted with a parent's written request for his/her child to ride with a parent or other designated adult driver. This request must be approved in advance by school administration.

#### **N. Parent Pick Up**

Any student who is not picked up within fifteen minutes of the end of the scheduled event will face the following consequences:

1 <sup>st</sup> offense- Limited playing time for one competition	<u>CC, Track, Scholastic Team &amp; Wrestling Only</u>
2 <sup>nd</sup> offense- ½ of a competition suspension	1 <sup>st</sup> offense- Warning
3 <sup>rd</sup> offense- 1 full competition suspension	2 <sup>nd</sup> offense- 1 full competition suspension
Subsequent offenses- 1 full competition suspension	Subsequent offenses- 1 full competition suspension

The following is a protocol used to ensure that students get home safely from after-school athletics and clubs. Parents or guardians of students involved in extra-curricular activities are responsible for arranging transportation for their children from school in a timely manner. When this is not the occurrence, the following protocol will be followed by the coach or supervisor:

1. If the student's ride does not arrive at the designated time, the student will be provided a phone to call the arranged ride. If the original ride cannot be reached, the student will be given the opportunity to call relatives, etc. for an alternative ride.
2. If the student cannot reach anyone, the coach or supervisor will attempt to call every phone number the school has listed for that student. (*At registration, parents are asked to fill out home, work, cell and emergency contact phone numbers*). Coaches and supervisors will have these numbers readily available at all times.
3. If no one can be reached, coaches and supervisors will continue to periodically call the numbers up until one hour after (a) the home practice / event has ended or (b) an away event bus arrived at school.

4. After one hour, the coach or supervisor will contact the Police Department to ensure the student with safe transportation home.
5. School administration will contact the parents the following day to discuss the previous day's happenings.

Note to Parents: If there is anyone else you would like the school to contact before the Police, please notify the school office.

## O. Training Rules

### 1. Drugs, Narcotics, and Alcohol:

All students in Central District No. 301 are prohibited from possessing, using, distributing, or selling intoxicating beverages, marijuana, narcotics and other drugs (including look-alike drugs). The school's administration will deal sternly and directly with incidents involving drugs, narcotics, and alcohol. Compliance with these standards of conduct is mandatory.

### 2. Voluntary Drug Testing:

Central District No. 301 encourages students to take pride in being free from substance abuse. Voluntary drug testing information will be made available to students interested in demonstrating to others that they are drug and alcohol free.

### 3. Training Rule Violations:

When sufficient evidence exists that a student has used or possessed alcohol, tobacco (in any form), or other illegal or prohibited drugs, the individual will be ineligible to participate in athletics at Central according to the schedule, which follows. The intent of this training rule is to prohibit the possession, use, and abuse of alcohol, tobacco, and drugs except as taken for communion at church, or for legitimate medical purposes.

a) First Offense: The individual will be ineligible for one season, which will be carried over into the next season in which the individual participates.

For example, if half of the way through the football season a player is found to have been using or is in possession of alcohol, tobacco, or other drugs, he will be removed from the football team for the remainder of the football season (half of the season). He will also be ineligible for the first half of the next season for which he goes out. He must attend all practices during that time except as excused by the coach but may not play in a game until the period of ineligibility expires and must complete the season.

The penalty for a first offense may be reduced by half of the season contests if the athlete immediately enters into, participates in, and successfully completes a drug, tobacco, or alcohol abuse program sanctioned by the principal. Enrollment in such an approved program will allow the athlete to participate in contests after the half season suspension has been served. If the athlete does not successfully complete the rehabilitation program, the athlete shall serve the original one season suspension from participation in all athletics. If the athlete will become eligible to participate during a season, the athlete must participate in practice during the suspension period.

b) Second Offense: The individual will be ineligible for one (1) calendar year from the date of the offense.

4) Honesty Incentive/Dishonesty Penalty: If a student denies the charges against him/her and it is later determined that the denial was false, the individual will receive the period of ineligibility assigned to the second offense.

For example, on a first offense, a student who denies involvement, and it is determined that he/she actually was involved, will become ineligible for one calendar year.

5) Voluntary Admission: Any athlete who voluntarily seeks help from school personnel for drug, tobacco, or alcohol abuse shall have all penalties waived under the following conditions:

- a) The athlete is not under investigation for drug, tobacco, or alcohol training rule violations at that time.
- b) The athlete has not violated the athletic training rules previously.
- c) The athlete immediately enters into, participates in, and successfully completes a drug, tobacco, or alcohol abuse program sanctioned by the principal. (If the athlete fails to successfully complete the program, the athlete will immediately become ineligible to participate in athletics for one season, as outlined under "First Offense" above).
- d) Voluntary admission of drug, tobacco, or alcohol abuse constitutes an athletic code violation and will be recorded as such (first offense, second offense, etc.)

# District #301 Middle School Bullying Intervention Plan

## Legal Requirements

### PA 95-0349 Bullying Prevention Education

The General Assembly passed Public Act 95-0349, which deals with bullying prevention education.

This bill requires each school district to create, maintain and file a policy on bullying with the State Board of Education beginning 180 days after the effective date of the amendatory Act. The bill was signed by the Governor on August 23, 2007. Each school district must communicate its policy on bullying to its students and their parent or guardian on an annual basis. The policy must be updated and then filed every two years with ISBE.

### 105 ILCS 5/10-20.14

A school board is required to have a student discipline policy that includes provisions to address students who have demonstrated behaviors that put them at risk for aggressive behaviors, "including without limitations, bullying as defined in the policy". The policy must include procedures for notifying parents or legal guardians and early intervention procedures based on available community based and district resources.

## Bullying Defined

District #301 Middle School Handbook

INTIMIDATION / HARASSMENT / TAUNTING / BULLYING / CYBER-BULLYING: aggression in which a student or group of students physically or psychologically (mentally) harasses a victim.

- a. The action could include but is not limited to hitting, pushing, kicking, tripping, destroying things, name-calling, ridiculing, verbal threats, gossip, rumors, isolating others, and making sexual comments or gestures.
- b. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
- c. Inappropriate Written / Electronic Materials:
  - i. Accessing and / or distributing at school any written or electronic material, including material from the Internet that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
  - ii. Creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operation or interferes with the rights of other students or staff members.

District #301 Middle School Handbook

## UNACCEPTABLE BEHAVIOR

Listed above are examples of unacceptable behaviors, which may result in major disciplinary consequences. The prohibition of the offenses listed above pertains in school, on school property, on school buses, at any school-related activities, and to students traveling to and from school. Disciplinary actions can be taken on behaviors that take place off of school grounds when the behavior has an effect on the educational process. Please be advised that students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event.

## Prevention

Central Community School District #301 strives to prevent bullying before it can even take place. At the middle school this is done in three avenues: the Character Education program called STAR (Students That Accept Responsibility), the Health Curriculum, administrative first day discipline talk with all students, **and a mid year anti-bullying activity.**

STAR (Students That Accept Responsibility)-

The STAR program focuses on the character traits of citizenship, responsibility, respect, perseverance, integrity, compassion, acceptance, and fairness. Several of these traits link back to bullying and the appropriate way to treat other students at school. These traits are posted in the school and students are rewarded for showing these traits during the school day. The students are rewarded through STAR awards which are given by the staff. Drawings are done throughout the school year to further reward positive behavior. The students are educated about bullying while the building promotes positive behaviors.

## Health Curriculum-

One of the major components to the Health curriculum is decision making and bully prevention. The students openly discuss problems related to bullying in society and locally in the district. Students are given warning signs of bullying and coping skills on how to handle bullying. They go through bullying scenarios related to self and others. Information on resources available at each building is also given to the students. This information contains who handles bullying in the building and how it is managed. The students also discuss the bully box and the bully hot-line learning how each can be used to report bullying.

## Administrative First Day Discipline Talk-

Setting expectations day one is another very important tool against bullying. During the first day discipline talk the administrative team clearly defines bullying and the consequences. The team explains the bully reporting system and how bullying incidents are handled. The administrative team describes the bully box which is located in the office area as well as the bully hot-line available on the school website. The students can anonymously report bullying in the school by either of these methods. Every incident reported is addressed immediately.

## Mid Year Activity

**The mid year activity will provide the opportunity for buildings to address specific concerns.**

## Standard Procedures

Once a bullying incident is reported we target how the bullying is affecting the victim psychologically, physically, socially and academically. We will get the victim's version of the incident and a list of possible witnesses. We will gather information on the type of bullying (psychological or physical), number of incidents, time of the incidents, and location of the incidents. Once we gather all of the needed information we will talk to the student who has been displaying the bullying actions. After all the information is collected we will make a determination on the severity of the bullying.

## Level I Intervention

*-Minor 1<sup>st</sup> offense*

A level one intervention results in a verbal warning and a peer mediation session if the victim is comfortable. In the peer mediation session we discuss how the behavior makes the victim feel. We discuss appropriate behavior in conjunction with our character education program. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are contacted. Lastly, we meet privately with the victim and explain to them the importance of reporting the bullying. The student is told that any other incidents, even minor ones, must be reported. In some cases we set up weekly meetings to discuss how things are going. The victim's parents are contacted and asked to contact the school if they hear of any other incidents.

## Level II Intervention

*-Major 1<sup>st</sup> offense*

*-Minor 2<sup>nd</sup> offense*

A level two intervention results in a temporary classroom removal (TCR) or suspension for a time period of 1-5 days. In the TCR the student has to complete a character education assignment which allows the student to reflect on their behavior and more importantly what the appropriate behavior would have been. We review the character education assignment after its completion and discuss the student's behavior in conjunction with our character education program. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are contacted. As in level one we meet privately with the victim to discuss the importance of reporting bullying, we set a weekly meeting time, and contact the parents.

## Level III Intervention

*-Major 2<sup>nd</sup> and subsequent offenses*

*-Minor 3<sup>rd</sup> and subsequent offenses*

A level three intervention results in a temporary classroom removal (TCR) or suspension for a time period of 5-10 days. In the TCR the student has to complete a character education assignment which focuses on appropriate behavior. Next, the student who was displaying the bullying behavior is told what the consequences would be if the behavior continues and their parents are again contacted. In some cases we may move toward a behavior contract at this time as well. If the victim is a consistent victim we would refer them to the school social worker to discuss coping strategies and other behavioral cues that may be resulting in the bullying. The victim's parents would again be contacted.

**In addition to the above Level III consequences, a service learning component may be added that address the behavior in question.**