# CENTRAL CUSD #3
# STUDENT HANDBOOK
# 2026 – 2027

*At CENTRAL SCHOOL DISTRICT students will be provided the educational opportunities to succeed in life.*

**www.cusd3.com**

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**School Office Hours**
7:30 a.m. - 3:30 p.m.

**Attendance Hours**
CEC 8:10 a.m. – 2:45 p.m.
CES 8:10 a.m. – 2:45 p.m.
CJHS 8:10 a.m. – 2:54 p.m.
CHS 8:10 – 2:52 p.m.

**CEC – End of the School Day Dismissal Times**
2:35 First bell (Camp Point/Clayton Shuttle)
2:37 Second bell (JH/HS Shuttle)
2:50 Walkers/Pick ups
3:00 Third bell (Golden & Clayton Routes)

**CES – End of the School Day Dismissal Times**
2:35 1st Bell
2:40 2nd Bell Walkers/ Pick ups
2:50 3rd Bell
3:00 4th Bell/Last Bell Walkers
Drop off and pick up area on the south side of school.

**Principals**
CEC: Amanda Shoopman; ashoopman@cusd3.com 217-696-4652
CES: Chevi Ingalls, cingalls@cusd3.com 217-593-7795
CJHS: Tracy Rhea, trhea@cusd3.com 217-593-7741
CHS: Zak Huston, zhuston@cusd3.com 217-593-7731

**Superintendent**
Erica Smith, esmith@cusd3.com 217-593-7116

**CUSD #3 Board of Education**
Andrew Dearwester, President
Holly Veach, Vice President
Andrea Foss, Secretary
Nikki Buehler
Jason Cooley
Patrick Hasting
Kindel Kestner

## PROBLEM RESOLUTION

The school recognizes that problems and concerns sometimes arise. Individuals closest to the situation are in the best position to provide background information and often, are able to resolve the issue. Consequently, it is important that parents/guardians first contact those closest to the situation.

The proper sequence of communication is as follows:

1. Contact the appropriate teacher, bus driver or staff member.
2. If the problem is not resolved at step one, the parent contacts the principal.
3. If the problem is not settled at step two, the parent contacts the superintendent.
4. Following the superintendent, the final appeal is to the school board.

## HANDBOOK PURPOSE

This handbook is intended as a guide for the students of CUSD #3. The principal has the responsibility and authority to enforce the rules and implement consequences as deemed appropriate. These school rules and regulations are necessary to ensure the safety of each student and to provide a productive academic environment. This handbook contains the policies and procedures that have been authorized and approved by the CUSD #3 Board of Education.

## DISCLAIMER

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the handbook is intended to describe the school, its current practices, procedures, rules, and regulations. It is only a summary of Board Policies and may be changed during the year without notice.

## NOTICE OF NON-DISCRIMINATION

Camp Point Unit District #3 ensures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, sexual orientation, gender identity, pregnancy, ancestry, marital status, physical or mental disability, or status of being homeless. Questions in reference to educational opportunities may be directed to Erica Smith, Superintendent, esmith@cusd3.com 217-593-7116.

## SEX EQUITY

No student shall, based on sex, 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).

## OFFENDER COMMUNITY NOTIFICATIONS LAWS

Information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police website at: **http://www.isp.state.il.us/sor/.** You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at: **http://www.isp.state.il.us/cmvo/**.

## VISITORS

Students regularly enrolled in Central CUSD 3 are limited to their access to the school. After school, students can be in the building only while under the direct supervision of a teacher or sponsor.
**All visitors, including parents, are required to report to the office to sign in.** While we encourage people to visit school on certain occasions, visits may be limited in order to minimize interference with the academic setting. Student visitors will not be permitted due to ambiguous issues such as liability, responsibility, and control. The school shall not be asked to assume responsibility for the welfare of a child not enrolled in our school district.

## DISTRICT COMPLAINT MANAGERS

The students, parents, guardians, employees or community members should notify any District Complaint Manager or the District Non-discrimination Coordinator if they believe that the school board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Law Statute or Board Policy. The current District Complaint Managers are Erica Smith, esmith@cusd3.com 217-593-7116, and Chevi Ingalls, cingalls@cusd3.com 217-593-7795.

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.
The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

**Professional and Appropriate Conduct**

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.
The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:
1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
a. Transporting a student;
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b. Taking or possessing a photo or video of a student; and
c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
a. Violates expectations and guidelines for employee-student boundaries.
b. Sexually harasses a student.

c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
d. Engages in grooming as defined in 720 ILCS 5/11-25.
e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
i. A sexual or romantic invitation.
ii. Dating or soliciting a date.
iii. Engaging in sexualized or romantic dialog.
iv. Making sexually suggestive comments that are directed toward or with a student.
v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:
1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of $1,000 or greater;
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5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:
1. A member of the employee's immediate family;
2. An employee's partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a prohibited source or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a prohibited source is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In

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determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:

a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.

5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than $100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

## TELEPHONE USAGE

Students will only be allowed to use the office phones in emergencies or a change of scheduled extra-curricular activities. Students receiving calls from parents will be called to the phone during class **only in the case of an emergency**. Messages will be delivered to students during non-academic times throughout the day. To contact a teacher, parents may call the office or email the teacher. Teachers will not be interrupted during class time, but you can leave a message for them. Staff emails can be found on the district website, www.cusd3.com under *Planbook.*

## INSURANCE

CUSD # 3 has purchased supplemental student insurance for every student enrolled in the district. This student insurance covers all students while at school or school sponsored events. Should an accident occur while at school or a school sponsored event, the individual must first turn in the claim to their own personal insurance. The district, upon request, will provide the necessary forms for submitting a claim to the insurance carrier.

**PARENT-TEACHER CONFERENCES**

District-wide Parent/Teacher conferences will be at the end of October or the beginning of November. Refer to the Central CUSD 3 calendar for exact dates and times.

The hope is that parents will **feel free** to contact their child's teacher(s) **at any time during the school year** when there are questions or concerns about their child's progress. You can find all staff emails on the district website, www.cusd3.com, under *Planbook*.

**SOLICITATION**

Pupils are not to sell items to other students at school. Solicitations or selling of any items for profit other than for school organizations or school-affiliated programs is prohibited.

**PUBLICATIONS AND POSTERS**

Publications/posters are under the auspices of a student's advisor and/or administration. Students are expected to follow acceptable guidelines that do not infringe upon an individual's basic rights and integrity. The location of posters and disbursement of publications are subject to the approval of the administration. Non-school-related posters/publications must be approved by the principal before being distributed or posted. A copy of such publications must be filed in the office. Individuals distributing unauthorized publications are subject to disciplinary action, as well as confiscation of all materials.

**FACILITY USE**

No student may use a school facility without proper supervision. Any students abusing or intentionally breaking any equipment in a facility or any part of a facility will be responsible for payment to replace or repair the damaged area to the satisfaction of Unit District #3.

**PICTURE PUBLICATION**

This handbook serves as parental notification that throughout the school year, staff members and local event sponsors will be taking pictures of students involved in school activities. Some of these photos may be submitted to local newspapers for publication or placed on the school website. If you do not want your child included in local publications, please submit your request in writing to the office.

**PARENT TEACHER ORGANIZATION (K-12 PTO)**

The PTO exists for one purpose – to support the efforts of our school's teachers and students. Typically, the PTO holds meeting once a month to plan and carry out various activities designed to benefit our students and school. All parents and guardians are welcome to join the PTO and are encouraged to support the PTO's functions throughout the year. Parents assisting PTO parties during school time are asked not to bring younger siblings. Meetings are the first Monday of the month at Central Elementary School. The PTO has a Facebook page at Central CUSD #3 PTO.

**EXTRA CREDIT POLICY:**

The primary purpose of grades is to communicate student achievement of academic standards. Extra credit that is not based on academic standards reinforces the view of grades as a commodity to be earned, rather than as information students can use for self-evaluation and growth. Therefore, students should not be allowed to raise their grades through extra credit work that is independent of essential learning.

However, students may be allowed to raise their grades through additional opportunities that demonstrate mastery of subject content.

**PROMOTION / RETENTION/PLACEMENT**

Decisions to promote/retain students the following school year are based upon grades, student achievement of skills, readiness for the next grade level, and other significant factors. The principal will make retention decisions based upon teacher recommendation and student data. In the case of transfer students, it is the building principal's authority to assign a student to a learning setting other than that recommended by the transferring school.

**ENROLLMENT / INCOMING STUDENTS**

To enroll in CUSD #3 schools, a student must meet the requirements of the State of Illinois as a legal resident of the district and be able to provide proof of such residency upon request. Non-resident students may attend district schools, upon approval of the Superintendent and payment of full tuition as per district regulations. Parents of students who enroll their child in district schools when they are, in fact, not legal residents of the district shall incur full tuition obligations.

Students enrolling in school must be enrolled under their legal name. All school permanent records will be maintained solely under the student's legal name. The student's legal name is listed on the official birth certificate which is a document that state statute requires the school to have for all newly enrolled students. Under the Missing Children's Act, we must have this document in 30 days or less. If the document is not provided, the school will immediately notify the State Police or a local law enforcement agency.

It is within the building principal's authority to assign a student to a certain grade or class, regardless of information from a transferring school. Students entering from a non-accredited program or home school program may be required to complete academic skills testing to determine grade placement. Participation in accelerated placement is not limited to those children who have been identified as gifted and talented, but rather is open to all children who demonstrate high ability and who may benefit from accelerated placement.

**EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A *homeless child* includes those who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; staying in motels, trailer parks, or campgrounds due to the lack of an adequate alternative; staying in shelters or transitional housing; or sleeping in cars, parks, abandoned buildings, substandard housing, or similar settings. For more information, contact Amy Summy, the school district's Liaison for Homeless Children, at 217-593-7731.

**FEE SCHEDULE FOR 2026 - 2027**

Registration fees are to be paid at the time of enrollment; arrangements can and will gladly be made to meet individual needs. Parents of students who receive public aid, have a gross income that is under that set out in the federal guidelines for free or reduced-price lunches, or who are otherwise able to establish that you cannot afford to pay these fees may be eligible for a waiver of student fees. Application for free and reduced-price meal services are available on Skyward. Payments for registration fees and lunches may be made online through Skyward or at your student's school building.

| REGISTRATION FEES (includes Technology, Course & Lab Fees) | |
|---|---|
| Early Childhood / Elementary (K-4) | 75.00 |
| Junior High / Senior High (5-12) | 100.00 |
| Drivers Education | 150.00 |
| **SCHOOL MEALS** | |
| Early Childhood / Elementary (K-4) | 2.95 |
| Junior High / Senior High (5-12) | 3.20 |
| Adult Lunch | 3.70 |
| Milk | 0.50 |
| Reduced Lunch | 0.40 |
| Breakfast | 1.75 |
| Reduced Breakfast | 0.30 |

**FINANCIAL RESPONSIBILITIES**

In addition to registration fees and school meals, if applicable, students and/or parent(s) / guardian(s) are responsible for:

1. Damages done to textbooks, computers/laptops, and/or other instructional materials
2. Acts of vandalism or intentional damage to property
3. Lost or misplaced library books or other school property

Any outstanding debt owed to the District in excess of $200 that remains unpaid for a period of one (1) year shall, on or after November 1 of each year, be referred by the Superintendent or designee to the District's authorized collection agency. Prior to referral, the individual or family shall receive appropriate notice of the outstanding balance and be provided the opportunity to establish a payment plan in accordance with District procedures.

**MEAL PROGRAM**

A federally approved meal program is available to all students daily in the school cafeteria. Students are strongly encouraged to take advantage of this excellent program.

Students always have the choice of bringing their own suitable lunch from home for their meal.

All students, whether eating one of the lunches served daily in the cafeteria or their own sack lunch, are required to eat lunch in the cafeteria. Students who fail to cooperate with the lunchroom supervisor, behave inappropriately, or abuse lunchroom regulations may be denied lunchroom access or have noon privileges suspended. K – 8$^{th}$ grade students are *not allowed to bring soda, coffee, or energy drinks*.

Since all students 5-12 may eat breakfast before school, students will eat in the south cafeteria. Jr. High and High School students are not to sit together during breakfast. Students who owe a negative balance will not be allowed "seconds" or extra milk.

Schools are required to serve meals to children with disabilities whose disability restricts their diet in such a way that they cannot fully participate in the food service program without some modification to foods or menus. Schools require the child with disabilities or his/her parent or guardian to request special meals and to provide medical certification signed by a medical doctor that (1) verifies special meals are needed because of a disability and (2) prescribes the alternate food and forms of food needed to meet the child's special dietary needs.

Students are to pay for their meals in advance by bringing their meal money, preferably in check form, to school or online at www.cusd3.com through Skyward. Students will be informed weekly as their account approaches a negative balance. Free and reduced-price meals are available to those that meet the USDA eligibility guidelines. Application forms are available on registration day or on Skyward. This form needs to be filled out each year. Only one form per household needs to be filled out. If there is a change in income after filling out the application, a new form must be filled out.

## SAFETY

### A. Emergency / Crisis Drills

Fire drills are held regularly throughout the school year. Children are instructed as to proper procedures, exits to be used, safety practices, and the danger of fire and smoke in a public building. Parents should question children about procedures to be followed at school and home with respect to action to be followed in case of fire. One fire drill will be conducted with the fire department observing.

Equally as important as fire drills to the safety of students is the adequate preparation for natural disaster such as tornadoes and violent storms. Your school district is collaborating with the local and state officials in providing for the safety of students in the event of such natural disasters.

1. Drills are held regularly.
2. State law requires that all students participate in a minimum of one bus emergency evacuation drill annually.
3. In addition to these drills, the schools will participate in a lockdown and evacuation drill annually for a crisis situation.
4. In the event that school must be dismissed due to bad weather, equipment breakdown, or other unusual reason, the general public will be notified through TV stations (KHQA & WGEM) and via the school messaging system, School Messenger. Skyward and Facebook may also be utilized for this purpose.

### B. Emergency/Lockdown Dismissal Procedures

1. In the event of an evacuation, students will be transported to the designated evacuation sites. Parents will be notified through the School Messaging System when and where their student(s) can be picked up.
2. During a lockdown, parents will not be permitted at the school without first reporting to the offsite crisis management location
3. If circumstances prevent the parent or legal guardian from picking up their child, a school official will call the parent/guardian to get verbal confirmation that another person has permission to pick up their child.
4. Students who are not picked up by parent/guardian or designated person will be taken home on their usual bus route.

**C. Railroad Safety**

Students should be aware that railroad tracks, crossings, and train equipment are hazardous areas. Always stay alert near tracks, obey all warning signals, gates, and signage, and never walk, run, or play on or near railroad tracks or trestles. Trains can approach from either direction at any time, require long distances to stop, and may be quieter than expected. Only cross tracks at designated crossings and never attempt to go around lowered gates or ignore active warning signals. Following these safety practices helps prevent serious injury or death.

## HARRASSMENT

Central School District #3 believes in a safe and secure environment. No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or protected group status. Any negative act, comment, remark, statement either verbal or nonverbal, through email/ text, or/and social media that unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment will not be tolerated and will be investigated. Examples include name-calling, using derogatory slurs, wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above, physical aggression.

## BULLYING

CUSD # 3 will provide all students with a safe school environment that facilitates learning. Bullying is an act of repeated verbal, technology based, or physical aggressive behavior in order to intentionally hurt another person physically or mentally. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. This includes comments based on race, color, national origin, age, sex, religion, or disability. Lack of intent (e.g. "It was only a joke.") shall not be a defense for justifying the comment or action to avoid punishment. CUSD # 3 will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Should a student feel they are being bullied, the student should inform their teacher or another adult, who will take the necessary actions to end the behavior. If the behavior continues, the building principal should be notified and further investigation and action will take place. Further, retaliation against those who seek remedies under this policy is prohibited and will be punished under the Student Discipline section of the Student Handbook.

Any faculty and staff member of a student at CUSD # 3 who has witnessed or has reliable information that a pupil or staff member has been subjected to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the Principal. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. The principal shall enforce the rules and implement consequences as deemed necessary.

Parents are encouraged to address any after school or off-site issues that arise from the misuse of social media concerning their child. Parents are encouraged to be proactive and contact the parents of any student involved in making a threat to their child outside of school. The parent should also contact law enforcement if a threat to their child's safety is made via social media outside of school. School officials may not request or require a student or his/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 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.

## WEATHER/EMERGENCY/LOCKDOWN DISMISSAL

In the event that school must be dismissed due to bad weather, equipment breakdown, or other unusual reason, the general public will be notified through KHQA, WGEM, and via the school phone messaging system School Messenger.

In the event of an evacuation, students will be transported to the designated evacuation sites. Parents will be notified through the School Messenger System when and where their student(s) can be picked up. If circumstances prevent the parent or legal guardian or emergency contact(s) from picking up their child, a school official will call the parent/guardian to get verbal confirmation that another person has permission to pick up their child. The parent/guardian or person responsible for picking up your student will NOT BE ALLOWED IN THE BUILDING. (This is to help eliminate chaos.)

Students who are not picked up by parent/guardian or designated person will be taken home on their usual bus route.

## HEALTH

### A. Examinations / Immunizations

- According to Illinois state law, all students entering pre-kindergarten, kindergarten, sixth, ninth, and twelfth (immunizations only) grade, and any students entering from out-of-state, must have a recently completed Illinois student physical examination and evidence of age required immunizations on file by October 15th.
- Any student entering the school district for the first time, and not in one of the above stated grades, must provide proof of physical examination and up to date, state of Illinois, immunizations within 30 days of enrollment.
- To be exempt from these requirements, an Illinois Certificate of Religious Exemption form must be completed, signed by a healthcare provider, and a personal statement attached and turned in to the school by October 15th if the student is in a grade that has health requirements.
- Illinois state law requires us to exclude all students from attending school who do not meet the physical and immunization requirement deadline until such physical examination, immunization records, and/or Religious Exemption forms are on file.
- Physical examinations must be completed by a licensed Illinois physician, nurse practitioner, or physician assistant and must have the parent/guardian portion completed and signed.

### B. Dental / Vision

- According to Illinois state law, all children in kindergarten, second, sixth, and ninth grade are required to have a dental examination on file before May 15th of the current school year. State law allows schools to withhold the final report card until proof of examination is received.
- According to Illinois state law, all students entering kindergarten are required to have a vision exam by an optometrist or a physician who provides complete eye examinations. Forms need to be submitted to the school no later than October 15. State law allows schools to withhold the first quarter report card until proof of examination is received.
- Waiver forms for dental and vision examinations are available by contacting the school nurse or can be found on the district website.

### C. Sickness

- When a child becomes sick or injured at school, the nurse or another member of the staff will administer first aid. If the condition warrants, a parent will be called to come for the child. It is important to keep Skyward updated with current telephone numbers and emergency contact information for these unexpected situations
- For the protection of all students and staff, the following guidelines should be followed:

1. Never send an obviously sick child to school.
2. A child with a severe sore throat, severe cough, vomiting, more than one episode of diarrhea, or fever of 100 or higher within the past 24 hours, should not be sent to school.
3. A child with a known communicable disease (strep, influenza, chickenpox, impetigo, measles, scabies, ringworm, etc.) should not be sent to school without the specific written approval of a doctor or a licensed health care provider.
4. Parents are encouraged to use common sense and good judgment when determining whether to send a child who has been ill with a cold or flu back to school.

- Please notify the school nurse if your child is diagnosed with a communicable disease, severe injury, or has surgery. The purpose of this is to protect your child, so the nurse can send notices to parents when a number of cases of a disease are reported (e.g. Strep, Mono, Flu, etc.), help make any needed accommodations in the case of an injury or surgery, and keep your child's health record current.
- Any doctor's note stating "may return when better" or "may return when fever free" is only valid for 3 days. At that time, a new note will be needed from a medical provider.
- The school must have a current emergency number to call in case a parent cannot be reached during the school day. Once the parent or emergency contact has been notified about a sick child, the child will need to be picked up from school within an hour unless otherwise arranged with the school nurse.
- When your child is sent home with a fever, diarrhea, vomiting, etc., they are unable to come back to school the next day. If a child presents to school who was sent home the previous day for any of these symptoms, the parent will be called to come pick up their child from school.

**D. Physical Education**

In order to be excused from participation in physical education, a student must present an excuse from his or her legal parent/guardian stating the medical reason for the excuse or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a board from honoring parental excuses based upon a student's participations in athletic training, activities, or competitions conducted outside the auspices of the School District. A physician's note must be obtained in order to excuse a student from PE after the third consecutive day of parental notes.

Any student that has been excused from PE based on physician's note may not participate in PE until he/she has been medically cleared to participate. The physician should clearly state the amount of days a student should not participate in physical education until the student has medical clearance.
Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

**E. Student Medication**

- Students should not take any prescription or non-prescription medication during school hours or during school related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents/guardians believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.
- Guidelines for the Administration of Medication at School:

1. Prior to a prescription or non-prescription medication being administered to any student, the "Authorization and Permission for Administration of Medication" form must be completed and signed by the licensed prescriber and the parent/guardian.
2. Medication authorizations are effective for current school year only.
3. It is the parent/guardian's responsibility to ensure that the licensed prescriber's orders, written request and medication are brought to the school.
4. The first dose of any new medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance the parent would be notified.
5. The school nurse shall review the written order and determine to accept the written order or seek further clarification of the order if necessary.
6. Medication must be delivered to school by a parent/guardian or responsible adult. Medication may also be delivered to school by a pharmacy.
7. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber. Prescription medication shall display: Students name, Prescription Number, Medication Name and Dosage, Administration route, Date of prescription and refill, Licensed Prescriber's name, Pharmacy name, address, phone number, and Name or initials of Pharmacist. Over the counter medication must be in the original unopened container with the label intact. No medication will be given past the expiration date on the container.
8. Any changes in dose, time, or directions must be in writing from the licensed prescriber.
9. Students will be evaluated on an individual basis regarding the need to carry and self-administer an asthma inhaler/EpiPen. Both the Physician and Parent Authorization and Request for self-administration of asthma inhaler/EpiPen must be completed and signed. The parent/guardian must supply the appropriate medication. The student is encouraged to document frequency of use while at school.
10. The parent/guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.

- As stated in Public Act 097-0361 and 102-0413 (105 ILCS 5/22-30 and 5/2-3.182 (a-g)), under the standing-order established by C.U.S.D. #3, and under a standing protocol from a licensed physician: When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse or trained designee may utilize the school districts epinephrine auto –injector to respond to an anaphylactic reaction.
- The parents/guardians of the pupil signs a statement in Skyward during registration acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil or administration or use of an epinephrine auto-injector regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician's assistant, or advanced practice registered nurse. The parents/guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student or administration of emergent medication by district designee. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. Refer to the school website, health section for the complete policy.

**F. Vision and Hearing Screenings**

- The purpose of the Vision and Hearing Screenings is to identify children who *may* have a Vision or a Hearing problem. You will be notified if your child failed the screening. If your child passed, this screening should not replace an eye appointment with an eye doctor. Vision screening does not evaluate eye health and important vision skills needed for success in school. Only an examination by an eye doctor can identify eye and vision problems and prescribe treatment.
- Grades screened for vision are: Pre-k, Kindergarten, Second, Eighth, and Special Education students from all grades. Children who wear glasses or children who are under care of an eye doctor will not be screened.
- Grades screened for hearing are: Pre-K, Kindergarten, First, Second, Third, and Special Education students from all grades.
- Also screened for vision/hearing are any referrals from teachers or parents in grades not normally screened, and new students who have not been previously screened.
- Vision and hearing screenings are conducted each school year by the school nurse who is a certified Hearing and Vision Technician.

**G. Lice**

- Central CUSD #3 will support families by emphasizing prevention, early detection and education as the best methods in controlling head lice. Children will be screened at school if lice are suspected or as a result of a reported case.
- When a student is found to have live lice:
  1. The parent/guardian is notified that live lice are present and asked to pick up their student at school.
  2. Parent Letter that includes instructions for treatment of live lice and if needed, nit removal will be given to the parent/guardian.
  3. The parent/guardian is instructed that the student must be treated before returning to school. A parent will be required to bring the student to school after treatment has been done to be checked by the nurse.
  4. Determine if the student has siblings in the district. If yes, siblings will be checked by their school's nurse.
  5. Students will be re-examined by the school nurse upon returning to school. Students with live lice will not be allowed to return to school until they are lice free. Parent will be instructed to remove all live lice before the student returns to school.
  6. If nits are found, the parent is notified and encouraged to continue daily combing with nit comb. Student will continue to be checked at school for nits by school nurse for at least two weeks. If the number of nits fails to decrease during the monitoring period, a parent will be called to pick up the student. This absence will be unexcused.
  7. Students who are re-examined and who do NOT have live lice will remain at school and continue to be checked at school for lice/nits by school nurse for at least two weeks.
  8. Students found to have live lice on re-examination will once again be sent home from school. This absence will be unexcused.
  9. After long breaks from school, such as Winter/Spring break, the school nurse will check previously infested students' heads.
- Respect for sensitivity and maintenance of privacy of students and parents/guardians regarding head lice will be expected by all staff.
- Students who have missed 6 unexcused days of school related to live lice will be referred to the Adams County Regional Office of Education Truancy Department. The first day a student is sent home from school for live lice will be considered an excused absence. All absences after first occurrence related to live lice will be considered an unexcused absence. Students with open scalp lesions/signs of infection with live lice and/or nits will be reported to DCFS hotline.

## SOCIAL EMOTIONAL LEARNING AND STUDENT SUPPORT SERVICES

As part of our commitment to fostering a supportive learning environment, our school provides a range of general education services to support students' social and emotional development. These may include classroom lessons, individual check-ins, or small group activities (such as lunch groups or skill-building sessions) facilitated by qualified staff.
These services are part of the general education program. Families will be informed if their child is participating in an ongoing small group or individual intervention.

## SPECIAL STUDENT SERVICES

Central CUSD 3 provides a free public appropriate education to all students with disabilities residing within the District, required under the Individuals with Disabilities Act (IDEA), provisions of the Illinois School Code, the Rehabilitation Act of 1973, and the American Disabilities Act.

For students eligible for services under IDEA, Central CUSD 3 shall follow procedures for identification, evaluation, placement, and delivery of services as provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education.

Local education agencies must make logs that record the delivery of related services administered under the child's individualized education program and the minutes of each type of related service that has been administered available to the child's parent or guardian at any time upon request of the child's parent or guardian. Related services for which a log must be made are: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. The local education agency must inform the child's parent or guardian within 20 school days from the beginning of the school year or upon establishment of an individualized education program of his or her ability to request those related service logs.

For those students who are not eligible for service under IDEA but, because of a mental or physical disability as defined by Section 504 of the Rehabilitation Act of 1973, need accommodations or related services, Central CUSD 3 has a system of procedures for identification, evaluation, and educational placement for such students. Parents should contact their child's building principal to discuss programs and services available.

## TESTING/ASSESSMENT PROGRAM

**DIAL** (Developmental Indicators for the Assessment of Learning) **Screening** is available free of cost to all three and four-year olds each April through the joint efforts of the Adams County Special Education Association and the Central CUSD 3 Pre-Kindergarten program.

**RTI –** Response to Intervention

- Tier I – Universal Instruction – all students receive this instruction
- Tier II – Small group supplemental instruction relating to the needs of the group
- Tier III – 1 on 1 instruction on the individual needs of the student

**Special Education Evaluations** are available for all students starting with age three through a referral process.

The IAR (Illinois Assessment of Readiness) is required during the school year. This assessment will be administered to all state-designated grade level students ($3^{rd}$-$8^{th}$) unless a student's Special Education I.E.P. details otherwise. Assessments are in the core areas of English and Math. Parents/guardians will receive a record of the results of these assessments.

**Assessments and/or reading level benchmarking** will be performed throughout the school year.

**Speech Screenings**
All Kindergarten and 3rd grade students will be screened for language and/or speech sound errors at the beginning of the school year.

**MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENT/STUDENTS**
Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Camp Point Community Unit District #3 will claim Medicaid reimbursement for services provided. These claims will have no impact on parent's ability to receive Medicaid funding either now or any time in the future.

If you do not object to this release of information related to Medicaid claims for your child, do nothing.

**ATTENDANCE**
Daily attendance is essential to each student's academic growth. While we will make every effort to encourage attendance, ultimately this responsibility rests with the parents / guardians. Regular attendance will prove beneficial both academically and socially.

**A. Metal Detectors/Wands**

- All students entering the junior high and high school will be required to enter through metal detectors the first time they enter the building for school every day and anytime they must leave the building unsupervised and come back in.
- All bags must go through the metal detector. If there is something in the bag that will make the metal detector go off, for example the school issued computer, you must remove it from the bag so it can be checked by staff.
- If the detector alerts while a student passes through, the staff members monitoring the detectors will have the student step aside and assess why the detector went off. The student may be asked to go through the detector multiple times to determine the reason.
- Wands may also be used to check a student for weapons, paraphernalia, and contraband.

**B. Absences**
**Verification of Absence** is necessary should your child be absent from school for any reason, it is ***your*** obligation to call or contact the school's office. The school must call the parent if the parent has not informed the school about the absence. You may be called at your work before 10:00 am if you have not notified the school when your student is absent.
If no parental communication about an absence occurs, the student must present a parent-signed absence note the next morning of attendance. The absence will be considered unexcused if no absence note is provided within three (3) days following a missed day of school. Any notes submitted after three (3) days will still be accepted but the absence will remain unexcused. Following the **third (3rd) student absence per quarter, or twelfth (12th) absence per year a doctor's confirmation and parental communication** are required for a student's absence to be considered excused. Parents will be notified of accumulated absences. Excessive absenteeism will be reported to the Adams County Truant Officer.

If a child is absent from school, they are not permitted to participate in or attend any after school activities on that day.

**Emergency Contact Information** is necessary and according to the Illinois School Code, parents are required to furnish two other telephone numbers that the school may call concerning their child if he/she is absent or where we may call or send your child if he/she becomes ill at school and we cannot reach you. Please be sure these emergency contacts know you have given us their number to call. If you or they have a change of address/telephone, please notify the school office so our records may be updated.

**Illinois School Code** authorizes student absence from school for "valid cause"

1. **Excused Absences-** Students will receive an excused absence for the following reasons:
    a. Illness of student
    b. Doctor's/dentist's appointment: We would appreciate every effort to schedule dental/medical/optical appointments outside of the regular school day.
    c. Court appearance
    d. Funeral
    e. Family emergency
    f. Observance of a religious holiday
    g. Quarantine
    h. Pre-approved Anticipated Absence
    i. Mental Health Day: Students are allowed up to five (5) excused mental health days per year without a doctor's note. On the second mental health day, the student may be required to meet with the school counselor to discuss what supports may be needed for their mental health.
    j. Civic Event: $5^{th}$ – $12^{th}$ grade students are allowed one (1) excused absence per year to engage in a civic event. Proof of attendance may be required.
    k. College Days – Juniors and Seniors are allowed two college visits. This includes shadowing. Additional days must be approved by the principal.

**Make-up Work for Absences**

Whenever a student returns from an absence, he/she will have the same number of days absent to complete and turn in the missed assignments once the list of missing assignments has been gathered.

For example, if a student is absent on Monday and Tuesday, he/she will have Wednesday to collect the missed assignments.
The student will then have until the end of the day on Friday to turn in any missing assignments.

**At the end of quarters 1 - 3, if a student is absent, the student will have up to 5 school days to make up missing assignments. Any work not completed by the designated cut-off date will result in a zero.**

**At the end of the year, any missing or outstanding assignments must be completed by one week prior to the last day of student attendance.**

**It is the student's responsibility to secure and complete** all make-up work. Sometimes arrangements must be made for make-up tests or quizzes; students must arrange this with their teachers.

If parents or students prefer to call the school to obtain assignments on a day of absence, **such request must be made early in the morning preferably between 8:00 and 9:00 -** to facilitate the gathering of the work. Requests made later in the morning cannot always be honored. Students and parents may also find assignments by going to the district's website, www.cusd3.com, and clicking on the teacher's Planbook page.

Even if make-up work has been sent home during a period of absence from school, it is the **student's responsibility** to check with all teachers as to additional make-up work immediately upon return to school.

2. **Anticipated Absences** Absence from school for reasons other than those listed above must be approved by the principal. Pre-arranged absences for two (2) or more consecutive days will be approved for no more than five (5) total days in a school year. Anything beyond 5 days can be approved, if the principal feels the absences will not negatively impact the student's education.

   The student's parents must complete a Pre-Arranged Anticipated Absence form at least one week in advance. If approved, the office will process a pre-arranged absence form so that assignments can be recorded for the student; the form will be copied and retained for future reference. If the absence is not recommended, documentation will be kept in the student's records.

   **For any anticipated absence for students who are missing class due to a school function or activity, they must get their homework in advance. That homework is due at the same as those students who did not attend that function or activity.**

3. **Deer Hunting Absence:** Students who bring a note from a parent and a valid IL permit, at least one week in advance, will be excused for opening day of first shotgun season.

4. **Unexcused Absences** Students will receive unexcused absence for any absences not listed as excused, those exceeding five (5) days of anticipated absence, or failure to provide doctor's confirmation following the third absence per quarter or 12th absence per year, a doctor's confirmation and parental communication is required for a student to be considered excused. Students who are unexcused from school will not be allowed to make up missed work.

5. **Excessive Tardies** For the purpose of attendance, six (6) tardies to the start of the school day will result in one (1) unexcused absence.

6. **Drop Letter** Students who are age 17 or older and at 8 unexcused absences can be dropped from the roll at Central due to non-attendance. Students may petition to re-enroll.

**C. ACT (Abolish Chronic Truancy) Adams County Truancy Ordinance**

Regional Office of Education #1 truancy specialists have created a highly effective intervention program to address compulsory school attendance laws in Illinois. It is called the **Abolish Chronic Truancy** Program or ACT. The ACT Program is designed according to Illinois Public Act 93-0858 in the school code that authorizes the Regional Office of Education's role in abolishing chronic truancy in our schools. The law provides authority to lawfully notify families of students with truancy issues and to hold legal hearings by the Regional Office of Education regarding chronic truancy.

Three separate notices from the Regional Office of Education will be sent to families displaying emerging patterns of truancy.

- The first notice informs families that a truancy problem exists, offers general support to address the attendance problems and gives official notice that continual and consistent attendance is expected throughout the remainder of the year.
- A second notice is sent if truancy continues. Specific recommendations to deter truancy are made, parental involvement is strongly suggested and objectives are clearly stated.

- The third notice is the final appeal to parents, encouraging them to take proactive steps to stop their child's truancy or to face legal interventions. This is the last chance for parents to voluntarily correct the truancy situation.

If the three notices and supportive measures prove ineffective in deterring the truancy, a Notice to Appear summons will be issued to the family. This Regional Office of Education hearing will examine the family's failed efforts to stop the truancy and discuss further actions to improve attendance. At the hearing, a service plan could include an order to accept referral services to an agency for assessment and possible counseling or other beneficial services.

Failure to comply with the requirements set at the Regional Office of Education hearing would then result in a truancy ticket request to local law enforcement. The parent of the truant student could be ticketed if the child is under age 13. In most cases a truant student, age 13 and above, would be held responsible. Additional truancy tickets could be issues for continued truancy.

**D. Tardiness**

Students who arrive late to school cause unnecessary interruptions to the learning environment. A student will be counted tardy if he/she arrives after 8:10 a.m. If your child is tardy, he/she must report to the office with a note stating the reason for the tardiness.

Please be aware that tardiness can and will be considered in the same legal view as truancy. Four (4) tardies equal one (1) unexcused absence. Cases of repeated tardiness will be addressed through the same manner as truancy. Students who are not in regular attendance and who are truant will be reported to the Adams County Truant Officer, and may be referred to the counselor or social worker.

**E. Late Arrival / Early Dismissal**

- Central schools are closed campuses. Upon arrival, students must remain through the end of the day or their last class.
- Students entering the building late or leaving the building early must sign in or out and receive approval.
- You **must** notify the school by note or phone call if someone other than the parent or legal guardian will be picking up your child from school. This change can only be done by the custodial parent or guardian.
- If a child is to go someplace other than to his/her home, a note to school or call from parent or guardian is required. A student's statement of change of end of the day plans will not be acceptable.
- No student will be dismissed early without a note or phone call to the school office. Children are not to leave the school grounds during school hours.
- Non-bus riding students wishing to ride a bus must bring a note from home or call from parent/guardian explaining the need for transportation. Only with the principal's authority may a non-bus riding student ride a bus.
- Bus students who may need to ride a different bus must secure permission from the principal upon receipt of a note or call from home.
- When picking up your son or daughter, please report to the office and refrain from going down the hallway to the classroom. Visitors are asked to remain near the office, and the student will be brought to you. You can also call when you arrive and someone will escort your child out of the building.

**HOME AND HOSPITAL INSTRUCTION**

Extended medical absence with a return date:

- A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of an extensive medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. In order for school officials and staff to better serve homebound or hospitalized students, the physician's written statement should include a diagnosis, a list of symptoms that would/could manifest in the instructional setting, and a transition plan for a return to school. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Extended medical absence <u>with no planned return</u>:

- A student unable to attend school due to a medical condition will be provided with home instruction, correspondence courses, or other courses of instruction for the necessary leave as determined by a physician. Extended leaves, longer than a quarter, will be reevaluated each quarter and additional medical documentation will be required. Periodic conferences could be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school. While students are on extended medical absence, they will not be eligible for extra-curricular activities, social functions, QAVTC classes, field trips, or other school sponsored events without previously arranged permission from the principal.

Parents seeking home or hospital instruction should contact the principal to obtain the proper paperwork. Receipt of this paperwork will allow the school to begin the 5-day timeline for response to the student's need.

## DISCIPLINE POLICIES

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the District shall be such that the administration and the teachers shall demonstrate fair, justice, and flexible attitudes and disciplinary efforts toward all District students.

## 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 and vapes.
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's 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's 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's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited 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. School officials may search a student based upon reasonable suspicion that it will turn up evidence that the student has violated the law or school rules.
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. 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.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. 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.
11. Expulsion from school and all school activities for a definite time period not to exceed two 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.
12. 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.
13. 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. Prior to receiving a disciplinary action, the student shall be given the opportunity to deny or explain his or her misconduct to the classroom teacher and/or building administrator.

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 5/241).

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 theatre, 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. State Police (ISP), and any involved student's parent/guardian. *School grounds* includes 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.

**SUSPENSION/EXPULSION**

**A. IN-SCHOOL SUSPENSION**

1. Students receiving in-school suspensions will report at 8:10 A.M. to the room assigned on the day and date assigned with work materials and assignments from teachers. Any work completed during the day for credit will be turned in at 3:00 P.M. and given to the teachers for 100% credit of the grade earned. Failure to observe this time line will result in no credit being issued.

2. Failure to follow posted rules and regulations will result in additional days being assigned or the assignment of an out-of-school suspension.
3. Students will be given one restroom break at mid-morning and mid-afternoon. Sack lunches may be brought, given to the supervisor, and will be eaten in the ISS room or a student may purchase a school lunch and bring it to the suspension room. Meals will be eaten under supervision during the appropriate lunch hour.
4. Students assigned to in-school suspension may participate in after school or evening school activities including athletic practices or games.

### B. OUT-OF-SCHOOL SUSPENSION

The Superintendent or the building principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. **If a student is suspended, any missing homework will be turned in on the day he/she returns to school. After one day a zero will be issued for any missing work. Class participation points may be deducted for each day of a suspension**.

### C. EXPULSION

The school board is authorized to expel a student guilty of gross disobedience or misconduct for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*.

## ***Internet, Network and Computer Acceptable Use Policy***

## INTERNET, NETWORK AND COMPUTER USE

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

All 1st – 12th grade students will be issued a school laptop for use during the school day. No student will be allowed to bring a personal electronic device, laptop, etc., to use or access the school's internet servers or filtering software. Technology usage by students is considered a privilege. Technology misuse will result in loss of that privilege for a length of time depending on the seriousness of the violation. Parents and students must read, understand, and sign the "Acceptance of Handbook Policy" form digitally through Skyward.

-According to Illinois State Law Number (105 ILCS 5/27-13), information regarding internet safety education is required for all students grade 3 and above. Students will receive internet safety information over the school year.

### Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

**Acceptable Use**

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

**Internet Safety**

According to Illinois State Law Number (105 ILCS 5/27-13, information regarding internet safety education is required for all students grade 3 and above. Students will receive internet safety information over the school year**.**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,
2. Student safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities, and

   limiting unauthorized disclosure, use, and dissemination of personal identification information.

**Use of Artificial Intelligence**

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

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

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must use an approved tool and have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP), 504 Plan, or other approved accommodation.

Students may not enter private, confidential, or identifying information about themselves or another person into an AI tool.

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

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. AI-detection results may be considered along with drafts, revision history, student explanations, sources, and other relevant evidence. An AI-detection result alone will not determine that academic dishonesty occurred.

**Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* when registering in Skyward before being granted unsupervised use.

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All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**STUDENT RECORDS**

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grants students and parent(s)/guardians(s) certain rights, including the right to inspect, copy, and challenge school records. The District may release directory information to the general public as permitted by law at the District 's discretion, but parent(s) / guardian(s) shall have the right to object to the release of information regarding their child; such objections must be submitted in writing to the principal. Directory information shall be limited to: Name, address, grade, birth date and place, parent(s)'/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations and athletics, major field of study, period of attendance in school.

This handbook serves as official parent notification of their right to decline the release of their child's directory information. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student.

If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

**STUDENT RECORDS - TYPES**

In compliance with state and federal law, the District shall maintain two sets of student records.

1. A permanent record which shall include:

- Basic identifying information (Birth Certificate)
- Academic transcripts
- Attendance record
- Immunization / Health Records pertaining to enrollment

Additionally, the permanent record may include:

- Honors/awards
- Participation in extracurricular activities

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the district.

2. A temporary record shall include:

- Information regarding suspension and expulsions for drugs, weapons, or bodily harm to another.
- Scores on State Assessment Tests
- Information pertaining to release of this record
- Accident/health reports not pertaining to enrollment
- DCFS reports
- Home Language Survey

A temporary record may also include:

- Family background information
- Intelligence/aptitude scores
- Reports of psychological evaluations
- Achievement test results
- Participation in extracurricular activities
- Honors/awards
- Teacher anecdotal records
- Other disciplinary information
- Special education files / 504 Plan and documents
- Information from non-educational persons, agencies or organizations that is clearly relevant to the student's education

Information in this record shall reference authorship and date. Temporary records shall be maintained for at least five (5) years, or upon a student's change in attendance centers, the student has graduated, withdrawn, or transferred from the district, whichever occurs first, to verify entries and correct any inaccurate information.

**STUDENT RECORDS – ACCESS**

A student or the parents/guardian of a child under eighteen (18) or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's record. The District shall notify students and the parents/guardians of such rights upon the initial enrollment or transfer of a student to the District. In case of divorce or separation, both parents shall have this right unless a court order indicates otherwise. The District may charge the actual cost, provided that the costs not exceed $.35 per page, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within ten (10) days of the District's receipt of such a request.

The parents/guardians or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Regulations on Student Records, 23 III Ad. Code 375.90.

Before destroying or deleting information in the records, the Superintendent or his/her designee shall notify the parents/guardians and student and shall provide an opportunity for the parents/guardians or student to copy such information.

The District shall grant access to information included in student records to persons authorized or required by state or federal law, provided that:

1. The person submits to the District appropriate identification and a copy of the authorization papers;
2. The parents/guardians receive prior written notification of the nature and substance of the information to be released. The parents/guardians shall be given the opportunity to inspect, copy, and/or challenge the information. When the release of information relates to more than 25 students, the District may give prior notice through local newspaper or general publication.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parent or student except that the District shall grant access:

1. To another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred.
2. Pursuant to a court order. In such cases, the District shall notify the parents/guardians and student of the release of such information;
3. To an employee of the District or an employee or official of the State Board of Education with a legitimate educational or administrative interest;
4. For research, if the State Superintendent's permission has been given and no student or parent can be identified from the information released.

In cases of emergency, to protect the health or safety of a student and others and within the regulations of the State Board of Education, student records or information contained therein may be released. Under emergency circumstances, the District shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency, and the importance of acting quickly.

**C.U.S.D. # 3 TRANSPORTATION**
**Erica Smith, Superintendent**
**Rick Voss, Transportation Manager**

Safe transportation of pupils to and from school is of vital concern to Board of Education members, administration, teachers, students, parents and last, but not least, bus drivers. It is also a recognized fact that everyone is involved in providing for safe transportation, not just bus drivers.

The Board of Education plans for safety by buying buses that are constructed with the latest safety features, hiring competent drivers and setting bus rules. The current rules are:

1. Follow all bus driver directions
2. Basic school rules will be followed. (Examples: tobacco in any form, dangerous items or weapons, disruptive belongings, disruptive behavior, etc. are totally unacceptable)
3. Stay seated.
4. Keep head, hands, feet and all belongings inside the bus.
5. Use proper language.
6. No food or drinks allowed on the bus.

The main objective of our transportation system is to provide all eligible students a safe and comfortable ride to and from school. In an effort to obtain this objective, good discipline must be maintained on the school bus at all times.

If a student does not need picked up in the morning, the bus driver should be informed in advance. If a student is NOT at the pickup location without prior notification three days in a row, the driver will not stop for that student anymore until the bus driver is notified that the student needs picked up.

"Horseplay" of any kind will not be permitted. The school bus driver must maintain good discipline and report any activity or conduct on the part of a student, which would jeopardize himself or other students to the building principal.

The following is the procedure that will be followed:

- First time offenders may be given verbal warning, corrective measures and the incident will be documented and reported to the principal.

- On the second offense, both the principal and driver will correct the student and the student's parents will receive notification of possible suspension of student's riding privileges.

- Third time offenders may be suspended for a period of up to 10 school days with notification of such action given to parents.

- If the aforementioned action fails to convey meaning to a particular student, then full suspension as provided by Article 10 par. 22.6 section (b), Suspension or Expulsion of Pupils of the Illinois School Code may be imposed.

Any behavior displayed on a school bus that is of such a nature that the immediate and continued safety of the passengers, driver, or bus is in jeopardy will be addressed without regard to any or all of the above warning or corrective steps.

Working together, **we** can provide safe transportation with pride and a positive attitude.

**TITLE I INFORMATIONAL LETTER**

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 3
2110 HWY 94 N
CAMP POINT, ILLINOIS 62320

Telephone 217/593-7116 Fax 217/593-7026

**Erica Smith,** Superintendent

Dear Parent/Guardian:

In accordance with the ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Central School District #3 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.
If you have any questions, please feel free to contact Erica Smith, Superintendent, at the following phone number 217-593-7116.

Sincerely,
Erica Smith, Superintendent

# CENTRAL EARLY CHILDHOOD

Whether you are a new or returning student, we look forward to the months ahead during which we will grow as a learning community. Our staff is here to assist each student in his or her academic and social/emotional development.

**Central Early Childhood's Mission**

At Central Early Childhood, we nurture growth, inspire learning, guide problem-solvers, and prepare our students for success through encouragement, high expectations, and positive family and community partnerships.

**Central Early Childhood's Vision**

Growing. Nurturing. Inspiring. Every Panther, Every day.

**EXPECTATIONS**

Here at Central Early Childhood, we are REPSECTFUL, RESPONSIBLE, AND SAFE. That's the PANTHER WAY!

**OUTSIDE EXPECTATIONS**

- Play in designated/assigned areas only.
- Students are not to leave designated play area without permission from the supervisor.
- Students must ask permission from the supervisor to re-enter the building once they have gone out to play.
- No throwing of an object, such as rocks, snowballs, rubber chips, etc.
- Skateboards, roller skates, and personal sports equipment are not allowed on the playground during the school day.
- If a playground ball should go out into the street or over the fence, report this to an adult on duty.
- All equipment must be used in a safe manner. Inappropriate, dangerous, and irresponsible behavior will result in consequences.
- Students must have appropriate clothes for cold weather.
    - 5 Essentials for playing in the snow. (Jacket/coat, hat, gloves, snowpants, boots)

*Outside Consequences for not following the expectations*

- Students will be given one warning.
- If a student is unsafe to themselves or others, they will be given a time to regulate.
- If student continues behavior, he or she will receive written documentation.
- If the behavior happens again, he or she will go to the principal's office where the situation will be evaluated.
- Student will be given one warning by the principal and offense will be recorded in writing. The principal will decide if further disciplinary actions are needed.

**ELECTRONICS**

**Once the student enters the building, cell phones/tablets are to be turned off**. Students will be allowed to have a turned-off cell phone/tablet in their book bag. Please note that students do not have lockers to secure their personal items. **Students are not allowed to have cell phones on or text message during the school day.** All personal technology should be turned off. The first violation of this rule will result in a warning and the phone or technology will be taken away and given to the office. It then may

be picked up by the student at the end of the day. The second and third offence will result in the phone or technology being taken from the student, disciplinary action, and a parent must pick up the phone or technology.

## PARKING

Visitor parking area is available along the street. The horseshoe drive is reserved for bus traffic only from 7:30-3:30.

## ACADEMICS

***Grading & Report Cards***

Report cards are sent home each quarter. Midterms will be sent home for any area indicating a Needs Improvement to keep parents informed. Reports will be sent to non-custodial parents upon written request. This request must be made in the school office with the proper papers filed.

Grades are determined by a pre-selected list of determiners for each course of study. The following district grading standards will be used to determine report card grades:

### GRADING SCALE

| | | |
|---|---|---|
| E | Excellent | Completes Masterful Work |
| S + | Satisfactory + | Completes Proficient Work |
| S | Satisfactory | Completes Proficient Work |
| S - | Satisfactory - | Completes Proficient Work |
| I | Improving | Understanding with Gaps |
| N | Needs Improvement | Little to No Understanding |

## DISCIPLINE

We operate under the philosophy of PBIS (Positive Behavioral Interventions and Supports). Our three positive behavior are:

- Be Respectful
- Be Responsible
- Be Safe

### A. PROGRESSION OF BEHAVIORAL DISCIPLINE

Teachers shall maintain discipline in their classroom. The teacher will lead a safe and secure environment for their students. Each individual teacher will use his/her professional judgement to monitor appropriate behaviors in all areas of the school, not just the classroom. Students will not be left unsupervised at any time. With building a relationship with parents, the teacher will communicate concerns they are having with a student.

Common procedures to follow before being removed from the classroom:

1. Establish classroom expectations. Post the matrix and classroom expectations for students and guests to see. Students will be reminded often of expectations in the classroom and the building.
2. The student will be warned individually of specific infractions (recorded classroom/office management documentation).
3. If behavior continues, student behavior will be documented in Skyward. All parents can access individual documentation on behavior in Skyward.

4. **Teachers will contact parents and build a relationship to work on finding the best positive behavior interventions for a student.** As a team, the teacher and parents will come up with ideas to support the student's behavior.
5. **Expectations will be shared with student before removal from the classroom.**
6. Teacher will communicate with principal with classroom records, which will lead to office management.
7. Principal will work with teacher to come up with a plan to get the student back to the classroom.
8. Principal will communicate with parents.

**B. SUSPENSION/EXPULSION** **see p 28**

**DRESS CODE/STUDENT APPEARANCE**

Any student who arrives at school or any school function, which constitutes a health or safety hazard or attracts undue attention which is disruptive to the normal school routine, will be removed from the classroom or activity until the problem can be remedied.

**APPEARANCE GUIDELINES** include but are not limited to:

1. Clothing or jewelry that displays drugs, smoking/tobacco, alcohol, inappropriate or derogatory sayings/phrases, obscene language/symbols/numbers/slogans, sexual innuendos, supports violence or hatred, or is gang or cult-related is prohibited.
2. Halter-tops, spaghetti strap shirts, low necklines, pants or shorts with words across the rear-end, bare midriffs, and backless shirts are unacceptable. If, when the student's arms are raised above the head, a shirt exposes the abdomen or back region that shirt will be considered unacceptable. Both shoulders need to have a strap.
3. Shirts with cut off sleeves and/or shirts with enlarge arm holes are not allowed.
4. Outerwear such as hats, caps, bandanas, coats, backpacks, and sunglasses are not to be worn during school hours.
    a. Hats and sunglasses are allowed when students are outside.
5. Pants/shorts/skirts of inappropriate/immodest condition or length are prohibited.
6. Chains, pointed or studded jewelry or clothing are prohibited.
7. No body drawings with ink, marker, face paint, etc.

Students may:

1. Display religious messages on items of clothing to the same extent they are permitted to display other messages;
2. Wear attire that is part of the student's religious practice;
3. Wear or display expressive items, such as a button, as long as such items do not contribute to disruption by substantially interfering with discipline or with the rights of others; and
4. Wear the uniform of a nationally recognized youth organization such as Boy Scouts or Girl Scouts on regular meeting days.

No student shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to wear a uniform because of:

1. Personal choice;
2. Insufficient time in which to comply with this policy;
3. Financial hardship;
4. Hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists;
5. Graduation attire or accessories to graduation attire associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q); or
6. Religious objection by the student's parent/guardian to the student's compliance with this policy or the applicable uniform, if they have provided the Superintendent with a signed

statement detailing their objection.

**PARTIES/SPECIAL EVENTS**

It is fairly common, especially in the lower grades, for a child to desire to share his/her birthday with the class. Since we have a very full schedule in our school curriculum, this observance must be kept to a minimum. The teacher should be informed so that the class can recognize the birth date. A treat may be sent for their classroom only, which will be given to the children at a teacher-designated time. Any gifts such as balloons, flowers, etc., will be kept in the office until dismissal time.

**NEWSLETTERS/COMMUNICATION**

Classroom information is sent home to inform families via newsletters, social media, email, Class DoJo, or Skyward. The principal uses a monthly calendar, Skyward, and social media (Facebook- Central Early Childhood Panthers) to inform parents about upcoming events and what is going on at school.

**LOST AND FOUND**

Students and parents are ultimately responsible for all personal items brought to school. Please mark coats, hats, etc., so these items may be returned to their owners. We discourage students from bringing in valuable items, as such items can be damaged. Any clothing or other personal items found in school will be in the lost and found location.

**OTHER CENTRAL EARLY CHILDHOOD EXPECTATIONS**

- While on school property, students are subject to the authority and direction of any and all teachers and staff members at all times.
- The supervising staff member or the principal has the right to ask students to not bring items to school or on the bus from home if it is believed to be disruptive or potentially dangerous.
- Children living in town are to leave the school grounds at dismissal and go directly home. With their parents' permission, students may return to school grounds only after all buses have departed.
- We do not supervise the playground after the evening buses depart. Students are not allowed in the school after school hours unless accompanied by a school employee.
- When dropping off and picking up students, parents should park along the street. Parents will walk to the southeast gym door for afternoon pick-up. In an effort to protect all of our students, private vehicles are not to use the school's driveway (horseshoe) between 7:30 and 3:30.
- No toys, games, radios, audio or video equipment, guns or other weapons (real or toy), sports equipment, electronic paging or game equipment, or cameras are permitted at school without teacher authorization. Students are strongly encouraged to keep personal possessions that reflect important value or worth at home.
- No pets or animals are allowed at school unless arrangements with the teacher and principal's approval.
- Bicycles are not to be ridden on the school grounds during school time. Students riding bicycles must park them in the bike rack. Bike riders are to ride bicycles directly home after dismissal from school.
- **All students entering school should be potty-trained and able to clean themselves afterwards.**
- Cheating, gambling, theft, vandalism, and profanity *cannot* and *will not* be tolerated; instances of such will bring appropriate disciplinary measures.
- Lunchroom food (purchased at school or brought from home) is to be consumed at lunch. Bringing food/eating at other times is not permitted without teacher authorization (including candy or gum).

Fidget spinners, cubes, or other similar hand-held toys are prohibited during the school day unless written as an accommodation in a student's IEP or 504 Plan.

# CENTRAL ELEMENTARY SCHOOL

It is our mission to meet the needs of each student in a caring atmosphere of mutual respect. This shall be the shared responsibility of students, staff, family and community as we encourage lifelong learning. Our goal is to provide each student with skills necessary for continued academic and social growth.

Whether you are a new or returning student, we look forward to the months ahead during which we will grow as a learning community. Our staff is here to assist each student in his or her academic and social/emotional development.

## ACADEMICS

### *Grading & Report Cards*

Report cards are sent home each quarter. Midterms will be sent home for grades below 74% or indicating Needs Improvement to keep parents informed. These must also be signed and returned. Reports will be sent to Non-Custodial Parents upon written request. This request must be made in the school office and the proper papers filed.

Third grade is seen as a transitional year between the use of satisfactory, unsatisfactory, improving, and the use of letter grades.

Grades are determined by a pre-selected list of determiners for each course of study. The following district grading standards will be used to determine report card grades:

***GRADING SCALE***

E / A =100
S+ / A =99-92.5
S / B =92.49-84.5
S- / C =84.49-74.5
I / D =74.49-66.5
N / F =66.4-0

## DRESS CODE

- Students' attitudes and behaviors are greatly affected by their mode of dress and grooming style. Students are encouraged to exercise good taste and consideration of others in selecting school clothing. Parents are strongly encouraged to monitor their son's/daughter's attire to ensure that they dress in a manner that is appropriate for a school situation. Any shirt or clothing that contains an unacceptable printed message or advertises alcohol or tobacco products is inappropriate for school use.
- Any student who arrives at school in clothing that is disruptive, unsafe, or beyond standards of decency will be removed from the classroom until the problem can be remedied.
- Hats or head coverings are not allowed to be worn in the school building, but they may be worn to outside activities like recess.

## ELECTRONICS

**Once the student enters the building, cell phones/tablets/Smartwatches are to be turned off**. Students will be allowed to have a turned-off cell phone/tablet in their book bag. Please note that students do not have lockers to secure their personal items. **Students are not allowed to have cell phones on or text message during the school day.** The first violation of this rule will result in a warning and the phone or technology will be taken away and given to the office. It then may be picked up by the student

at the end of the day. The second and third offence will result in the electronic being taken from the student, disciplinary action, and a parent must pick up the phone or technology.

## EXPECTATIONS

Here at Central Elementary School, we are REPSECTFUL, RESPONSIBLE, AND SAFE. That's the PANTHER WAY!

***After School:***

Children living in town are to leave the school grounds at dismissal and go directly home. **With their parent's permission, students may return to school grounds only after all buses have departed.** *We do not supervise the playground* after the evening buses have departed. Students are not allowed in the school after school hours unless accompanied by a school employee.

***Playground Expectation:***

- Play in designated/assigned areas only.
- Students are not to leave designated play area without permission from the supervisor.
- Students must ask permission from the supervisor to re-enter the building once they have gone out to play.
- No throwing of an object, such as rocks, snowballs, blue chips, etc.
- Skateboards, roller skates, and personal sports equipment are not allowed on the playground during the school day.
- If a playground ball should go out into the street or over the fence, report this to an adult on duty.
- Rough play will not be tolerated.
- All equipment must be used in a safe manner. Inappropriate, dangerous, and irresponsible behavior will result in consequences. The principal will handle serious offenses.
- Students must have appropriate clothes for cold weather.

***Playground Discipline Process:***

- Students will be given one warning.
- If a student is unsafe to themselves or others, they will be given a time to regulate.
- If student continues behavior, he or she will receive written documentation.
- If the behavior happens again, he or she will go to the principal's office where the situation will be evaluated.
- Student will be given one warning by the principal and offense will be recorded in writing. The principal will decide if further disciplinary actions are needed.

## HOUSE SYSTEM

We use a House System to build a strong sense of belonging, leadership, and positive school culture. Every student and staff member is part of a house that meets regularly to build relationships, celebrate successes, and grow together.

Our House System encourages teamwork, positive behavior, and school pride while connecting students across grade levels. Through house meetings, friendly competitions, and shared experiences, students develop leadership skills and a sense of community within our school.

## LOST AND FOUND

Students and parents are ultimately responsible for all personal items brought to school. Please mark coats, hats, etc., so these items may be returned to their owner. We discourage students from bringing in valuable items. Such items can be damaged. Any clothing or other personal items found in school will

be placed on the Lost and Found table. Students are responsible for checking the table.

## NEWSLETTERS/COMMUNICATION

Classroom information is sent home to inform families via newsletters, social media, email, or Skyward. The principal uses a monthly calendar and social media (Facebook - Central Elementary School Panthers) to inform parents about upcoming events and what is going on at school.

## PARKING

When you visit the school:

- Park on the west side of the school.
- No parking, dropping off, or picking up in the bus loading zone (circle drive) or circle drive parking lot.
- No parking on the south side of the school, the drop off/pick up area.

## PARTIES (Birthdays & Special Events)

Students may celebrate birthdays at school in a simple way. Families may send a prepackaged treat for the student's classroom, which will be distributed at a teacher-designated time. Please notify the teacher in advance. Balloons, flowers, and other gifts will be held in the office until dismissal.

Sign-ups for special events and classroom celebrations will be shared throughout the year.

## TEACHING BEHAVIORS / DISCIPLINE

Not all behaviors require a consequence, but all behaviors require a response.

### When Students Struggle with Behavior

When a student makes an unexpected choice, staff will:

- Reteach expectations
- Provide reminders and redirection
- Offer support for emotional regulation
- Guide the student in reflecting and repairing the situation

*In some situations, students will also receive a consequence.*

Consequences are used to help students understand the impact of their actions and to support better choices in the future.

### Consequences for Behavior

At Central Elementary School, consequences are:

- Logical – connected to the behavior
- Instructional – help students learn appropriate skills
- Consistent – applied in a predictable way
- Respectful – focused on growth, not punishment

*Consequences may be used when:*

- A behavior is repeated after reteaching and support
- A behavior significantly disrupts learning
- A behavior impacts the safety of self or others
-

### Examples of Consequences

Depending on the situation, consequences may include:

- Practice of the expected behavior
- Loss of a specific privilege (temporary and related)
- Reflection using a think sheet

- Restorative actions (apology, repairing harm, helping fix the problem)
- Parent communication
- Office referral for more serious behaviors

Consequences are determined based on the individual situation and student needs.

**Levels of Behavior & Responses**

***Level 1 – Classroom Managed (Minor)***

Examples:

- Off-task behavior
- Calling out
- Minor disruption

Responses may include:

- Reteaching expectations
- Redirection
- Think sheet/reflection
- Minor consequence (ex: brief loss of privilege, redo of expectation)

***Level 2 – Repeated or Moderate Behavior***

Examples:

- Repeated Level 1 behaviors
- Disrespect
- Work refusal

Responses may include:

- Think sheet/reflection
- Parent communication
- SEL or team support
- Targeted consequence (ex: loss of privilege, structured reset time, restitution)

***Level 3 – Office Managed (Major)***

Examples:

- Aggression
- Unsafe behavior
- Severe disruption

Administrative responses may include:

- Problem-solving and reflection
- Parent communication
- Restorative actions
- More significant consequences (determined by administration based on severity and safety)

**SUSPENSION/EXPULSION see p 28**

**VOLUNTEERS**

We value and welcome volunteers as an important part of our school community. Throughout the year, sign-up opportunities will be shared for special events as well as ongoing, day-to-day support. Volunteers may assist in a variety of ways, such as helping with copying for classrooms and the office, supporting school upkeep, assisting with staff appreciation efforts, contributing to fundraising, or serving as a study buddy for students. We appreciate your time, flexibility, and willingness to support our staff and students in meaningful ways.

**OTHER EXPECTATIONS**

- While on school property, students are subject to the authority and direction of any and all teachers and staff members at all times.

- The supervising teacher, aide or principal may limit or prohibit students from bringing or using items from home if they are considered disruptive or pose a safety concern.
- No toys, games, radios, audio or video equipment, guns or other weapons (real or toy), sports equipment, electronic paging or game equipment, or cameras are permitted at school without teacher authorization. Students are strongly encouraged to keep personal possessions that reflect important value or worth at home.
- No pets or animals are allowed at school unless arrangements have been made with the principal's approval.
- Bicycles are not to be ridden on the school grounds during school time. Students are to walk their bikes on the school grounds when arriving and departing from school. Students riding bicycles must park them in the bike rack. Bike riders are to ride bicycles directly home after dismissal from school.
- All students must have a clean pair of gym shoes for P.E. class.
- All students entering school should be potty trained and able to clean themselves afterwards.
- Cheating, gambling, theft, vandalism, and profanity ***cannot*** and ***will not*** be tolerated; instances of such will bring appropriate disciplinary measures.
- Lunchroom food (purchased at school or brought from home) is to be consumed at lunch. Bringing food/eating at other times is not permitted without teacher authorization (including candy or gum).

# CENTRAL JUNIOR HIGH SCHOOL

**CJHS VISION**
At Central Junior High, we are respectful, responsible, and safe.

**APPEARANCE/DRESS CODE**
Any student who arrives at school or any school function in clothing which constitutes a health or safety hazard or attracts undue attention which is disruptive to the normal school routine will be removed from the classroom or activity until the problem can be remedied.

Some guidelines include, but are not limited to:

1. Clothing or jewelry that displays drugs, smoking/tobacco/e-cigarettes/vape devices, alcohol, inappropriate or derogatory sayings/phrases, obscene language/symbols/numbers/slogans, sexual innuendos, supports violence or hatred, or is gang or cult-related is prohibited.

2. Halter-tops, spaghetti strap shirts, low necklines, pants or shorts with words across the rear-end, pajamas and bare midriffs are unacceptable. If, when the student's arms are raised above the head, a shirt exposes the abdomen or back region that shirt will be considered unacceptable. **Straps on shirts must be three fingers wide and both shoulders need to have a strap. Undergarments should not be visible.**

3. Sheer tops without a tank underneath are prohibited. **Undergarments (bra) should not be visible.**

4. Shirts with cut off sleeves and/or shirts with enlarged arm holes are not allowed.

5. Outerwear such as hats, caps, bandanas, coats, backpacks, Heeley's (shoes with built in roller skates) and sunglasses are not to be worn during school hours. Hats and sunglasses are allowed when students are outside.

6. Pants/shorts/skirts of inappropriate/immodest condition or length are prohibited.

7. Chains, pointed or studded jewelry or clothing is prohibited.

8. P.E. clothing is appropriate only in the gymnasium, not in regular classrooms.

9. No body drawings with ink, marker, face paint, etc.

10. Students are expected to dress in a reasonable modest appearance.

* The principal is the final authority for judging the appropriateness of a student's appearance.

**LOCKERS**
Each student will be assigned a school-owned locker to be used for storage of coats, books, and other materials needed for school. Each locker may be opened by means of a built-in combination lock. It

is important that you remember this combination and for your protection **do not disclose it to anyone. Please only use book bags that fit in the locker.**

The use of padlocks or any other locking device other than the built-in combination lock is prohibited. Lockers are to be kept locked at all times. No open food or beverages should be stored in a student's locker. These items are to be opened and consumed in the cafeteria only; open bottles, cans, and other containers are subject to contamination. Students will not be allowed to bring any food, snacks, or candy into the classroom without the teacher's discretion. Food should only be eaten in designated areas. Food should never be eaten in locker rooms, hallways, bathrooms, or gymnasiums. Locker privileges will be taken away if a student fails to comply with locker regulations or fails to respect other students' locker privacy.

Students are allowed to carry a disposable clear water bottle with them throughout the day. These water bottles may be permissible in the classroom if the teacher allows.
* The principal is the final authority for judging the appropriateness of a student's water bottle or removing a student's water bottle privileges. Students will not be allowed to bring any food, snacks, or candy into the classroom without the teacher's discretion.

The school has the right/responsibility of checking individual student lockers relative to knowledge/reasonable suspicion of illegal, dangerous, or damaging items being contained inside. If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, that evidence may be seized and impounded by school authorities and disciplinary action taken. When appropriate, such evidence may be transferred to law enforcement authorities.

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**P.E. UNIFORMS**

5th and 6th grade students are not required to wear a PE uniform. For them, only clean tennis shoes are required for gym.

Each 7th/8th grade student is required to dress daily for his or her regularly scheduled P.E. class in the prescribed P.E. uniform. Details of the type of uniform required and procedure for purchasing will be discussed in initial P.E. classes. Failure to comply with prescribed P.E. dress requirements will affect the P.E. grade and may result in alternative P.E. assignments.

**FIELD TRIPS**

Participation in a class field trip is a privilege, not a right. During the fourth quarter, all CJHS students will be involved in a field trip eligibility that considers student behavior and grades. Excessive unexcused absences could also affect a student's field trip eligibility. Points will be given according to the scale below.

Any student who earns or exceeds a total of nine points will NOT be allowed to participate in the class trip but will be expected to be in attendance at school. Previous grades or behavior problems will not count against a student. This will apply to the fourth quarter only.

**F average for 4th quarter for a class = 3 point's per subject**
**Any discipline notice (minor) = 3 points each**
**Bus Referral = 3 points**
**Restricted Lunch = 1 point per day**
**In-School Suspension or Out-of-School suspension = 9 points**
**Unexcused Absence = 1 point per day**

**Any student not currently earning grades meeting grade promotion requirements is not eligible to attend.**

**CELL PHONES & OTHER ELECTRONIC DEVICES-**
Cell phones and other electronic devices are to be turned off from 7:30 – 2:54. Students will be allowed to have a turned-off cell phone or other electronic device in their locker. **Students are not allowed to have cell phones or other electronic devices on or text message during the school day.** The first violation of this rule will result in a warning and the phone or other electronic device being taken away and given to the office. It then may be picked up by the student at the end of the day. The second offences will result in the phone or other electronic device being taken from the student, a two-day lunch detention and it may be picked up by the student at the end of the day. The third offence will result in the phone or other electronic device being taken from the student, a two-day lunch detention and a parent must pick up the phone or other electronic device.

Any offence after that will result in 5 school days of lunch detention and the phone or other electronic device must be picked up by the parent. These measures are put into place to protect privacy and avoid disturbing the learning environment.

Headphones/ear buds may be worn in the classroom with teacher permission. They are not allowed to be worn in the hallways during passing time.

**The teacher has the right to ask that smartwatches be removed and put away during any testing period.**

**DELIVERIES- No deliveries will be accepted at Central Junior High School** Deliveries of balloons, flowers, or other gifts will not be accepted for Junior High Students.

**SUPPORT SERVICES**
The following student support services are provided by the School District:

1. Health services supervised by a qualified nurse.
2. Educational and psychological testing services and the services of a psychologist as needed.
3. The services of a social worker.
4. Guidance and Counseling services.

**SOCIAL & EMOTIONAL DEVELOPMENT**

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards.

## Academic Issues

**GRADE SCALE**
Grades are determined by individual teachers.

| | |
|---|---|
| A+ = 100 % or above | C+ = 84-83% |
| A = 99-95 % | C = 82-77% |
| A- = 94-93 % | C- = 76-75% |
| B+ = 92-91% | D+ = 74-73% |

| | |
|---|---|
| B = 90-87% | D = 72-69% |
| B- = 86-85% | D- = 68-67% |
| | F = 66% and below |
| | I = Incomplete |

**ACADEMIC HONORS**

**Honors** = 3 A's and 3 B's or 4A's and 2 B's in Core Classes
**High Honors** = All A's or 5 A's and 1 B in Core Classes

Core Classes are:
Math, English/Composition, Reading/Literature, Science, Social Studies, and Physical Education

A student may not receive a "C" or lower in **ANY** class and still qualify for Academic Awards.

- No extra credit shall be given for non-academic events.
- All homework must be turned in (no missing assignments) to be eligible for extra credit.
- Students may earn up to 2% extra credit points per quarter.
- Teachers will inform each class of their extra credit policy at the beginning of each quarter.
- Teachers must submit their extra credit policy with their classroom rules.

**PROMOTION POLICY**

MISSION STATEMENT: Amendment P.A. 90-548 to the Illinois Promotion and Retention Policy prohibits social promotion. Accordingly, a student shall not be promoted based upon age or any other social reasons. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum and the requirements as outlined in this policy.

1. A final passing grade (A, B, C, D) in 5 of the 6 core classes (Math, English, Literature, Social Studies/History/Geography, Science, and P.E.) is required for promotion to the next grade level.
2. Of those 5 credits, one credit must be earned in Literature or Math.
3. Students not passing 5 out of 6 classes at the end of the first semester will be placed on an "At-Risk" list.
4. Attempts will be made to monitor and implement strategies to help the child improve his/her grades during the rest of the school year.
5. At the end of the third quarter, all students who are not passing five out of the six core subjects will be placed on the final "At Risk" list.
6. Failing more than one core classes for the year will result in retention in the same grade level.
7. No student may be promoted from the eighth grade unless he or she has received instruction in the history of the United States Constitution that includes the content outlined in 105 ILCS 5/27-21 of the School Code and gives evidence of having a comprehensive knowledge thereof, which may be administered remotely.
8. Students who have an IEP must successfully meet the goals contained in the IEP. Placement decisions will be made by an IEP team, which includes the parent/guardians of the student.
9. Students transferring from other schools will retain their class status from the previous school.

10. The preceding guidelines are recommended for general practice; however, the Administration reserves the right to deviate from these guidelines should an individual case require special handling.

## MID-TERM GRADE REPORTS

Midterm notices are mailed to the parents of students earning a D and/or F in any class approximately midway through each quarter. Parents receiving a mid-term report of unsatisfactory performance are advised to take specific and quick action to help students remedy the problem. Parents are strongly encouraged to set up a conference with your child's teacher(s).

## REPORT CARDS

Students will receive a report card for each nine-week quarter. The first three quarters will be distributed at school. Report cards for the fourth quarter will be mailed approximately 3 - 5 days after the last day of school.

## GRADES AND SPORTS

Academic requirements for continued sports participation are determined by our membership in IESA (Illinois Elementary School Association); as such athletes and managers **must be passing all subjects** at all times during the specific sport season. Each coach will detail academic eligibility requirements to team members prior to the start of the sport season. Athletes not currently "in season" will not be allowed to utilize the weight room or gym if they are ineligible.

## CURRICULUM

In fifth through eighth grade, the following subjects are the core of the curriculum:

| | |
|---|---|
| Literature | English |
| Mathematics | Science |
| Soc. Stud. /Hist. /Geog. | Physical Education (PE) |

Students will also have the opportunity to receive instruction in Cultural Art, Band, Vocal Music, Health, Computer Science, Careers, Food Science, Agriculture, Shop Skills, and FFA Opportunities.

## 8th GRADE INFORMATION

For those eighth-grade students who have an early birthday, the following information is very important. To enroll in the Driver's Education course in High School, a student must pass 8 classes in the previous 2 semesters. Until that requirement is completed, a student will not be allowed to take Driver's Ed.

## IRC GUIDELINES

The IRC is open on school days from 7:45 a.m. to 2:54 p.m. Students may use the IRC before school and after school without a pass for technology issues and/or book check out/returns. A pass is required from 8:10 a.m. – 2:54 p.m.

Students who come to the IRC during class time should sign in and have a pass from the classroom teacher that designates their purpose in the IRC, such as check out books, use the computer, or study quietly. If sent from class to complete a make-up exam or quiz, the student should immediately notify the IRC Director in order to insure proper supervision. Students who are testing will then be directed to a seating location most conducive for completing their assessment.

Checkout periods are for 10 school days, or approximately two weeks, and can be renewed upon request to the IRC Director. Students are charged a $.10 per day late fees on all general circulation items, and $1 per day late fee for interlibrary loans, kindles, or reference materials.

## DISCIPLINE

### BASIC EXPECTATIONS

a. Students are subject to the authority and direction of any and all teachers and other staff members of Central Schools at all times.
b. School wide expectations are shared with students at the beginning of the year and continually reinforced throughout the year. All students are expected to meet these expectations.
c. Students are expected to bring all necessary materials to each class.
d. Students will have all homework completed upon arrival to class.
e. JH students are not allowed in the high school wing, unless with a class or given a pass.
f. Students will not be allowed to chew gum during the school day.
g. Only Central JH students are allowed to attend CJHS dances.

### BEHAVIOR

Student behaviors that will result in disciplinary action that have not been addressed in other sections of the handbook include but are not limited to:

- CJHS allows four-minute passing time between each class after the first hour. With this amount of time, no student should be tardy to class without valid cause. Lunch detentions will be issued for cumulative tardies in each quarter
- Disrupting class
    - Fidget spinners, fidget cubes, and other similar hand-held toys are prohibited during the school day (7:45 – 2:54) unless written as an accommodation in a student's IEP or 504 Plan.
- Being disrespectful / Insubordination
- Public display of affection
- Using profanity
- Fighting
- Threatening / Intimidation / Bullying
- Cheating / Lying / Forgery
- Theft
- Vandalism
- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, vaping devices.
- Using, possessing, distributing, purchasing selling, or offering for sale: any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- 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.
- use, purchasing, selling, or distribution of alcohol, look-alike drugs containing Ephedra or Ephedra-like substances, over-the counter products producing a "high", or illicit drugs
- Possession or use of a weapon
- Any other behavior, which is harmful to the property or rights of others

### DISCIPLINE PROCEDURE

Central Junior High utilizes the PBIS, Positive Behavior Intervention Systems, approach to deal with discipline. Expectations are shared with students at the beginning of the year and throughout the school year. Every attempt is made to "pre-correct" unacceptable behavior. Students who do not meet expectations set forth receive a minor offense and the teacher will offer an intervention for the behavior, as well as notify a parent. Upon receiving 3 minors in a quarter the student will be referred to the principal. Behaviors and interventions will be discussed, the student and principal will problem solve ways to meet the expectations, and the principal will issue a consequence. In the case of a student receiving a major offense (for more serious issues), the student will be sent to the principal immediately and the same course of action will take place. While every situation is different, an example of a minor offense could be disrupting class while a major offense could be fighting.

"The following progressive discipline will occur **per quarter**. Below is a guideline on how discipline will be assigned:

Minors – Classroom Discipline

3 Minors = 1st Major = 3 Lunch Detentions (Restricted Lunch)

6 Minors = 2nd Major = 1 Day of ISS

9 Minors or more = 3rd Major = 1 Day of ISS or OSS

Restricted Lunches – Office Discipline

Student sent to the office may receive consequences that include restricted lunches, ISS, or OSS; depending on the severity of the incident and/or frequencies of behavior occurrences.

If a student is assigned 3 restricted lunches unrelated to "minor disciplines", the student will serve a 1-day ISS if a 4th restricted lunch is assigned.

A 1-day ISS or OSS will be assigned on any further assigned restricted lunches."

*Discipline is always at the discretion of the administrative staff.

## CHEATING POLICY

Any student caught cheating by copying another person's work (online or in-person), the plagiarism of a published work on any type of classroom work, completing work for another student, or allowing work to be copied by another student may receive a "0" on that work. The teacher will contact the parents and principal. Students will also be subject to disciplinary action on any cheating violation, which may include, but is not limited to in school suspension.

## BEHAVIOR DURING EXTRA-CURRICULAR EVENTS

It is the goal of Central Schools to make extra-curricular events a safe and positive environment for everyone that attends. In order to maintain a safe environment, students in grades K-8 shall remain seated with their parents/guardians or in the designated student section. During football games the designated student section will be in the north end zone inside the track. During inside events those students shall remain in the student section. Students that leave the facility during a ball game are not allowed to return to the event.

K-8 students who attend an event are expected to watch the event. Bringing balls to the athletic facilities is prohibited.

## EXTRA-CURRICULAR ACTIVITIES

**STUDENT COUNCIL** (7th and 8th grade only)
The Student Council is composed of members chosen by their teachers based on leadership, academics, dependability, responsibility, and character. The purpose is to: (1) Provide a limited degree of student government, (2) Promote a rapport between students, faculty, and parents, (3) Encourage a feeling of unity and school spirit through well-organized activities.

An advisor is assigned to the Student Council. The Student Council, by its very nature, must assume more authority and responsibility than any other student organization provided by the school for student participation.

**ATHLETICS**
Under the direction of the Illinois Elementary School Association, competitive sports activities for 7th and 8th grade boys and girls are provided in a number of sports. The purpose is to: (1) Develop physical coordination and ability and (2) Instill in each athlete a sense of team spirit, school spirit, and good sportsmanship.

In all cases the operating philosophy of Central Junior High School is that academic progress and the absence of disciplinary problems are prerequisites to participation in school sports programs.

### YOU ARE ELIGIBLE FOR 2026 - 2027 ATHLETICS:

1. If you are representing a school where you are in attendance in grades five through eight or have been approved for a cooperative team activity.
2. If you meet the Age Qualifications per IESA Handbook and By-Laws 3.050.
3. If you try out only for those activities for which you are eligible by age.
4. If you have provided your principal with a birth certificate or hospital record. A baptismal record is **not acceptable.**
5. If you have a licensed physician's certificate of physical fitness to participate issued within 395 days preceding your current participation.
6. If you are doing passing work in all of your school subjects.
7. If you have not competed in the same academic grade during a previous school year in the same sport. This is true whether or not you attended a member or non-member school.
8. If you transfer, you become eligible on the 11th day of attendance at your new school provided you have met all other eligibility requirement and your new school will allow you to participate after the season has started.
9. Please contact your school principal to determine your eligibility to participate on a non-school team in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

## ATHLETIC HANDBOOK

**STATEMENT OF PURPOSE**
The purpose of Junior High School Athletics is educational and developmental. As the season progresses, the selection of participants shall become more selective and competitive.

On all levels, participation should be carried on with the best interest of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a student body and an important phase of good community-school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

Participation in the interscholastic athletics is provided to students in grades 7-12. The athletic program comes under the authority of the Principal to the same degree, as do all other phases of the curriculum. Participation in athletics is a privilege not a right.

There is a need for students to learn respect for authority in the classroom, on the court and playing field as well as in society. There is a need for students to learn that there are rules and regulations that one must follow to be a member of society. Athletes are expected to follow the rules and regulations set down by this student athletic handbook as well as the rules and regulations set down by their coaches or set down by other authorities or governing bodies. These authorities or governing bodies would include but not be limited to the: Athletic Director, Principals, Superintendent, Board of Education and IESA.

Any student accused of a violation, and their parents or guardians, will be informed of the charges by the Principal, Athletic Director and Head Coach. They will be given an opportunity at that time to respond to those charges.

**MISSION STATEMENT**

Unit District #3 believes that participation in school athletics is a privilege, not a right. Unit District #3 offers numerous opportunities for our young men and women to explore and develop their personal skills as part of a team. We believe that participation in a team brings with it certain responsibilities that are above and beyond those which are expected of individuals who are not participants. This belief is based upon the fact that participation in athletics is a privilege and not a right.

**INTERSCHOLASTIC PARTICIPATION**

Camp Point Central Junior High School participates in the following 7th & 8th grade interscholastic sports and activities that are recognized by the IESA:
* If participation numbers are low, 5th & 6th graders may be allowed to join the below mentioned sports once agreed upon by the coach, athletic director, and principal.

| Girls' Sports | Boys' Sports | Activities |
|---|---|---|
| Basketball | Baseball | *IGSMA Solo & Ensemble (7th/8th) |
| Cross Country | Basketball | *ILMEA (7th/8th) |
| Softball | Cross Country | *Habitat Team |
| Track | *Football | *Student Council (7th/8th) |
| Volleyball | Track | Scholastic Bowl (7th/8th) |
| | Wrestling | |

*These sports/activities are not sanctioned by the IESA, but we follow guidelines.

## ELIGIBILITY RULES

All athletes will comply with the rules and regulations of a student athletic eligibility as outlined in the IESA handbook. In addition, all athletes will comply with any and all eligibility policies adopted by Unit District #3. Some of these policies are:

1. All athletes and managers shall be in grades seven through eight and shall not have passed eighth-grade standing. (IESA)

2. Students must attend member schools and may only represent in competition the school they actually attend. (IESA)

3. A student shall do passing work as determined by the local school district in all school subjects. Passing work shall be checked weekly. (IESA)

4. All students must have a completed insurance waiver on file in the Junior High office before they may practice.

Weekly eligibility goes from Monday to Sunday. Grades are determined quarterly. Eligibility is checked on Monday morning or the first school day of the week and players are notified that day for the current week.

## PLAYING TIME

Athletes need to understand that since participation in athletics is a privilege and not a right, playing time may be limited and may be based on the coach's evaluation of each individual. Areas in which an individual may be evaluated include, but are not limited to their attitude, teamwork, leadership, knowledge, and skill.

## EQUIPMENT AND UNIFORMS

Each team member is expected to properly maintain all uniforms and equipment issued to him/her. At the end of the season all uniforms and equipment that were issued are to be returned cleaned and in good condition promptly on the date as directed by the coach. Participants returning abused equipment and/or uniforms will be billed for the replacement of, or repair of that equipment, to the satisfaction of the supervising coach. Normal wear and tear of uniforms and equipment shall not be considered as abuse. Tearing of uniforms during a contest or the cutting off of a uniform by medical personnel due to an injury shall not be considered abuse. Persons not returning or replacing or paying a pro-rated dollar figure for their issued equipment of uniforms may not be allowed future participation in any sport or given awards until the problem is corrected.

## ABSENCE ON DAY OF A GAME

Student athletes must be in attendance the **entire** school day to participate in a game/match on that day. Exceptions may be made with approval of the Athletic Director and Principal.

## 8th GRADE NIGHT

"8th Grade Night" is an opportunity to honor our 8th-grade student-athletes for their dedication and hard work in Junior High. This celebration will take place after the final home game and will be parent-led and parent-funded. While there will be no pre-game announcements, families are encouraged to attend and join in this post-game recognition of our 8th Grade student-athletes.

## TRANSPORTATION

Athletes and managers are responsible for transportation to and from practices. On occasion and with prior approval Unit District #3 may provide transportation to and from practice. Transportation to and from away athletic contests will be provided by Unit District #3. The transportation for away contests will start and end at Camp Point Central Jr./Sr. High School.

Athletes and managers are responsible for transportation to and from Central Jr/Sr High School for home and away contests.
There may be times when busses will stop in the towns that are on the way to a contest or on the way home from a contest. The coaches of that particular sport, the principals, transportation supervisor and bus personnel will work out these circumstances. This bus schedule will then be given to the athletes and their parents.

All athletes and auxiliary personnel are to ride to and from away contest in the transportation provided by Unit District #3. The only exceptions will be with coach or sponsor approval, an in-person parental request, or a written statement from the parent for the participant to ride with another adult. The statement must specify whom the participant will ride with. Failure to follow this procedure will result in a penalty enforced by the coach after consultation with the principal and athletic director.

**DISCIPLINE AND TRAINING**

Participants who commit a major violation of the rules will be suspended accordingly. A suspension from athletics for Unit District #3 shall be defined as follows: If an athlete is suspended, they will attend and participate at all practices and will attend all contests but cannot participate in the contest during the suspension. These rules shall be in effect when a student goes out for his/her first sport in 7th or 8th grade and then again when they go out for their first high school sport.

These rules shall be in effect at all times during the year whether a student is participating in a sport or not, at the time of the violation, or regardless of whether school is in session or not. If a student is participating in a sport at the time of the violation, the penalty will be enforced immediately. If a student is not participating in a sport at the time of the violation, the penalty will be enforced immediately in the next sport that they participate in. If the sport season that the athlete is participating in at the time ends before the penalty can be met, and then the penalty shall carry over into the next sport that the athlete participates in. If the sport season ends during the penalty, then the athlete shall be considered as not having completed the season and cannot earn any post season awards. To be given credit for serving a suspension, an athlete must complete any sports season, in which they serve any portion of the suspension in good standing.

**FIRST OFFENSE**

The first offense of a major violation will result in suspension from 33% of a full season. The suspension will be based upon the scheduled dates of contest whether they are regular season or tournaments. Should a suspension occur at the end of a season, the remaining percentage of suspension will be enforced in the next sport he or she participates. The student athlete will finish the season of the following sport in good standing in order to complete the suspension.

Example: A student commits a major violation in football and he only has one game left of the season. One game out of 9 is only 11%, so the next sport he participates in, he will miss 22% of that season.

Self-Reporting is defined as the student/family telling the school administrator they are "self-reporting" within 72 hours of violating the Student Handbook. Students may not self-report once they have been notified he/she has been selected for a random drug test.

1. Any student/parent who voluntarily self-reports-will be allowed to continue competing or participating in all school activities. A student must meet with the school social worker or other school mental health services personnel.
    - The coaches of the athletic teams will have other important training rules, including but not limited to: practice, school conduct, and diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has not been set. Coaches will determine discipline on these matters.
2. Any student who self-reports will be subject to follow-up screening. The student must produce a negative test result within 60 days after self-reporting from our testing vendor.
    - Should a student self-report and later test positive, after the 60-day window has expired, that student will be subject to a one calendar year suspension from all extra-curricular activities.
3. If after 72 hours a student self-reports or admits to a violation of the student handbook regarding drug, alcohol, or tobacco/vaping use, the student will receive a lesser consequence than the first-offense penalty stated above. For being honest, the penalty will be reduced by 50%.

**SECOND OFFENSE**

The second offense of a major violation will result in a suspension from sports for one calendar year from the date of the offense.

**Reinstatement Provision for 2nd Offense**

Once a student reaches a 2nd offense, that student will serve a one calendar year suspension from all activities and privileges. A student may apply for reinstatement to all activities and privileges if he she meets the following criteria:

- The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the second offense.
- The student will serve a six-month suspension from all activities and privileges.
- Drug testing may be required for reinstatement. Parents may be financially responsible for drug testing costs.
- As long as the student does not test positive on any future drug test or commit another handbook violation, he/she will be allowed to resume all activities after serving a six-month suspension.
- Should the student test positive on any future test or commit another handbook violation, that student will be banned from all activities and privileges for the rest of their high school eligibility.

**THIRD OFFENSE**

The third offense of a major violation will result in a suspension from participation in all sports for the remainder of their athletic career at CUSD # 3. They may be reinstated with board approval after they have gone through an appeal process. They may submit a letter to the Board of Education asking for a committee to review their situation and determine whether or not they may

be reinstated. The committee would consist of three board members, the high school principal, and the superintendent. No member of the committee should be related to the student that is asking to be reinstated.

## MAJOR VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Consumption, possession or distribution of alcoholic beverages
2. Use, possession or distribution of illegal drugs
3. Use, possession or distribution of look-alike drugs
4. Use of mind-altering drugs or substance that are not deemed illegal – such as inhaling.
5. Any criminal offense which carries a penalty of incarceration or a fine in excess of $500
6. Use of tobacco or vaping devices in any form
7. Use of illegal, non-prescription drugs such as steroids or other performance enhancement substances that have severe health risks.

### ADDITIONAL TRAINING RULES

The coaches of the athletic teams will have other important training rules, including but not limited to; practice, school conduct, diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has been set.

### TRANSFERS

Unit District #3 reserves the right to not allow a student to participate in athletics offered at Unit District #3 if that student transfers in during the year because of disciplinary reasons at their previous school.

### OUTGOING 8TH GRADERS

All outgoing 8th grade students should register for high school at the end of their 8th grade year if they plan to participate in summer high school activities. Online registration is available to help complete this process.

# CENTRAL HIGH SCHOOL

## CHS MISSION STATEMENT

**Central High School will provide a safe learning environment that nurtures students of varying abilities in becoming productive and responsible citizens through a comprehensive and challenging curriculum.**

## CLASS OFFICERS

| Position | Name | |
|---|---|---|
| Seniors - Class of 2027 | | |
| President | Sophie Kramberg | |
| Vice President | Elysia Seneczko | |
| Secretary | Rebekkah Waterkotte | |
| Treasurer | Morgan Cooley | |
| Class Rep. | Jackson Buehler | Mason Ingalls |
| *Advisers* | *Amy Summy* | *Emily Mason* |
| | | |
| Juniors - Class of 2028 | | |
| President | Connor Homan | |
| Vice President | Briella Allison | |
| Secretary | Graci Giles | |
| Treasurer | Maecyn Eifert | |
| Class Rep. | McKinley Rittenhouse | Jenna Starman |
| *Advisers* | *Emily Obert* | *Martin Nall* |
| | | |
| Sophomores - Class of 2029 | | |
| President | Braelynn Cole | |
| Vice President | Esme Seneczko | |
| Secretary | Kinley Lummer | |
| Treasurer | Asher Mock | |
| Class Rep. | Luke Miller | Brody Rhea |
| *Advisers* | *Bella Vermillion* | *Kristen Kamprath-Obert* |
| | | |
| Freshmen - Class of 2030 | | |
| President | Audyn Wagner | |
| Vice President | Kahlia Dearwester | |
| Secretary | Sophie Tenhouse | |
| Treasurer | Makayla Drebes | |
| Class Rep. | Layla Anderson | Taigen Hull |
| *Advisers* | *Dakota Neisen* | *Mykah Hurley* |

## ACTIVITY CALENDAR

The Activity Calendar is in the Athletic Director's Office. All activities should be placed on the calendar as far in advance as possible. All activities must receive approval of sponsors and the Athletic Director prior to being placed on the calendar. Activities involving the use of the gym must also be approved by the Athletic Director before being scheduled.

## ACADEMIC INFORMATION

### GRADING SYSTEM

Grading Scaling

| Letter Grade | Percent Range |
|---|---|
| A | 100-93% |
| B | 92-85% |
| C | 84-75% |
| D | 74-67% |
| F | 66-0% |

GPA System

| GPA Point | Percent Range |
|---|---|
| 4.0 | 100-93% |
| 3.67 | 92-90% |
| 3.33 | 89-88% |
| 3.0 | 87-85% |
| 2.67 | 84-82% |
| 2.33 | 81-80% |
| 2.0 | 79-75% |
| 1.67 | 74-72% |
| 1.33 | 71-70% |
| 1.0 | 69-67% |
| 0 | 66-0% |

Withdrawal from class – Credit is given up to the end of the previous semester when the student drops a course.

### WEIGHTED CLASSES

With the increased college requirements, CUSD #3 recognizes the need to emphasize the academic importance of certain classes; therefore, a weighted grade system will be used.

#### CHS CLASSES TO BE WEIGHTED:

Calculus, College Prep III, AP Chemistry, British Literature
Senior Composition, Spanish IV, Physics, AP Biology,
Pre-Calculus/Trigonometry

### COLLEGE COURSES OUTSIDE OF THE SCHOOL DAY

College courses taken during the summer, evening, and online outside of the school day will not count for high school credit and will not be calculated into a student's GPA.

## HIGH SCHOOL CREDIT FOR NON-DISTRICT EXPERIENCES; COURSE SUBSTITUTIONS

School board policy 6:310 allows for the superintendent to approve non-district coursework in isolated cases. Occasionally students will need to make up lost high school credits or take part in dual credit programs offered at both the high school and college level. The following school board policy addresses this issue.

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College courses offering dual credit courses at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy

**The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience**. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. **As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience.** The student should complete and submit to the superintendent the form **CREDIT FOR NON-DISTRICT COURSE REQUEST FORM** available in the high school counselor's office and submit for approval prior to signing up for any non-district course. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. **The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count for high school credit. Credit may be granted, but not averaged into that student's GPA.**

## SENIOR CLASS HONORS

At graduation exercises Central High School will recognize senior class honors. These class honors will be awarded on the basis of the first eight semesters' work. Any graduating student who has been a full-time member of the senior class for at least one full semester and has transferable grades from another school system which can be interpreted on an A, B, C scale will be eligible for class honors. **T he following honors are recognized at graduation:**

- **High Honors:** All graduating seniors having accumulated honor's points of 3.75 or above will be graduated with High Honors and will be recognized at the awards assembly and graduation exercises
- **Honors:** Students graduating with a grade point average between 3.5 and 3.744 or above will be graduated with Honors and will be recognized on the same basis as those with High Honors.
- **Valedictorian/Salutatorian:** Students ranking number one and two in **grade point averages** cumulatively will be designated during graduation exercises as the Class Valedictorian and Class Salutatorian. These honors are based on eight semesters of work.

## HIGH HONOR ROLL and HONOR ROLL

At the end of each quarter, students will receive two types of recognition:

1. A HIGH Honor Roll list will be posted for students that have achieved a 3.85 grade point average or higher for that quarter.
2. An Honor Roll list will be posted for students that have achieved a 3.6 to 3.844 grade point average for that quarter.

**NATIONAL HONOR SOCIETY**

Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. All juniors and seniors who are not presently members and have a 3.5 grade point shall be considered and voted upon by the National Honor Society Faculty Council as required by the Society Charter. The council is composed of five faculty members appointed by the principal. Selection is based upon the criteria established by National Honor Society Regulations.

**EXTRA CREDIT POLICY:**

The primary purpose of grades is to communicate student achievement of academic standards. Extra credit that is not based on academic standards reinforces the view of grades as a commodity to be earned, rather than as information students can use for self-evaluation and growth. Therefore, students should not be allowed to raise their grades through extra credit work that is independent of essential learning. However, students may be allowed to raise their grades through additional opportunities that demonstrate mastery of subject content.

- No extra credit for non-academic events.
- All homework must be turned in.
- No missing assignments.
- Students may earn up to 2% extra credit points per quarter.
- Teachers will inform each class of their extra credit policy at the beginning of each quarter.
- Teachers must have their extra credit policy written down as an attachment to their classroom rules

**CLASS OR GRADE STATUS**

A student's class status is dependent upon progress toward graduation. Upon graduation from eighth grade and re-enrollment, a student is designated as a freshman or 9th grader. If a minimum of 6 credits is accumulated during 9th grade and upon re-enrollment the following year, a student is designated a sophomore. A minimum of 12 credits must be accumulated by the completion of the sophomore year in order to be designated a junior upon re-enrollment. Seniors must have satisfactorily completed 18 credits in order to be classified as such. Reclassification does not occur at any time except following the end of a school year. Students are not expected to participate in class activities other than those of their designated class.

**GRADUATION REQUIREMENTS**

The following are requirements for graduation:
4 Credits of English
¼ Credit of Intro to Speech
3 Credits of Math (must be three consecutive years in high school; one must be Alg I unless taken in 8th grade and one must be Geometry))
3 Credits of Social Studies (1 of which must be American History and ½ credit of American Government)
3 Credits of Science **(students must take three consecutive years of science classes at a minimum)**
1 Credit chosen from: Music, Art, Foreign Language, Vocational Ed
4 Credits of Physical Education
½ Credit Health

¼ Credit Driver Education
½ Credit Computer Applications
½ Credit Resource Management
½ Credit Digital Citizenship (beginning with Class of 2030)
25 hours of approved community service over four years. Must have administrative approval.
**Credits required for graduation: 25 Credits**

## EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to May 1 of the student's sixth semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Early graduates may still attend Prom, Senior Trip, and Graduation if they meet the necessary criteria. However, they will not be permitted to participate in any extracurricular organizations, athletics, or other activities.

Students who graduate early are considered visitors to the school and must sign in accordingly when on campus.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to May 1 of the student's sixth semester. At the conference the student should be prepared to justify his/her request to graduate early.

IN ADDITION: All students are required to take PHYSICAL EDUCATION or submit a written excuse from a doctor to be excused from P.E. each school year. Students with a medical waiver should enroll in an additional class, as no P.E. credit will be given.

Students in Grades 11 and 12 may be excused from participating in physical education for the following reasons:

**PARTICIPATION IN THE INTERSCHOLASTIC ATHLETIC PROGRAM:** The student athlete may take an extra course in lieu of physical education and be excused from physical education for the entire year regardless of the duration of the interscholastic sport.

## SCHEDULING CONFLICTS

- The student athlete may substitute a semester-long course on an individual basis. The student shall receive written notification either confirming or denying the exemption.
- Schedule changes will be allowed the first week of a semester if the request meets the schedule change requirements. Changes to schedules will be made at the discretion of the principal and guidance counselor.
- Students who fail to turn in a registration sheet or turn one in late will have their schedule created and will receive no schedule changes for the school year.

*Approved exemptions shall be on the basis of one semester. In each case, a student who is exempted from a physical education class shall be required to fulfill a class schedule, which meets the minimum standards for school attendance.

**Early Release:** Any Senior student wanting to have early release will need to be approved by the principal. Students wanting to be considered for "early release" must be on track to graduate, and be in good standing (attendance, behavior, grades).

## DUAL ENROLLMENT AT CENTRAL HIGH SCHOOL

Students can enroll in dual enrollment courses through John Wood Community College (JWCC), earning both high school and college credit. Courses are offered online through JWCC or taught by JWCC instructors at Central High School.

- Students have a designated period in their schedule to complete coursework.
- Most online courses last one semester.
- Juniors are strongly encouraged to take only one online course per semester, while seniors may take more after consulting with the school counselor.
- Students are responsible for paying JWCC tuition and purchasing their own textbooks.

**DRIVER EDUCATION**

(Classroom phase) is required is required as a graduation credit. The Behind the Wheel phase is required if the student plans on getting their driver's license prior to age 18.

Student Eligibility: Each student must be enrolled in high school and receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in a driver education course. If a student is a freshman, school districts may count passing grades from the student's eighth-grade school year.

If a home-schooled student that resides in the Central School District wishes to enroll in Drivers Education, they will be allowed to do so and will be responsible for paying all of the same fees that registered students are required to pay.

**COURSE LOAD/CORRESPONDANCE**

All Students must carry a normal load of at least 7 subjects, including P.E. Any requested deviation will require a parent-counselor conference. The school will accept no more than 4 units of correspondence or similar courses toward graduation during the senior year. Correspondence courses are considered emergency measures and require counselor approval.

**PART-TIME ATTENDANCE**

The district accepts part time students who live within the district on a space-available basis. Requests for part-time attendance must be submitted to the principal of the school. All requests for attendance in the following school year must be submitted before May.

**BAND REQUIREMENTS**

Students are required to participate in Marching Band, Pep Band, and Concert Band in order to receive full credit.

Students must be in attendance on the day of a performance in order to participate that night. Medical excuses will be accepted as long as a doctor's note is provided. Any other excuses will be acted upon at the discretion of the principal. **Having to work is not an excused absence.** Students are expected to resolve work conflicts in advance.

- Any unexcused absence will result in a one-letter grade reduction for each absence.
- Students not performing in concerts or the graduation ceremony without prior approval of the instructor will result in a two-letter grade reduction.
- Jazz Band, Ensemble, Solo, IMEA, WCC Festival are all considered extra-curricular and will follow the extra-curricular requirements in the student handbook

**AREA VOCATIONAL SCHOOL REGULATIONS**

**TO ENROLL IN VOCATIONAL CLASSES AT QAVTC**

- ***Must be eligible at the beginning of the semester- using the extracurricular semester eligibility guidelines***
- ***Must have 85% attendance rate the previous semester***
- ***Must be in good standing behavior wise. Everyone starts the school year with 0 demerit points. If a student gets to 15, they will be removed from vocational classes***
- ***Must be a full-time student at CHS***

Any student enrolled in Vocational classes is responsible for any work they miss in a class at CHS. If a student is failing a class they would normally miss for a vocational class, he/she cannot attend the STP (Student Training Program) class until they earn a passing grade. In addition, if student has 3 unexcused absences from their vocational training class, they will be dropped from STP. To participate in these classes, a student must be academically eligible at the end of the previous semester. A permission slip must be on file if your student will be riding with another student to STP.

The penalty for unauthorized driving or riding will be:

1st offense – Warning from building principal

2nd offense- ½ day ISS

3rd offense- Out of school suspension and/or dropped from program.

**LOCKERS**

Lockers and PE lockers are made available to students through the school district for individual use. Students must be aware of the fact that lockers are the property of the school district, and one cannot expect his/her locker to be free from inspection if the administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

Open food and drink items are not to be kept or stored in lockers. These items are to be opened and consumed in the cafeteria only; open bottles, cans, and other containers are subject to contamination. Students are allowed to carry a clear water bottle with them throughout the day.

Students will not be allowed to bring any food, snacks, or candy into the classroom without the teacher's discretion. Food should only be eaten in designated areas. Food should never be eaten in locker rooms, hallways, bathrooms, or gymnasiums.

The school cannot assume responsibility for lost or stolen items in lockers or PE lockers. Each year students are given lockers with combinations. Students often set their lockers and throw the combination away. Setting lockers causes numerous jamming problems. Items may be stolen out of the lockers; plus, jammed lockers cause many students to be late to class.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the district's 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.

**FOOD AND DRINK**

Open food and drink items are not to be kept or stored in lockers. These items must be consumed in designated areas, such as the cafeteria or other designated eating area.

Students are allowed to carry a school appropriate, non-glass, spill-proof container with them throughout the day. A "Stanley" like container is acceptable. Open cans are not spill proof containers. Teachers may restrict allowing drinks in their classroom at their discretion.

Students may bring snacks into a classroom only at the teacher's discretion. Food should only be eaten in designated areas and should not be eaten in locker rooms, hallways, or bathrooms.

## LUNCH EXPECTATIONS

**Seating & Locations:**

- Students will sit and eat at a cafeteria table.
- After eating, students may remain in the cafeteria or go to the auditorium.
- No eating or drinking (except water) is allowed in the auditorium.

**Restroom/Locker Use:**

- Students may use the restroom as needed.
- Girls should use the restroom across from the office.
- Boys should use the restroom next to the art room.
- Students should not go to their lockers without permission.

**Remaining in Designated Areas:**

- Students must stay in either the cafeteria or the auditorium until the bell rings to signal the end of lunch.
- Students may visit the vending machines during lunch.
- If students wish to go anywhere else in the building (besides the designated restroom), they need permission.

**Lunch Detentions:**

- Students assigned lunch detention will serve it in a location designated by the office.

**Lunch Cards:**

- Students are expected to have their lunch cards when eating school lunch.
- Those without lunch cards will wait at the end of the line.

**Respect & Cleanliness:**

- Students are expected to clean up after themselves and dispose of trash properly.
- Electronic devices should be kept at a low volume to avoid disrupting others.

## BOOK BAGS

Students will be allowed to use book bags to transport schoolwork and books to and from school. **During the school day, book bags must be stored in the school locker that is provided for each student**. Female students may carry a "normal" sized purse.

## IRC GUIDELINES

The IRC is open on school days from **7:45 a.m. to 3:00 p.m.** Students may use the IRC before school or after school **without a pass**. These times provide an excellent opportunity to return, renew, or check out books.

During **class time**, students must have a pass from their classroom teacher **designating their purpose** in the IRC.

Approved reasons for using the IRC include:

- **JWCC online classes**
- **Checking out books**
- **Picking up printed items**
- **Computer issues**

- **Taking a quiz or test** (students must immediately notify the IRC Director for proper supervision)
- **Getting help from a para**
- **Study Hall for a student injured and unable to participate in PE (with permission to do work)**
- **Other tasks that can only be done in the IRC**

**Students should not be in the IRC working on classwork or projects unless the materials are only available in the IRC.**

- If a student needs to go to the IRC **for any other reason**, they **must have prior permission from the IRC**. Teachers should **leave a note for substitutes** stating that students may only go to the IRC for the approved reasons listed above.

**Homeroom Passes:**

- Students **may** request a pass to attend the IRC during homeroom.

**Checkout Policy:**

- Books are checked out for **10 school days (approximately two weeks)** and can be renewed upon request.
- Students may be **charged for lost or severely damaged materials**.

## DISCIPLINE

## GENERAL CONDUCT

At Central High School, students are expected to uphold a code of conduct that fosters pride in themselves and their school while demonstrating respect for others. Behavior that disrupts the learning environment, including the use of foul language, public displays of affection, gambling, or any other inappropriate actions—whether explicitly listed in this handbook or not—may result in disciplinary action. Each student shares responsibility for maintaining a positive school culture.

Students' conduct should contribute to a productive learning environment. While individual rights are respected, they do not outweigh the rights of others or the school community as a whole. All students are expected to act responsibly and respectfully both in the classroom and on school property.

Student Conduct Expectations

1. **Respect for Authority and Rules** – Students must follow school rules and all applicable laws.
2. **Respect for Others** – Students should be considerate of others' rights, demonstrate good citizenship, and contribute to a safe and supportive environment.
3. **Respect for Property** – Students must take care of school property, respect others' belongings, and demonstrate honesty, courtesy, and responsibility in their actions.
4. **Commitment to Learning** – Students should strive to achieve their personal best and take full advantage of the educational opportunities provided to them.

Failure to meet these expectations may result in appropriate disciplinary action, as outlined in the student handbook.

## TARDIES – Below is a list of penalties for tardies.

1. Once a student has received 5 tardies in a semester, they must take all of their semester exams.
2. Every 4th tardy to first period is an unexcused absence.

3. Every 8th tardy to any class per quarter, a student will serve a school assigned consequence and receive 2 demerit points.
4. A student may not attend the homecoming dance if they have 8 tardies prior to the homecoming dance.
5. If a student has 10 tardies during the 3rd quarter, they are unable to attend prom.

## STUDENT APPEARANCE

Students are expected to dress in a manner that is appropriate for a school setting. Clothing should not create a health or safety hazard, disrupt the learning environment, or contain content that is inappropriate for school. If a student's attire is deemed inappropriate, they may be asked to change into loaner clothing provided by the school or adjust their outfit to meet the guidelines.

Dress Code Guidelines

1. **Inappropriate Content** – Clothing and accessories must not display references to drugs, alcohol, tobacco/vaping, violence, hate speech, gang affiliation, or sexually suggestive or obscene language, images, or slogans.
2. **Coverage & Fit** – Clothing should provide adequate coverage. The following are not allowed:
    a. Shirts that expose the midriff or back.
    b. Halter tops, tube tops, and spaghetti strap tops (straps must be at least three fingers wide).
    c. Sheer or see-through tops without appropriate underlayers.
    d. Shorts, skirts, or dresses that do not provide reasonable coverage
3. **Undergarments** – Should not be visible at any time.
4. **Sleeveless & Cut-Off Shirts** – Sleeveless shirts are allowed but must have standard armholes. Shirts with excessively large armholes or cut-off sleeves are not permitted.
5. **Outerwear & Accessories** – The following items may not be worn inside during school hours:
    a. Hats, hoods, bandanas, sunglasses, and non-religious head coverings.
    b. Coats and backpacks (except in designated areas).
    c. Chains, spikes, or studded accessories that could pose a safety risk.
6. **Footwear** – Shoes must be worn at all times. House slippers are not permitted, except on designated dress-up days.
7. **Face & Body Markings** – Writing, drawings, or face paint (except for school sanctioned events) are not allowed.
8. **P.E. Clothing** – Gym attire should only be worn in physical education classes and not in regular classrooms.

**Final Authority**

The school administration reserves the right to determine the appropriateness of a student's attire. Students will be given an opportunity to correct dress code violations in a reasonable manner.

## STUDENT BEHAVIOR & DISCIPLINE

The following behaviors will result in disciplinary action:

***Classroom & School Disruptions***

- Disrupting class
- Tardiness
- Sleeping in class

- Having food or drinks in prohibited areas
- Public displays of affection
- Leaving class without permission

***Conduct Violations***

- Reckless driving or improper parking
- Leaving school without permission
- Using profanity
- Disrespect toward staff or students
- Insubordination
- Intimidation or bullying
- Truancy

***Academic & Integrity Violations***

- Cheating
- Forging notes or providing false information
- Gambling

***Safety & Property Violations***

- Vandalism (*restitution required in all cases*)
- Theft
- Dressing in a distracting or unsafe manner
- Unauthorized use of electronic devices during school hours
- Participating in unauthorized demonstrations or strikes
- Fighting
- Being on school grounds or attending school activities while serving an out of school suspension
- Threatening students or school personnel
- Engaging in any behavior that harms the property or rights of others

***Consequences***

Disciplinary actions may include any of the following lunch detention, homeroom detention, ISS, OSS, or demerit points. The principal has the discretion to address behaviors not listed here as necessary.

**IN-SCHOOL SUSPENSION**

1. Students receiving in-school suspensions will report at 8:10 A.M. to the room assigned on the day and date assigned with work materials and assignments from teachers. Any work completed during the day for credit will be turned in at 3:00 P.M. and given to the teachers for 100% credit of the grade earned. Failure to observe this timeline will result in no credit being issued.
2. Failure to follow posted rules and regulations will result in additional days being assigned or the assignment of an out-of-school suspension.
3. Students will be given one restroom break at mid-morning and mid-afternoon. Sack lunches may be brought, given to the supervisor, and will be eaten in the ISS room or a student may purchase a school lunch and bring it to the suspension room. Meals will be eaten under supervision during the appropriate lunch hour.
4. Students assigned to in-school suspension may participate in after school or evening school activities including athletic practices or games.

**OUT-OF-SCHOOL SUSPENSION/EXPULSION** **see p 28**

**The following behavioral infractions have definite disciplinary measures**:

For all offenses, law enforcement will be notified, and contraband will be turned over. Addiction resources will be offered.

**Possession, use or distribution of tobacco, vaping devices, and/or alcohol:**
First offense – 3 day out-of-school suspension
Second offense – 5 day out-of-school suspension
Third offense – 10 days out-of-school suspension and grounds for alternative education plan

**Possession, use or distribution of controlled substances**:
First offense – 10 day out-of-school suspension
Second offense – grounds for expulsion

**Possession, use, or distribution of "look alike drugs". Also, any substance that contains Ephedra or Ephedra like substances, including "herbal substances" not intended for use by minors. Possession or use of any over the counter product used in a manner to produce a "high" or intoxicated state:**
First offense – 3 day out-of-school suspension
Second offense – 10 day out-of-school
Third offense – grounds for expulsion

**Possession, use or distribution of weapons and/or look-alike replicas;**
First offense – immediate grounds for expulsion and exclusion from participating in any school activity.

## PLAGIARISM POLICY

Plagiarism is defined as:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

The first time a student is caught, the teacher must report the offense to the principal for record-keeping purposes. Individual teachers will then determine the student's score and possible revisions according to their syllabi.

On the second offense, the student will automatically receive a zero and a discipline referral.

**Any student caught in possession of a cell phone during a test will be given a "zero" for that test grade for having that opportunity to cheat and gain an advantage over their classmates during that test.**

## CHEATING POLICY

Any student caught cheating on any type of classroom work will receive a zero on that work. The teacher will contact the parents and principal. Students will also be subject to disciplinary action, which may include, but is not limited to in school suspension or out of school suspension.

## AI USE GUIDELINES

This document supports the district-wide AI policy and explains how AI is used by students at Central High School.

**Purpose**
Artificial Intelligence (AI) is part of the world our students are growing up in. Our goal is to teach students how to use these tools the right way.

At Central High School, AI should support learning, not replace thinking.

**Student Expectations**
- Use AI to help them understand and learn, not do the work for them
- Follow teacher directions for each assignment
- Be honest about when AI is used
- Be able to explain their work
- Complete work that reflects their own thinking
- Check AI for mistakes or incorrect information
- Protect their own privacy and the privacy of others

**What Good AI Use Looks Like**
- Get help understanding a concept
- Brainstorm ideas
- Organize thoughts before writing
- Review or improve their own work

**What Is Not Allowed**
- Submit AI-generated work as their own
- Copy and paste AI responses as final answers
- Use AI during tests or assignments when it is not allowed
- Enter personal or school-related information into AI tools
- Use AI to harm, bully, or misrepresent others

Unauthorized use of AI may be treated as academic dishonesty under district policy.

**Explaining Your Work**
If AI is used, students must be able to show understanding of their work.
- Describing how AI was used
- Explaining their answers in their own words
- Showing drafts, notes, or changes made
- Answering questions about their work when asked

**AI Use Levels (Traffic Light System)**
Teachers will clearly communicate expectations for AI use on assignments using the Red/Yellow/Green system or a similar method.
- Red – No AI: All work must be your own. AI tools are not allowed.
- Yellow – Limited AI: AI can be used to help you get started or understand something. You must do the thinking and complete the final work. You must be able to explain how you used AI.
- Green – AI Allowed: AI can be used to support your learning. You must still explain your work and thinking. You are responsible for checking accuracy.

**Teaching AI Use**
Students will learn responsible AI use through a required Digital Citizenship course at the freshman level(starting with the 26-27 school year.)
- Use AI to support learning
- Check for accuracy and bias

- Avoid plagiarism
- Protect personal information
- Explain and reflect on their use of AI

These skills will be expected and reinforced in classes after completion of the course.

**Teacher Role**

- Clearly communicate when AI is allowed for each assignment
- Use the Red/Yellow/Green system or a similar method consistently
- Design work that requires student thinking
- Ask students to explain their learning when needed.

**Final Thought**

AI is a tool. Like any tool, it can be used the right way or the wrong way. At Central High School, we will use AI to help students think better, learn more, and be prepared for the future.

## DEMERIT SYSTEM

Demerits are a recording system for student behavior. Demerits will result in a loss of privileges, a conference with the student's parents and the principal, and/or a suspension. Demerits are accumulated in the following way:

**Demerit points will be earned as follows:**

- One Demerit Point:
  -All minor disciplinary referrals
- Two Demerit Points:
  Select disciplinary referrals
- Four Demerit Points:
  In-School Suspension
- Eight Demerit Points:
  -Out of school suspension (per incident)

One demerit will be removed for each calendar month (i.e., October 26 to November 26) in which a student does not receive any discipline referrals. **Student demerit counts will be set at zero at the beginning of each school year in order to give the student a "fresh start".**

## CONSEQUENCES FOR ACCUMULATION OF DEMERITS INCLUDE THE FOLLOWING:

**5 Demerits**: Warning

**10 Demerits**: Loss of privilege to school assemblies, attend field trips, school sponsored dances including the Jr.-Sr. Prom, and the requirement to resign from any school related office or position held.

**15 Demerits:** The minimum penalty to be assessed for a referral regardless of seriousness will be a one day in- school suspension, the loss of privilege to attend and/or participate in any school related activity, including athletic events.

**20 Demerits:** The minimum penalty for a referral will be a 3-day in-school suspension, and the loss of privilege to attend and/or participate in any school related activity, including athletic events.

**25 Demerits:** The minimum penalty for a referral will be a 3-day out-of-school suspension and the loss of privilege to attend and/or participate in any school related activity, including athletic events.

**30 Demerits:** The minimum penalty for a referral will be a 5-day out-of-school suspension, the loss of privilege to attend and/or participate in any school related activity, including athletic events, and loss of graduation ceremony privileges for seniors.

**35 Demerits:** The minimum penalty for a referral will be a 10-day out-of-school suspension and expulsion may be recommended.

** The most any one student can be suspended for any one incident will be 10 days OSS. Any penalty over that the student may be recommended for Expulsion.

## STUDENT INCENTIVE PROGRAM

For the first semester a student may be exempt for up to four final exams if he/she meets all of the following criteria:

- A "B" or higher must be earned in any four individual classes
- 95% overall daily attendance rate of scheduled attendance days per semester (includes excused and unexcused absences)
- Two or less minor demerits per semester
- Students can choose which four classes he/she will be exempt from as long as they have a "B" or higher in that class.

Sophomores, Juniors, and Seniors:
For second semester exemptions, a student must meet the first semester criteria and must either **"Be Proficient"** or **"Above Proficient"** on the PACT/ACT in English, Math, and/or Science on the previous year's exam.

- For every content area a student is **"Proficient";** he/she may be exempt from one additional class.
    - Possible Examples:
        - If a student **"Proficient"** in English, Science, and/or Math, he/she may be exempt for one class. This is in addition to the four classes for **"meeting"** the first semester criteria for a total of five overall classes.
        - If a student is **"Proficient"** in English, Science and Math, he/she may be exempt for three classes. This is in addition to the four classes for **"meeting"** the first semester criteria for a total of six overall classes.
- For every content area a student is **"Above Proficient";** he/she may be exempt for two additional classes.
    - If a student is **"Above Proficient"** in English, Science, or Math, he/she may be exempt for two classes in addition to the four classes for meeting the first semester criteria for a total of six overall classes.
    - If a student is **"Above Proficient"** in English, Science and Math, he/she may be exempt for all semester exams.
    - If a student is **"Proficient"** in English and is **"Above Proficient"** in Math (or vice versa), he/she may be exempt for three classes. This is in addition to the four classes for meeting the first semester criteria for a total of seven overall classes….hence, all exams on both days.
- **Students with IEP's** will be able to be exempt on the PACT/ACT based on growth goals that sets a target for being **"Proficient"** or **"Above Proficient"**. The targets will be developed by the special ed staff and administration.

## EXTRA CURRICULAR ACTIVITIES

It is the goal of Central Schools to make extra-curricular events a safe and positive environment for everyone that attends. In order to maintain safe environment students in grades K-8 shall remain seated with their parents or in the dedicated student section. During inside events those students shall remain in the student section.

K-8 students who attend an event are expected to watch the event. Bringing balls to the athletic facilities is prohibited.

## EXTRA CURRICULAR ACTIVITIES REQUIREMENTS

1. Students will not be excused from class to participate or practice in co-curricular activities at any time except by permission from the Principal's Office.
2. If, in the opinion of the faculty and/or administration, a student is not fulfilling his academic requirements, he/she may be required to drop some or all extracurricular activities.
3. Activity Eligibility – Central requires all students to pass a minimum of 6 full-credit courses to be eligible to participate in extra-curricular activities and contests. Early release seniors must pass 5 full credit courses. Those not meeting grade requirements are not eligible to participate in extra-curricular activities, athletics, and **field trips that occur during the school day (including senior trip).** Eligibility for the senior trip will be based upon the final grades at the end of the 3rd quarter.
4. Activity advisors, under certain conditions and with permission from the principal, may exclude class or activity members who exhibit substandard behavior or who have received severe disciplinary action during the school year that causes a concern for the safety of themselves or others.

## CLUBS AND ORGANIZATIONS

All clubs and organizations operating within the jurisdiction of Central CUSD #3 must work according to a constitution of which a copy must be kept on file in the Principal's Office.

A preliminary program of activities should be submitted at the first meeting of the year. Activities should be scheduled to afford the greatest amount of participation by members with a minimum of conflict.

Conflicting schedules should be resolved between clubs as early as possible. Students are not encouraged to participate in those clubs that have conflicting schedules.

Student members of clubs and organizations are reminded that they are to be at school only while under the direct supervision of their sponsor. (See also "Students and Visitors")

## SCHOOL PARTIES AND SOCIAL FUNCTIONS

1. Dances will be sponsored by various organizations through the Student Council. The number of dances will be limited to the following:
   Fall – Homecoming Dance
   May – Junior-Senior Prom
   Closing time for school activities will be 10:00 P.M.
2. Parties/social functions will be supervised by sponsors of the class or organizations and any other school personnel the sponsors may desire to assist. Parties must be chaperoned by a minimum of two sponsors.
3. Students who have 2 or more unexcused absences or 8 or more total tardies on or before the homecoming dance will not be allowed to go to the dance.
4. Students who have 3 or more unexcused absences or 10 or more total tardies for the third quarter will not be allowed to go to Prom.
5. Students academically ineligible at the end of the third quarter will not be allowed to attend Prom.
6. A King and Queen elected to reign over the social affair shall be subject to the approval of the faculty advisor of the sponsoring organization and the principal.
7. When pupils enter the dance, they are expected to remain only as long as they desire; however, if they leave the dance for any reason, they will not be permitted to re-enter the dance that evening.

8. Central High Dances and other such social functions are intended for grades 9, 10, 11, 12, and guests previously arranged with the principal. **Junior high students are not permitted to attend high school dances**. **Out-of-school guests must be 20 years of age or younger and must have Principal approval.**
9. **The Jr-Sr. Prom is for the junior and senior class and their approved dates. Sophomores are allowed to attend if they are the date for a junior or senior. Juniors and seniors may not use their prom ticket to bring anyone other than their date to prom.**
10. Any student bringing a date from another school or who is not in school must have obtained and completed a Dance Request Form. No guest will be permitted without this form and approval.

**STUDENT COUNCIL**

The purpose of this organization shall be:

1. To function as a promoter of school spirit and school activities;
2. To find solutions to students and school problems;
3. To consider proposals made by students;
4. To cooperate with faculty in maintaining high standards of the school;
5. To delegate necessary duties to the student body through student council members;
6. To create and maintain a consciousness of relationship between school and community.

**ACTIVITY FUNDS**

A central depository for all school organizations will be maintained in the school office. All money collected from fundraisers, dues, etc. should be sorted and counted prior to turning it into the office for deposit. The money will be verified, and a receipt given to the sponsor after the money has been deposited into the appropriate account. To disburse funds from an Activity Account the sponsor or treasurer of the organization may pick up a payment order in the office and complete it along with the appropriate signatures. All funds must be deposited and maintained according to the Illinois State Code as described in the Exposure draft under the direction of School Code Article 10 Section 20:19.

**FUND RAISING**

All fund-raising activities by clubs or organizations are considered Central High School activities, and any funds raised as a result of that activity shall be deposited to the appropriate activity account in the main office. Funds are raised as a group activity and are used for group purposes with purchases remaining the property of the school for the use of that club or organization.

Fund raising activities of non-school related organizations are not to be conducted on school grounds during school hours without the authorization of the principal.

**Student Use of Electronic Devices**

Student Use of Electronic Devices: An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod©, iPad©, laptop computer (School Issued and Personal), tablet computer or other similar electronic device. The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as described in this section.

**Instructional time:** During-class periods, assemblies, presentations, and similar events, electronic devices must be kept silenced/powered off and out of sight unless: (a) permission is granted by an administrator, teacher, or school staff member*; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

*The use of electronic devices in the classroom is only permitted when the teacher grants permission for that class period. Permission must be given each day and does not carry over from one day to the next. If no permission is given, the devices must remain out of sight.

**Passing periods**
Students may briefly check their device during passing periods while moving to their next class. However, the device should not be used in a way that disrupts hallway movement, such as stopping to record videos, engage in social media, or linger unnecessarily. Once students enter the classroom, phones must be put away immediately.

**Non-Instructional time:** Students are allowed to use electronic devices during noninstructional time, which is defined as before and after school, briefly during passing periods, and during the student's lunch period and homeroom.

**Headphones/Ear Buds**
Headphones/Ear Buds may be worn in the classroom with teacher permission. In the hallway, earbuds and headphones should be worn in a way that allows students to hear and respond to staff. Students may wear headphones/earbuds before/after school and during lunch.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) using a device in any manner that disrupts or creates an unsafe learning environment.

**School-Issued Device Guidelines**

1. **Take care of it** – Keep your device clean, charged, and in good condition. No stickers or personal decorations.
2. **Use it responsibly** – Only use your device for school-related activities.
3. **Keep it safe** – Don't leave it unattended or lend it to others.
4. **Follow school rules** – Stick to the school's internet and usage policies.
5. **No unauthorized downloads** – Do not download apps, games, or other software without prior approval from the office.
6. **Report issues** – If your device is lost, stolen, or broken, tell a teacher or the office right away.

## DRIVING RULES AND REGULATIONS
## STUDENT PARKING/DRIVING RULES & REGULATIONS

The safety of students, staff, and property is our top priority when it comes to parking and driving on school grounds. All student drivers must follow these guidelines at all times while on campus. By parking on school property, students agree to follow these rules. Failure to comply may result in disciplinary action.

Parking Areas/Parking Spots
Students may park in their designated parking spot assigned by the office. Students who do not have a parking spot need to contact the office. **Do not park in staff or restricted spaces.**

Parking Permits
Before receiving a parking permit, students must read and agree to these rules.

1. **Obtain a permit** from the high school office and report any license plate changes.
2. **Display your permit** on rearview mirror or on dash.
3. **Keep your vehicle locked** at all times. 4. **Do not loiter** in or around parked cars.

Parking & Traffic Rules

1. **No parking in yellow-lined areas.**
2. **Park only in designated spots.**
3. **Follow the flow of traffic** and drive responsibly.

**Reckless Driving includes, but is not limited to:**

- Parking in stalls inappropriately.
- Hitting or touching fences, nets, or poles
- Parking outside marked spaces or in restricted areas
- Squealing tires, speeding, or reckless passenger transport

Violations & Penalties
Students caught driving recklessly or violating the parking rules are subject to disciplinary actions, including loss of driving privileges.

1. **Parking in unauthorized areas** (fire lanes, entrances/exits, or restricted zones) is prohibited.
2. **Repeat violations** may result in permanent loss of parking privileges.
3. **Random drug testing violations** will result in a **45-day suspension of parking privileges** per offense.

# CHS EXTRA-CURRICULAR HANDBOOK

STATEMENT OF PURPOSE

The purpose of the High School Extra-Curricular Program is both educational and developmental. The Extra-curricular Program at this level encourages participation of only those who are dedicated to the pursuit of excellence in skills, knowledge, competition, team cooperation and desire to win. On all levels, participation should be carried on with the best interest of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted extra-curricular program is a potent factor in the morale of a student body and an important phase of good community-school relations. Too great of emphasis on winning contests or too consistent a record of losing is both harmful to the development of good attitudes among students and the public.

Participation in interscholastic athletics and extra-curriculars is provided to students in grades 9-12. The Extra-curricular Program comes under the authority of the principal to the same degree, as do all other phases of the curriculum. **Participation in extracurriculars is a privilege, not a right**.

There is a need for students to learn respect for authority in the classroom, on the court and playing field, as well as in society. There is a need for students to learn that there are rules and regulations that one must follow to be a member of society. Students/athletes are expected to follow the rules and regulations set down by this extra-curricular handbook as well as the rules and regulations set down by their coaches/sponsors or set down by other authorities or governing bodies. These authorities or governing bodies would include but not be limited to the athletic director, principals, superintendent, board of education, IHSA, or National Federation of High School Sports.

Any student accused of a violation and their parents or guardians will be informed of the charges by the principal, athletic director, or head coach/sponsor. They will be given an opportunity at that time to respond to those charges.

## MISSION STATEMENT

CUSD #3 believes that participation in extra-curricular activities is a privilege, not a right. CUSD #3 offers numerous opportunities for our young men and women to explore and develop their personal skills as part of a team. We believe that participation in a team brings with it certain responsibilities that are above and beyond those which are expected of individuals who are not participants.

## EXTRA-CURRICULAR ACTIVITIES

Athletics, Band, Chorus, Drama, Scholastic Bowl, FCCLA, FBLA, FFA, WYSE, Spanish Club, Art Club, Student Government

## INTERSCHOLASTIC PARTICIPATION

Central High School participates in the following interscholastic sports that are recognized by the IHSA:

| Girls' Sports | Boys' Sports |
|---|---|
| Golf | Golf |
| Volleyball | Football |
| FB Cheerleading | Wrestling(Co-op) |
| Basketball | Basketball |
| BB Cheerleading | Baseball |
| Track | Track |
| Softball | |

## ELIGIBILITY RULES

All athletes will comply with the rules and regulations of student athletic eligibility as outlined in the IHSA handbook. In addition, all athletes will comply with any and all eligibility policies adopted by Unit District #3. Some of these policies are:

High School (IHSA)

1) All 9th grade students entering their 2nd semester and students in the 10th, 11th, and 12th grades must have passed 6 classes the previous semester. (Unit District #3 policy)

2) All athletes must be passing 6 subjects to remain eligible from week to week during the season. (Unit District #3 policy) Early Release seniors must pass 5 subjects to remain eligible from week to week during the season.
3) All athletes must have a current physical on file before they may begin practice. The physical must have been administered in less than 12 months to be considered current. (IHSA)
4) Any athlete not covered through private insurance will be covered under the school umbrella during practice and games. (IHSA)
5) All athletes must have a signed Medical Release Authorization Form on file prior to starting a season.
6) All incoming Freshmen should register for high school at the end of their 8th grade year if they plan to participate in summer high school activities. Online registration is available to help complete this process.

**Weekly eligibility for HS goes from Monday to Sunday. Grades are determined cumulatively. Grades will be rolled by the Skyward system on Monday morning of each week. The coaches and players are informed on Monday if they are ineligible for that week.**

## PLAYING TIME

Athletes need to understand that since participation in athletics is a privilege and not a right, playing time may be limited and may be based on the coach's evaluation of each individual. Areas in which an individual may be evaluated include, but are not limited to, their attitude, teamwork, commitment, leadership, knowledge, and skill.

## EQUIPMENT AND UNIFORMS

Each team member is expected to properly maintain all uniforms and equipment issued to him/her. At the end of the season, all uniforms and equipment that were issued are to be returned cleaned and in good condition promptly on the date as directed by the coach. Participants returning abused equipment and/or uniforms will be billed for the replacement or repair of that equipment to the satisfaction of the supervising coach. Normal wear and tear of uniforms and equipment shall not be considered as abuse. Tearing of uniforms during a contest or the cutting off of a uniform by medical personnel due to an injury shall not be considered abuse. Persons not returning or replacing or paying a pro-rated dollar figure for their issued equipment or uniforms may not be allowed future participation in any sport or given awards until the problem is corrected.

## EQUIPMENT/JERSEY TURN IN RESPONSIBILITY

Student-Athletes who have not turned in school issued jerseys or equipment will not be allowed to participate in the next sport season or extra-curricular event until it is turned in or paid for in the Athletic Office.

## FACILITY USE

No student may use a school facility without proper supervision. Any students abusing or intentionally breaking any equipment in a facility, or any part of a facility will be responsible for payment to replace or repair the damaged area to the satisfaction or Unit District #3.

**ABSENCE ON DAY OF GAME**

**Participants must be in attendance by 10:00 a.m. to participate in a contest that is on a school day**. Exceptions may be made with the approval of the Athletic Director and Principal.

**TRANSPORTATION**

Athletes are responsible for transportation to and from practices. On occasion and with prior approval Unit District #3 may provide transportation to and from practice. Transportation to and from away athletic contests will be provided by Unit District #3. The transportation for away contests will start and end at Camp Point Central High School. Athletes are responsible for transportation to and from Central High School for home and away contests. There may be times when buses will stop in the towns that are on the way to a contest or on the way home from a contest. These circumstances will be worked out by the coaches of that particular sport, the principals, transportation supervisor and bus personnel. This bus schedule will then be given to the athletes and their parents.

All athletes and auxiliary personnel are to ride to and from away contests in the transportation provided by Unit District #3. The only exceptions will be with coach or sponsor approval, and an in-person parental request or a written/electronic statement from the parent for participant to ride with another adult. The statement must specify whom the participant will ride with. **The adult responsible for the participant must also sign the coach or sponsor's "sign-out sheet".** Failure to follow this procedure will result in a penalty enforced by the coach after consultation with the principal and athletic director.

DISCIPLINE AND TRAINING

Participants who commit a major violation of the rules will be suspended accordingly. **A suspension from athletics for Central CUSD #3 shall be defined as follows**: If an athlete is suspended, they will attend and participate at all practices if it does not involve an early dismissal. Attendance at any contests during the suspension will be at the discretion of the coach. These rules shall be in effect when a student goes out for his/her first sport from 5$^{th}$ grade through high school.

These rules shall be in effect at all times during the year whether a student is participating in a sport or not, at the time of the violation, or regardless of whether school is in session or not. If a student is participating in a sport at the time of the violation, then the penalty will be enforced immediately. If a student is not participating in a sport at the time of the violation, then the penalty will be enforced immediately in the next sport that they participate in. If the sport season that the athlete is participating in at the time ends before the penalty can be met, then the penalty shall carry over into the next sport that the athlete participates in. If the sport season ends during the penalty, then the athlete shall be considered as not having completed the season and cannot earn any post-season awards. To be given credit for serving a suspension, an athlete must complete any sports season, in which they serve any portion of the suspension, in good standing.

FIRST OFFENSE

The first offense of a major violation will result in suspension from 33% of a full season. The suspension will be based upon the scheduled dates of contest whether they are regular season or tournaments. Should a suspension occur at the end of a season, the remaining percentage of

suspension will be enforced in the next sport he or she participates. The student athlete will finish the season of the following sport in good standing in order to complete the suspension.
Example: A student commits a major violation in football, and he only has one game left of the season. One game out of 9 is only 11%, so the next sport he participates in, he will miss 22% of that season.

Self-Reporting is defined as the student/family telling the school administrator they are "self-reporting" within 72 hours of violating the Student Handbook. Students may not self-report once they have been notified he/she has been selected for a random drug test.

1. Any student/parent who voluntarily self-reports-will be allowed to continue competing or participating in all school activities. A student must meet with the school social worker or other school mental health services personnel.
   - The coaches of the athletic teams will have other important training rules, including but not limited to: practice, school conduct, and diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has not been set. Coaches will determine discipline on these matters.
2. Any student who self-reports will be subject to follow-up screening. The student must produce a negative test result within 60 days after self-reporting from our testing vendor.
   - Should a student self-report and later test positive, after the 60-day window has expired, that student will be subject to a one calendar year suspension from all extra-curricular activities.
3. If after 72 hours a student self-reports or admits to a violation of the student handbook regarding drug, alcohol, or tobacco/vaping use, the student will receive a lesser consequence than the first-offense penalty stated above. For being honest, the penalty will be reduced by 50%.

SECOND OFFENSE

The second offense of a major violation will result in a suspension from sports for one calendar year from the date of the offense.

**Reinstatement Provision for 2nd Offense**

Once a student reaches a 2nd offense, that student will serve a one calendar year suspension from all activities and privileges. A student may apply for reinstatement to all activities and privileges if he she meets the following criteria:

- The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the second offense.
- The student will serve a six-month suspension from all activities and privileges.
- Drug testing may be required for reinstatement. Parents may be financially responsible for drug testing costs.
- As long as the student does not test positive on any future drug test or commit another handbook violation, he/she will be allowed to resume all activities after serving a six-month suspension.
- Should the student test positive on any future test or commit another handbook violation, that student will be banned from all activities and privileges for the rest of their high school eligibility.

## THIRD OFFENSE

The third offense of a major violation will result in a suspension from participation in all sports for the remainder of their athletic career at CUSD # 3. They may be reinstated with board approval after they have gone through an appeal process. They may submit a letter to the Board of Education asking for a committee to review their situation and determine whether or not they may be reinstated. The committee would consist of three board members, the high school principal, and the superintendent. No member of the committee should be related to the student that is asking to be reinstated.

## MAJOR VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Consumption, possession or distribution of alcoholic beverages
2. Use, possession or distribution of illegal drugs
3. Use, possession or distribution of look-alike drugs
4. Use of mind-altering drugs or substance that are not deemed illegal – such as inhaling.
5. Any criminal offense which results in a penalty of incarceration or a fine in excess of $500
6. Use of tobacco or vaping devices in any form
7. Use of illegal, non-prescription drugs such as steroids or other performance enhancement substances that have severe health risks.

## ADDITIONAL TRAINING RULES

The coaches of the athletic teams will have other important training rules, including but not limited to: practice, school conduct, and diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has not been set. Coaches will determine discipline on these matters.

## COMING OUT LATE

If an athlete, with the permission of the Head Coach, comes out for a sport late they will be given a 3-day grace period without penalty. If the athlete comes out more than 3 days late there will be added penalties. It is up to the head coach whether to allow an athlete to come out late for their sport. That decision cannot be changed throughout the course of the year (Example: If player A comes up a week late and wants to start your sport and you tell them no then from that point on no one can come out late. Once you allow a player to come out late all athletes wanting to start late must be allowed to do so.)

If an athlete, with the permission of the Head Coach, comes out for a sport late they will be given a 3-day grace period without penalty. Once the 3 days have passed, that athlete will not be eligible for competition until they attend the number of practices they have missed after the first scheduled contest. (If player A comes out 4 days late, as allowed by the Head Coach, they must have 4 practices in after the contest before they are eligible to enter a contest.)

If an athlete is allowed to come out after the first contest, they must have 10 practice days before they can compete. They have to be regular scheduled practices at the level they will be competing. These practices do not include anything that will be done on contest days.

Under extreme circumstances this policy can be adjusted by the Athletic Director and Principal if in agreement.

No athlete will be allowed to join a sport after 25% of the regular season has been completed, excluding tournaments.

Example: if the sport plays a 16-game regular season, excluding tournament play, they must be out no later than the first practice after the 4th contest.

Once an athlete quits a sport, they will not be allowed to return that season.

**TRANSFERS**

Central CUSD #3 reserves the right to not allow a student to participate in athletics offered at Unit District #3 if that student transfers during the year because of disciplinary reasons at their previous school.

**NONPUBLIC SCHOOL STUDENTS**

A nonpublic school student is eligible to participate in athletics at Central CUSD#3 if they meet the following criteria:

1. Enrolled in a CUSD #3 approved home school program.
2. Enrolled in at least one in-person course at CUSD #3.
3. Provide an official weekly progress report to CUSD #3.

** A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

## Central CUSD # 3 Drug Testing Policy 7:242

Section 1: Purpose

Central Community Unit School District's Board of Education believes the use of alcohol or drugs by students presents a particular hazard to the health, safety, and welfare of the student and to those who compete and/or interact with the student. The Board encourages students to participate in extra-curricular activities and school dances as needed, but believes these privileges are not a right. To be eligible to participate in any school sponsored extra-curricular activity program or dances at Central High School, students must agree to submit to random testing, if selected, for the use of illegal drugs and banned substances in accordance with this Policy.

The purpose of this Policy is to protect the health, welfare, and safety of the student body. It is to better assure the student's health and physical fitness to participate in extra-curricular activities. Additionally, this Policy helps undermine the effects of peer pressure incurred by students by providing a legitimate reason for students to refuse to use illegal drugs, alcohol, and tobacco. Furthermore, this Policy is also intended to encourage students who use drugs and alcohol to participate in treatment programs.

This Policy is designed to create a safe, drug, alcohol, and tobacco free environment, and to recommend professional help when needed. This Policy is not intended to be punitive in that the School District may not punish a student other than by disqualification from participation in extra-curricular activities, and/or school dances. Accordingly, the results of any drug test administered under this Policy shall be used only for the determination of eligibility to participate in extracurricular activities or school dances and for no other disciplinary purpose.

Section 2: Banned Substances

Banned Substance: Any substance designated in the Schedule of Controlled Substances in the Illinois Controlled Substances Act (720 ILCS 570/201 et seq.), as the Schedule currently exists or as hereafter amended; any drug classified by the Federal Drug Administration (FDA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use; any substance defined by School District policy as being banned from use or possession by students, which shall include, but are not limited to, amphetamines, anabolic steroids, barbiturates, benzodiazepines, Cannabis, cannabinoids, cocaine metabolites, creatinine, LSD, methamphetamines, methadone, methadone metabolites, marijuana (THC), marijuana metabolites (including carboxy THC), MDMA (ecstasy), cocaine and benzoylecgonine (cocaine metabolite), opiates (including heroin, morphine, and codeine), PCP, phencyclidine, propoxyphene, alcohol, and any other illegal substances, except when taken pursuant to a legal prescription issued to the student by a licensed medical professional or licensed physician; and any tobacco products containing nicotine, including cigarettes, electronic cigarettes, cigars, pipe tobacco, and chewing tobacco, and any other substances specifically banned by School or School District policy.

Extra-curricular Activities Subject to Random Testing: Athletics, Band, Chorus,
**Drama, Scholastic Bowl, FCCLA, FBLA, FFA, WYSE, Spanish Club, Art Club, Student Government, school dances, and any other extra-curricular activities not listed.**

**Section 3: Procedures**

3A. Drug Screening Method

For the purposes of implementing this Policy, Central will use various medically and scientifically valid sampling and testing methods, which may include hair-sample testing, breath-alcohol testing, saliva, or urinalysis. Upon being selected for hair sampling procedure, the student must provide a small sample of head hair which will be collected from the students by trained personnel. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. Upon being selected for a saliva test, the student shall provide a sample of "fresh" saliva sample according to the quality control standards and policy of the laboratory conducting the test.

A contracted third-party administrator will randomly test participating students, once they become a part of any covered activity. **No school official will be involved in the selection of students for random testing, collection of samples, or analysis of samples**. A Medical Review Officer (MRO) for the drug testing company will oversee the entire process and notify the high school principal should any student test positive.

Once a student enters the testing pool, they will be eligible for random testing until the end of the school year. All students and their parent(s)/guardian(s) must sign a consent form at school registration for their child to participate in any covered activity. For random testing, each student will be assigned a number that will be maintained in the school office. Students who wish to drop out of the testing pool must have their parent/guardian contact the high school principal.

The parent/guardian must sign a release form stating that they no longer wish to participate in the testing pool. Once a student is dropped from the testing pool, they are immediately ineligible from any covered activity and are no longer allowed back into the pool for the remainder of the academic year in which the student withdrew. The student must, at their expense, produce a negative test result by a school approved testing agency before they will be admitted back into the pool at the beginning of the next school year.

3B. Screening for Drug Use

1. At the beginning of the school year during registration, before a student is eligible to participate in or try-out for an Extra-Curricular Activity or school dance, the student and the student's parents or guardians must sign an "Informed Consent" form under this Policy (along with all other necessary forms otherwise required by the School or School District).
2. Each student will be assigned a number which will be submitted to the drug testing company. The principal will contact the testing company to arrange for the number of students to be tested each month.
3. To ensure accountability, the principal and the superintendent will have copies of all students and their ID numbers on file in their offices. The principal and the superintendent will both be notified by the testing agency of which ID numbers have been selected for random testing. The principal and the superintendent will both be notified of the results of any tests administered.
4. **The screening will be random**. As a result, it may be possible to be tested more than once per year.
5. The trained personnel conducting the collection and testing procedures under this Policy shall take steps to ensure the privacy of the student when the student is submitting a sample under this Policy, while further ensuring that the validity of the sample is not compromised in any manner. Further, the trained personnel shall take steps to ensure the chain of custody of any test samples received from a student to ensure student anonymity and privacy during the collection and testing process.
6. If the randomly selected student refuses to take a test or submit a sufficient sample, or if the randomly selected student is present at school, then leaves school before taking the test or submitting a sufficient sample, and the absence is unexcused, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed.
7. No student will be given advance notice or early warning of testing dates.
8. If a student is unable to provide the necessary sample for the testing procedure in use at the time of the student's selection, the student will be required to submit a sample under another School designated testing procedure (see 3A Drug Screening Method). If a student does not submit to the alternate test, the student shall be considered to have received a "positive" result and the consequences for a positive result will be imposed.
9. A student will be ineligible to participate in Extra-Curricular Activities or school dances for one calendar year if he or she tampers or cheats during the sample collection process, as either the student submitting a sample under this Policy or assisting a student submitting a sample under this Policy. This will be reported to the parent or guardian of the student or students involved.

3C. Notification of Test Results

Notification of the test results will be handled as follows:

1. **Notification from the testing company**: Test results will be given to the principal of any tested students. The principal will contact any student and their parents that receive negative results.

2. **Notification to the students**: The Medical Review Officer (MRO) of the testing company will contact the students regarding any positive test results.

3. **Notification to the parents:** The Medical Review Officer (MRO) will contact the parents or guardians of any student who tests positive and explain the results. The principal will ask parents of students who test positive to meet and discuss the results of the tests in detail. At this meeting, the principal will also discuss the consequences of a positive test and the counseling requirements for the student/family.

4. **Notification to Activity Coaches and Sponsors**: The principal will contact the coaches and activity sponsors to discuss the suspension of any student that receives a positive test result. The principal will also remind each coach of the confidentiality involved with the suspension.

5. **Appeal Process: If** a student or parent/guardian believes the test results are erroneous, the parent/guardian has a right to appeal the results one time. A hair follicle test will be given, at the parent's expense, to verify the results of the original test. This request must be made to the principal within twenty-four (24) hours of the notification of the positive test. During the appeal process, the student will be allowed to participate in all activities. If the results confirm the original test, the suspension will be put in place at that time. If the results of the original test are invalid based upon the hair follicle test, then parents will be reimbursed for the cost of the test.

6. **Prescription Medication**: If a student is taking prescription medication, which is not on record at the school, and results of a random drug test are positive, the student has until the next school day at 3:00 PM to supply a physician's prescription or the pharmacy bottle with the label attached to the principal for verification. If a student asserts the use of a legally prescribed medication or drug directly related to a positive result, the student may continue to participate in Extracurricular Activities, or school dances until the deadline. If a valid reason and supporting documentation for the positive test are not supplied by the deadline, the appropriate consequences will be immediately imposed.

Section 4: Consequences

The consequences for all positive test results and for students who refuse to be tested shall be imposed in accordance with the provisions of the CUSD #3 Student Handbook.

**Athletic Penalties for Positive Test**

FIRST OFFENSE

The first offense of a major violation will result in suspension from 33% of a full season. The suspension will be based upon the scheduled dates of contest whether they are regular season or tournaments. Should a suspension occur at the end of a season, the remaining percentage of suspension will be enforced in the next sport he or she participates. The student athlete will finish the season of the following sport in good standing in order to complete the suspension.

Example: A student commits a major violation in football, and he only has one game left of the season. One game out of 9 is only 11%, so the next sport he participates in, he will miss 22% of that season.

SECOND OFFENSE

The second offense of a major violation will result in a suspension from sports for one calendar year from the date of the positive test.

**Reinstatement Provision for 2nd Offense**

Once a student reaches a 2nd offense, that student will serve a one calendar year suspension from all activities and privileges. A student may apply for reinstatement to all activities and privileges if he she meets the following criteria:

- The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the second offense.
- The student will serve a six-month suspension from all activities and privileges.
- Drug testing may be required for reinstatement. Parents may be financially responsible for drug testing costs.
- As long as the student does not test positive on any future drug test or commit another handbook violation, he/she will be allowed to resume all activities after serving a six-month suspension.
- Should the student test positive on any future test or commit another handbook violation, that student will be banned from all activities and privileges for the rest of their high school eligibility.

THIRD OFFENSE

The third offense of a major violation will result in a suspension from participation in all sports for the remainder of their athletic career at CUSD # 3. They may be reinstated with board approval after they have gone through an appeal process. They may submit a letter to the Board of Education asking for a committee to review their situation and determine whether or not they may be reinstated. The committee would consist of three board members, the high school principal, and the superintendent. No member of the committee should be related to the student that is asking to be reinstated.

*Athlete/Participant will practice with the team but not compete.
*Athlete/Participant will attend games/activity in street clothes and sit on the bench to support the team.
*Should a suspension be enacted toward the end of the school year the 33% suspension will carry over into the next sports season at the beginning of the following year.

Organizations, Dances, and Athletes Penalties for Positive test

| | |
|---|---|
| 1st offense: | 45 consecutive day suspension from all competitions, performances, dances, after school field trips/senior trip, and |

conventions; dismissal from any offices held in school organizations.

| | |
|---|---|
| 2nd offense: | one calendar year suspension from all competitions, performances, dances, after school field trips/senior trip, and conventions; dismissal from any offices held in school organizations. |
| 3rd offense: | banned from remainder of high school eligibility |

*Students will attend athletic events and school performances as spectators to support their school but will not participate.
*If a student is an athlete and also involved in other clubs and organizations, he/she will be suspended from all activities while under suspension.
*Students will not suffer academically while under suspension or lose their academic standing and class rank. Students will be given alternative assignments for any after-school performances missed while under suspension.

*The 45-day suspension will carry over from one school year to the next if there are less than 45 days left in the current school year.

**Reinstatement Provision for 2nd Offense**

Once a student reaches a 2nd offense, that student will serve a one calendar year suspension from all activities and privileges. A student may apply for reinstatement to all activities and privileges if he/she meets the following criteria:

- The building principal must be notified in writing of the reinstatement request from the student within one week after receiving notice of the second offense.
- The student will serve a six-month suspension from all activities and privileges.
- Drug testing may be required for reinstatement. Parents may be financially responsible for drug testing costs.
- As long as the student does not test positive on any future drug test or commit another handbook violation, he/she will be allowed to resume all activities after serving a six-month suspension.
- Should the student test positive on any future test or commit another handbook violation, that student will be banned from all activities and privileges for the rest of their high school eligibility.

Section 5: Self-Reporting Penalty

It is the objective of the Central School District extra-curricular program to make the student aware of the important role good health and fitness habits play in life. Therefore, the Student Handbook is primarily an instrument to educate and not to punish. It is hoped that each student and his/her family will decide to follow the rules and regulations. If any student or parent voluntarily self-reports to the school administrator, the person will be offered assistance without penalties. A student may self-report only one time during their high school career.
Should a student test positive in a random drug test, he/she may not self-report from that point forward.

Self-Reporting is defined as the student/family telling the school administrator they are "self-reporting" within 72 hours of violating the Student Handbook. Students may not self-report once they have been notified he/she has been selected for a random drug test.

4. Any student/parent who voluntarily self-reports, according to the definition above, will be allowed to continue competing or participating in all school activities. A student must meet with the school social worker or other school mental health services personnel.
5. Any student who self-reports will be subject to follow-up screening. The student must produce a negative test result within 60 days after self-reporting from our testing vendor.
    - Should a student self-report and later test positive, after the 60-day window has expired, that student will be subject to a one calendar year suspension from all extra-curricular activities.
6. If after 72 hours a student self-reports or admits to a violation of the student handbook regarding drug, alcohol, or tobacco/vaping use, the student will receive a lesser consequence than the first-offense penalty stated above. For being honest, the penalty will be reduced by 50%.

Section 6: Counseling Services

Should a student test positive, or self-report, he/she is required to meet with the school social worker or other school mental health personnel. Once the student has completed the referral, the student will then be reinstated for participation after any suspension of activities has been completed.

Additional Testing: If families would like to seek further testing of their child's drug use, the family will be provided with the contact information of our testing company to arrange for additional testing. This additional testing will be at the family's expense. The results of this testing will not be used to punish the student in extra-curricular activities. The district's random drug testing takes precedent over any parent requested testing.

Section 7: Financial Responsibility

1. Under this policy, Central will pay for all initial random drug testing and school required follow up testing.
2. A request for an additional test after a "positive" test has been received is the financial responsibility of the student or the student's parent(s) or guardian(s).
3. Counseling, screening, and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s) or guardian(s).

Section 8: Confidentiality and Record Keeping

1. Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. Under this drug testing policy, no staff, coach, or sponsor shall divulge any information to anyone other than to the student or the student's parents or guardians about a particular student or disposition of the student involved, except in response to a legal subpoena or as otherwise required by law. Positive results will not be disclosed to law enforcement authorities.
2. Information of a "positive" test will be kept confidential from all other parties.
3. Result sheets will be kept in a secured location to which only the Building Principal has access.

4. To ensure accountability, the principal and the superintendent will have copies of all students and their ID numbers on file in their offices. The principal and the superintendent will both be notified by the testing agency of which ID numbers have been selected for random testing. The principal and the superintendent will both be notified of the results of any tests administered.

## Section 9: Other District Policies

This Policy and related testing program do not affect or limit in any way the policies, practices, or rights of the School District to search or test any student who at the time exhibits causes for reasonable suspicion of drug, alcohol, or tobacco possession or use.