

2024-2025

Carlinville Middle School

**Student and Parent
Handbook**



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PLEASE NOTE

**Not all school, classroom or teacher information is included in this handbook. Other pertinent information, such as school, classroom, athletic or activity rules and procedures are conveyed to students and/or parents in other forms of communications.*

WELCOME TO CARLINVILLE MIDDLE SCHOOL

On behalf of the faculty and staff of CMS, I want to make the pledge to you that we are committed to ensuring your child has the opportunity to participate in positive learning experiences during their time with us. Carlinville Middle School is committed to providing a curriculum and behavioral policy that promotes academic, social and emotional, and physical growth. I speak for the faculty and staff when I say that we look forward to working with you as a team to make this year a rewarding experience for your child. Please use the 2024-2025 Student Handbook as a resource for helping you understand the policies and procedures at CMS. Please read the handbook and discuss the policies and procedures with your child. Of course, if you have any questions or concerns, please feel free to contact me.

MISSION STATEMENT CARLINVILLE MIDDLE SCHOOL

The mission of the Carlinville Middle School is to facilitate the transition of each student from the elementary to the high school. The middle school, which serves emerging adolescents with their unique needs, strives to provide each student with opportunities to discover and develop interests and capabilities in the areas of academics, careers and life skills.

PREAMBLE

The student handbook contains rules, regulations and procedures designed to create a positive and ordered educational environment for the students at Carlinville Middle School. While each student’s rights and privileges must be respected, there is also a compelling and superseding governmental interest that is protected. Therefore, all rules and guidelines are developed with the well-being of all students in mind.

HEALTH REQUIREMENTS

The school code of Illinois requires that students have documentation of appropriate immunization against the following infectious diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, and varicella. Students entering sixth grade are required to have one dose of the Meningococcal conjugate vaccine; received on or after the 11th birthday and one dose of TDAP; received on or after 11th birthday. The only exception to the above vaccinations is a parent statement of religious objection or a medical doctor’s statement that immunizations are contraindicated.

Students are required to have a current physical examination on file. A new physical exam is required for entrance into the sixth grade. This sixth-grade entrance physical must be completed on the Certificate of Child Health Examination form and be done within one calendar year prior to the start of sixth grade. The parent must complete and sign the medical history portion of the Certificate of Child Health Examination form.

A dental exam is also required to be done during the sixth-grade year. This dental exam may be done at any time between November 15th of the year preceding sixth grade and May 15th of the sixth-grade term. Students who do not provide a sixth-grade dental exam or a parent signed waiver form may have their end of the year grade report withheld. Please contact the school nurse with any questions.

Hearing and Vision Screening Tests

Hearing and vision screening tests will be provided for all middle school students. The parent or legal guardian may object to hearing and vision screening tests for their children on religious grounds. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Special Health Concerns

All parents who have children with special health concerns should note such on emergency health form. It is important to share this information with the school nurse so we can provide optimal care. Any medications your child is presently taking should also be acknowledged. Students with specific diagnoses may have care plans written to outline daily procedures prescribed for the child. Examples would be diabetes, asthma or food allergies, but many other situations would also apply. The school nurse will work with parents and physicians to determine when health care plans are necessary and appropriate in the school setting.

HEALTH SERVICES

Anaphylaxis Policy- Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander ,fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen. Illinois’ model anaphylaxis policy is based on the Virginia Department of Education Anaphylaxis Policy.

It is the policy of the Illinois State Board of Education, according to Public Act 102-0413, that each school district must have an anaphylaxis policy. Illinois School Code (105 ILCS 5/2-3.182(a-g) and Section 22-30) require that all public schools, nonsectarian nonpublic schools, and charter schools create and implement policies concerning anaphylaxis prevention and treatment. These

policies must also be reviewed and reevaluated every three years and be updated to reflect any necessary and appropriate revisions.

Erin's Law - Resources for Parents-Personal Safety Education

Illinois public schools are required by law to provide all students, from Grades Pre-K through 12, with age-appropriate personal safety awareness and prevention education.

Erin's Law

The Comprehensive Health Education Act, often referred to as Erin's Law, was signed into law in January, 2013. The law expanded existing requirements that schools provide instruction in age-appropriate sexual abuse and assault prevention to include grades pre-kindergarten through 5.

Erin's Law is named for Erin Merryn, an abuse survivor, who is now a national advocate for sexual abuse. The website for Erin's Law can be found at: <http://erinslaw.org/>

FEES FOR LUNCH AND REGISTRATION

Student breakfast is \$2.05 and lunch is \$3.15 for the 2024-2025 school year. Students also have the option to purchase ala carte and snacks.

- Chromebook Fee is \$65.00 (Free and Reduced Students \$50.00)
- Registration fees are \$120.00.
- Explo Classes/Handbook Fees \$10.00

Waiver of Fees

Fines for loss or damage to school property are waived for students who are eligible for Free/Reduced Lunch or who qualify as homeless

COMMUNICATION

Parents are first encouraged to contact teachers whenever they have a question or concern about their child's academic program, education progress, and/or behavioral concerns. Parents may wish to schedule an appointment for a conference or telephone their child's teacher before or after school hours (before 8:05 a.m. and after 3:05 p.m.). If a parent feels that issues are still unresolved, the parent may call the building principal to schedule an appointment to discuss the issue. After speaking to the building principal, the parent can address the issue with the superintendent of schools. After speaking to the teacher, the principal and the superintendent, a parent may request a hearing before the Board of Education.

ACADEMIC TEAMS

While students may have a different teacher for each subject, teachers at the middle grade levels work very hard together to assist in the development of students.

Teachers regularly meet together to discuss students' progress and needs. Parent conferences often involve the students' core subject teachers (team), the students, parents, and other appropriate individuals.

STUDENT SERVICES TEAM

The Student Services Team includes the guidance counselor, school nurse, school principal, and other district employees. This team of professionals meets regularly to discuss issues related to student services not directly related to classroom instruction.

The purpose of the Student Services Team is to support students, parents and teachers in the areas of discipline, attendance, health and other student welfare concerns. The team acts as a liaison between the students, teachers, parents and other related agencies outside the school setting when appropriate.

ADVISORY

Advisory programs, small groups of students who meet with one teacher daily, are an essential element of middle school. The teacher serves as an advocate for his/her students with other students, staff, and parents. Through these groups, the students learn responsibility and know that they have a person at school with whom they can identify.

STUDENT ATTENDANCE/TARDINESS POLICY AND PROCEDURES

In an effort to provide fair and consistent enforcement of attendance policies, Carlinville Middle School has adopted the attendance policies recommended by the Macoupin County Truancy Review Board Coalition. This group was composed of representatives from the Regional Office of Education, the State's Attorney Office, the Attorney General's Office, school administrators and various county and state service agencies. This policy will be used throughout all Macoupin County schools in the Regional Office of Education #40.

This policy evolved out of the shared belief that daily attendance at school is beneficial for both the individual student and society as a whole. Therefore, all CMS students are expected to attend school regularly and to be on time for classes in order to fully benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. To earn a passing grade for a class, a student must master the subject matter and regularly attend class.

STUDENT ATTENDANCE POLICY

In accordance with the School Code of Illinois and Carlinville Community Unit School District Board Policy Manual, Section 7:70 Attendance and Truancy, student absence from school will be excused or unexcused as follows:

Excused Absence

1. Illness (verified by a doctor or the school nurse)

Personal illness, including that which impacts the mental or behavioral health of the student, and/or physical disability are excused up to ten (10) days per school year, 5 per semester. In the event of chronic absenteeism due to illness, a doctor's statement may be required. Illness (verified by a doctor or school nurse), medical/dental appointments, or absences due to family emergency will not be counted as part of the 10 days.

Note: A student too ill to attend school is also considered too ill to work, go shopping, attend school activities or games, or take part in any other similar activity that same day. To do so shall result in the absence from school being unexcused.

2. Medical/Dental Appointments/Court

Doctor/dental excuses must be presented upon return to school. Only that portion of the school day required for the appointment and travel will be excused. It is expected that a student will return to school as soon as possible from such an appointment. Medical, dental, and court excuses need to be presented to the office within ten (10) school days following the absence.

3. Emergency

Situations deemed by the Principal to necessitate the student missing school shall be excused. Funeral, death or serious illness in the immediate family, court appearance and catastrophes are examples of possible emergency situations.

4. Civic Event

Students are allowed 1 excused school day-long absence to engage in a civic event." "Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event."

5. Other

Student will be permitted to have 10 days of excused absence per year verified by parent excuse. Such excused absences may include, but not be limited to, the observance of a religious holiday, situations beyond the control of the student (as determined by the Board of Education), or such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. Illness (verified by a doctor or school nurse), medical/dental appointments, or absences due to family emergency will not be counted as part of the 10 days. Doctor/dental excuses must be presented upon return to school.

5. Illness, verified by the school nurse must be done on the day of absence.

The school principal or nurse, may at any time in their judgment, require a doctor's verification of illness. A student should assume the nurse will not verify absences after the 10 days are used, but rather require a doctor's verification.

Any absence other than verified illness, medical/dental appointment, or family emergency in excess of 10 days will be counted as unexcused.

Unexcused Absence

1. Determination of an unexcused absence

Any student absence from school which does not meet the criteria for an excused absence, and/or failure to follow proper attendance procedures will be deemed “unexcused” and carry the designated penalty of such. Examples of absences that will not be excused are shopping trips, oversleeping, and other errands which could be scheduled when a student is not required to be in school. Please note if chronic absenteeism is a problem the school may require documentation from a doctor or further absences may be considered unexcused.

2. Chronic Absenteeism/Truancy

Illinois law defines “chronic absentee” as a student who misses 10 percent of school days within an academic year with or without a valid excuse. That’s 18 days of an average 180-day school year. Chronic absences are at risk of academic and social problems. Also, Illinois law defines “chronic truant” as a student who misses 5 percent of school days within an academic year without a valid excuse. That’s 9 days of an average 180-day school year. The count of chronically truant students does not include students with excused absences, such as doctors’ appointments or students over the age of 16, who are not legally required to attend school.

3. Diagnostic and intervention procedures

Chronic truants are at risk of academic and behavioral problems. Research shows that chronic truancy has been linked to serious delinquent activity in youth and to significant negative behavior and characteristics in adults. Please remember a student who has missed one day without valid cause will be considered truant. Causes of such absences will be looked into through means such as interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student’s attendance problem. Once a determination has been made regarding the cause(s) of the unexcused absence(s), interventions and supportive services may be implemented that include, but are not limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

4. Data review

Per section 26-18 of the School Code, CMS is required to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The review shall include an analysis of chronic absence data from each attendance center or campus of the school district, charter school, or alternative school or other school receiving public funds. The review may be used in action plans through the school’s MTSS process.

Student Attendance Procedures

1. Families have multiple options to report an absence. Families can call CMS (854-3106) between 4:00 pm and 7:30 am. Families will be directed to select the option to report a child’s absence. Parents/guardians can report an absence on Skyward by logging into parent access and choosing attendance, then complete the online form indicating date, time and reason for absence. If families have not used the above options, the parent/guardian must call before 10 a.m. on the following day to excuse the absence. If no contact is made with the parent/guardian, the absence will be recorded as unexcused. When a student returns to school, a note explaining the absence must be provided. Temporary excuses will be issued to students when no notification to the school has been given. If this situation is not corrected by the following school day, it will stand as an UNEXCUSED ABSENCE unless determined otherwise by the Principal.
2. Students who need to leave school during the day are to obtain a “Sign-Out Slip” from the office. A note from a parent giving the reason for leaving is required by the Principal. Immediately before leaving, the student is to return the “Sign-Out Slip” to the office. In the event of an emergency (i.e. becoming ill at school), a sign-out slip may be obtained from the nurse or office. Failure to sign out results in an unexcused absence.
3. Family trips, vacations and all other planned absences must be approved by the administration *before* the student’s absence. Family trips should not be scheduled before or after school breaks and 2 weeks at the beginning and end of the semester. Planned absences count towards a student’s ten (10) days of excused absences in a school year. If a family vacation takes a student’s total excused absences past ten, each absence over ten will be considered UNEXCUSED unless excused by a medical doctor’s written confirmation. Students are to check with all teachers for homework assignments before pre-planned absences.
4. Planned Absence
In the event of a planned absence (i.e. appointment, funeral, vacation, etc.) a student is to secure an "Absence Request" form from the office. This form is to be taken to each of the student's teachers for assignments. This needs to be completed far enough in advance of the absence to allow time to complete make-up work prior to the absence. FAMILY VACATIONS MUST BE CLEARED ONE WEEK IN ADVANCE (The principal may approve planned absences in rare circumstances when less than one-week notification is possible).

Tardies

Unexcused tardiness to class will not be tolerated and will result in disciplinary action deemed appropriate by the teacher. Students who are tardy to A1 class should report to the office upon arrival at school and present a note from parents explaining the reason for being tardy. A tardy to classes B2-J10 will be handled by the teacher according to the teacher's classroom management plan.

Tardiness to school each semester will be addressed in the following ways:

- 5th Tardy/Class/Semester-Warning & Parent Contact
- 6th + Tardy/Class/Semester-Detention

Students that arrive at 30 minutes or more into their first class will be marked unexcused for that period and any periods that follow if they arrive later.

STUDENT RECOGNITION

1. General

American Legion Awards will be presented to the 8th grade boy and 8th grade girl selected by the staff to have demonstrated the qualities of courage, honor, leadership, patriotism, scholarship and service.

2. Academics

Those students making the Honor Roll at the end of each semester will have their names published in the local paper and be presented award certificates. Honor roll students must have a "B" average or better. Grades received in all subjects are used to determine grade average.

At the beginning of the students' second semester of their eighth-grade year, students who have made the honor roll in each semester of attendance at CMS (minimum two semesters) will be named members of the Honors Club. For students who transfer to CMS during their middle school years, grades from their previous school (s) will be used to determine eligibility. Students entering CMS from homeschool settings must be enrolled for two consecutive semesters prior to the second semester of their eighth-grade year to be eligible for Honors Club. The Honors Club will be engaged in activities and outings that will be intended to be both educational and enjoyable (example: field trips). Students must also maintain acceptable standards of behavior and be academically eligible to participate in the Club's activities.

3. Certificate of Recognition

Each coach, teacher or sponsor is encouraged to present to each member of his or her squad, club, organization or activity, certificates of recognition for those students who remain eligible for the entire season or duration of the activity.

4. Publicity

Middle school teachers will be asked to submit articles regarding student achievements for local papers. Other publications will be made to highlight the middle school program.

PROMOTION

At the end of each school year, CMS administration and faculty will determine if a student is promoted or retained. Promotion advances the student to the next higher grade level. Retention means that the student will repeat the grade level just completed. The principal has the final authority on the promotion and/or retention of each student. The decision to promote or retain is based upon each student's successful completion of the curriculum, attendance, performance on state assessments, as well as other individual diagnostic tests. A student will not be promoted based upon age or any other social reason not related to academic performance. The principal will strongly consider the input from faculty and parents in regard to the promotion or retention of a student.

To qualify for promotion at Carlinville Middle School, a student must:

- Grades 6,7, & 8 – pass five of eight core classes (Science, Mathematics, Social Studies, and English).

If a student does not qualify for promotion based upon the successful completion of the curriculum, the principal may consider that the student's academic performance in the following areas as a basis for promotion:

- performance on state assessments
- performance on diagnostic tests administered by the school and/or district
- successful completion of individualized summer program (this is used in rare and individual circumstances)
- other criteria in the opinion of the principal that is consistent with the intent of this policy.
- significant academic improvement throughout the academic year
- completion/progress of MTSS program.

CUSD #1 Board Policy 7:220 BUS CONDUCT

Bus Conduct

All students must follow the District's School Bus Safety Rules.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, Student Behavior.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, Student Discipline.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Use of Video Cameras on School Buses

The content of the video recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

SCHOOL BUS PASSENGER REGULATIONS

The right of a pupil to ride a school bus is dependent upon his/her behavior and observance of the following safety rules and regulations. The school has no obligation to transport any pupil who or will not behave on the bus. The following regulations are expectations for each student riding a CUSD#1 bus:

1. All students are only allowed one bus and or van in the morning and in the afternoon. Parents will be asked to provide the one address their child will be picked up each morning and the one address of the drop-off location. Courtesy transports will not be allowed. Students will not be allowed to have others ride with them.
2. Obey the directives of the bus driver and/or monitor at all times.
3. When required, the pupil will sit in an assigned seat.
4. Be courteous and considerate of the bus driver, monitor and other students.
5. Arrive at the bus stop on time. The bus driver cannot wait because he/she has a schedule to maintain.
6. Do not under any circumstances stand in the roadway while waiting for the bus.
7. Stand at least (3) giant steps back from the edge of the roadway from where the bus stops.

8. Do not throw paper or any other item on the floor of the bus or out of the bus window. No trash should be left in the seats. Each bus is equipped with a trash can.
9. Do not stand up or leave your seat while the bus is in motion.
10. Keep your hands, arms and head inside the bus at all times.
11. Eating and drinking are not permitted on the bus.
12. While on the bus a student is not permitted to yell or speak loudly to others on the bus or outside the bus.
13. Remain absolutely quiet when the bus is approaching, stopped at or crossing a railroad crossing.
14. Fighting and other such disruptive behavior will not be tolerated on the bus or at the bus stop.
15. Using profane or obscene language and/or gestures will not be tolerated.
16. Spitting and other such inappropriate actions will not be tolerated on the bus or at the bus stop.
17. Bringing animals on the bus will not be allowed.
18. Possession of tobacco, guns or knives will not be allowed on the bus.
19. Loading and unloading through the rear door of the bus is not permitted. The rear door of all buses is for emergency use only.
20. Observe safety precautions when unloading the bus. When necessary to cross the street or roadway, please cross ten (10) feet in front of the bus and always wait for the driver's signal allowing you to cross the road.
21. Writing on, poking holes in or damaging bus seats or bus equipment will not be tolerated. In the event a child damages a bus, the child's parents and/or guardian will be required to pay for the repair or replacement costs.
22. Engaging in inappropriate physical contact (e.g. kissing or touching body parts) is not permissible.
23. When using all electronic equipment (e.g. portable CD player, cell phones and game boys) headphones must be used while the student is on the bus.
24. Using lasers, flash cameras or cell phone cameras is not permitted by a student on the bus.

Riding a Different Bus

All students are only allowed one bus and or van in the morning and in the afternoon. Parents will be asked to provide the one address their child will be picked up each morning and the one address of the drop-off location. Courtesy transports will not be allowed. Students will not be allowed to have others ride with them. Attendance will be taken as the students board the bus. Also, on mornings when a child will not be riding the bus, the District would ask that parents call the bus garage at (217) 854-2311. This will enable the district to notify the bus driver of the change.

Code of Conduct Violation

The bus driver will make every effort to enforce all the above rules and discuss the matter with the student(s) involved, contact parents, or assign seats as deemed appropriate.

When a bus conduct report has been issued, the transportation department will review the video recording of the incident and notify the proper administrator. The following are standard actions that will generally be applied. However, depending on the severity of the incident, disciplinary action could initiate at the 3rd or 4th level.

- 1st Offense: Student counseled and warned by driver.
- 2nd Offense: Suspension of bus privileges for two days.
- 3rd Offense: Suspension of bus privileges for five days.
- 4th Offense: Suspension of bus privileges for ten days or more, depending on the nature of the offense.

The intent is to maintain good order and a safe environment for students riding buses to and from school or school sponsored activities, as well as to notify parents of the misconduct of their children.

Bad Weather

On some days, due to weather conditions, not all buses will be able to travel to all areas of their routes. Drivers are expected to make common sense judgments and not attempt to travel on roads that would be hazardous to the safety of all involved.

SCHOOL DRESS (CUSD #1 Board Policy 7:160 STUDENT APPEARANCE)

Carlinville Middle School believes that a strong relationship exists between what a pupil wears and the attitude and behavior a student displays. Different modes of dress are appropriate for different activities and the level of casual or formal wear depends on the event. School, it is believed, should be less casual.

Students are expected to wear suitable clothing and in an acceptable manner. Tank tops, spaghetti string tops, muscle shirts, shirts that advocate dangerous or unlawful activities, halters, or midriff-type tops, dog collar, chains, wallet chains and other clothing/accessories with offensive lettering, pictures, alcohol advertisements or symbols are all prohibited. The general rule to follow for sleeveless shirts/blouses will be the clothing must cover at a minimum 3 inches of the student's shoulder. This applies to both girls and boys clothing.

No cut-off jeans/pants or spandex are acceptable. Appropriate lengths for skirts and shorts will be judged by the following criteria; when standing in a normal relaxed posture with the student's arms positioned straight down, the length of the skirt or shorts must reach further down the student's leg than the tip of her finger. Low cut shirts must not show cleavage or expose the backsides or midriff. Clothing or personal

appearance that is distracting to the learning environment or is cause for student safety concerns are also prohibited. Students are not to wear coats/jackets in the classrooms. Coats are to be kept in the student's locker. Hats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day. Appropriate footwear must be worn at all times.

Students wearing any of these items or displaying these appearances will be instructed to comply with school standards. Students are to wear clothing that does not expose the student's undergarments. Acceptable length of tops will be judged by the measure that when standing and/or sitting in a normal relaxed posture, the bottom of the shirt must meet the top of the student's pants. In accordance with special occasions (i.e., Student Council sponsored activities, dances, etc.), the administration may grant exceptions to the dress code.

If there is any doubt about dress and/or appearance, the appropriate administrator will make the final decision. Students will be required to change or cover the offending clothing and parents may be contacted to bring alternative clothing.

STUDENT BEHAVIOR AND DISCIPLINE POLICY **(CUSD #1 Board Policy 7:190 STUDENT DISCIPLINE)**

This policy becomes effective and replaces the current policy on Student Discipline on the first student attendance day of the 2024-2025 school year.

Student Behavior (formerly known as Student Discipline)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - 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
 - 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 a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 13. Entering school property or a school facility without proper authorization.
- 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

PUNS Database Information for Students and Parents:

Parents wishing to gain more information on PUNS (Prioritization of Urgency Needs of Services) can contact Dr. Danley Killam, Special Education Coordinator, 217-854-3104

RTO Reduction Plan

Carlinsville CUSD#1 has implemented a RTO Reduction Plan to continue to improve behavioral interventions at all grade levels. This plan will be reviewed annually and is available for review at www.cusd1.com.

Student Possession of Tobacco / Electronic Inhalation Devices (e-cigarettes/vapes)

Student possession of tobacco in any form (smoking, chewing, snuff) or the use of electronic cigarettes devices and/or vapes at school or on the school campus is prohibited. Violators of the above by any student will result in the following disciplinary actions:

A student who violates this prohibition will be required to complete an education program pertaining to physiological and psychological aspects of the use of tobacco and/or e-cigarettes/vapes. This program will require approximately 2 hours to complete and will be scheduled in the student services room between 3:10 and 3:40 p.m. The program includes video tapes and printed material regarding tobacco use. The student will submit a written report as part of this program. Parents will receive notice of the student's misconduct. Repeated breaking of the rule is considered a very serious act of defiance of school authority. The student violator will be immediately suspended from school for a minimum of three (3) days and placed on conduct probation. The student and his/her parents will meet with the principal before the student may be reinstated to school.

DRUGS AND ALCOHOL

Alcohol

The consumption of alcoholic beverages is hazardous to the health of students. The consumption, possession or distribution of alcoholic beverages is not permitted on school buses, in school buildings, or on all other school property. This policy extends to all school sponsored and related activities, as well as field, athletic, and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of alcohol. For the purpose of this policy, students who consume any alcohol shall be deemed to be under the influence and shall be treated in the same manner as though they had alcohol in their possession.

Drug Abuse

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends

Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they have drugs in their possession.

- **1st Offense:** up to a 10-day out of school suspension. A recommendation to the school board for expulsion from school may be made.

An appropriate remedial program will be designed for the student. A parent, student, principal conference will be held prior to the student returning to classes.

- **2nd Offense:** up to a 10-day out of school suspension. A recommendation to the school board for expulsion from the school will be made.

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 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in

school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, 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.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Students at CMS are expected and encouraged to display responsible behavior at all times. Responsible student behavior consists of regular attendance, engaged participation in the learning process, and courteous and respectful interaction with other students, faculty, staff, and administration. When students do not follow through on the above-mentioned expectations, they will accept their responsibility and the resulting consequences for their actions and learn from the experience. The CMS discipline policies and procedures are in accordance with guidelines set forth in Section 7:190 of the Carlinville Community Unit School District Board Policy Manual.

Examples of inappropriate or unacceptable behavior include, but are not limited to, the following:

1. **Defiance and disrespect** to a teacher or someone in authority cannot be tolerated. There are right and wrong ways to approach or respond to a teacher. Being defiant or disrespectful is, of course, wrong way.
2. **Fighting**: Students are not allowed to disrupt school by fighting, scuffling, or arguing. We want a safe and positive school climate in which students can learn and enjoy themselves.
3. **Obscene language/drawings or actions**: Using inappropriate language and/or acting in socially unacceptable ways is not tolerated at our school. Students are expected to talk and act in a way that they can be proud of themselves, as well as the school being proud of them. Students must understand that they are not to use foul or obscene language in their conversations with other students regardless of the circumstances.
4. **Disobedience**: Open and/or continued disregard for school rules and policies is unacceptable and will not be tolerated.
5. **Theft and Vandalism**: Respect for property as well as individual rights must be developed. Among unacceptable behaviors are thievery, marking on desks, scratching or writing on walls, damaging lockers, unauthorized tampering or destruction of computers, setting of fire alarms, damaging of restroom fixtures, and any other senseless destruction or taking of school or personal property. Students and their parents are responsible for replacing or paying for lost or damaged equipment, school-owned books, buildings, or any other school property.

In addition, students who have willfully damaged school property will be subject to the school's disciplinary system and may be charged through the criminal justice system.

Bullying Policy (CUSD #1 Board Policy 7:20 and 7:180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal. Students are prohibited from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other

comparable conduct. Students are prohibited from accessing and/or distributing at school any written or electronic material including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, creating and/or distributing written or electronic materials, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Students who are victims or witnesses to an act of bullying should inform an employee of the school district. Upon notification of bullying/harassment, the school will conduct a prompt and thorough investigation of the alleged incident(s). Each student who violates one or more of these policies is subject to appropriate consequences and remedial action. Every effort will be made to protect students who report such incidents against retaliation. Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Principal, Guidance Counselor, or members of the faculty or staff. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

Harassment/Sexual Harassment (CUSD #1 Board Policy 7:20)

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principals, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

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

Gang and Gang Related Activity

Carlinsville Middle School is committed to following all District wide policies, including those dealing with gang and gang related activities. Students involved in drawing/displaying gang organized related symbols will be disciplined accordingly.

MIDDLE SCHOOL DETENTION POLICY

Detentions may be used as a disciplinary and corrective measure. There are three types of detention notices for inappropriate and unacceptable behavior:

Discipline, Homework, and Lunch

Detentions may be given by the classroom teachers to students who do not follow the rules and procedures as stated in the CMS Handbook and/or classroom rules established by the teacher. Discipline Detentions will be served with the assigning teacher.

Examples include, but are not limited to:

- Misbehavior
- Defiance

Procedures

Should you receive a detention, the following will happen:

1. The student will be given a one-day' notice so transportation/other obligations or arrangements can be made. Only in rare instances, where parents have contacted the school, will detentions be considered to be made up at another time other than after school.
2. Teachers will provide an appropriate remediation activity or writing assignment to be completed during the detention.
3. If a student fails to make up the detention by the date indicated on the notice, the detention time will be doubled. If the student fails to serve the additional time, further disciplinary measures may be imposed by the administration.
4. A third discipline detention, in the same semester, will result in a parent/student/teacher(s)/student services conference.
5. Any further detentions, in the same semester, will result in referral to the student services team and/or principal. Discipline may include, but is not limited to:
 - Placement in the student services room
 - Placement in an alternative educational setting
 - Out-of-school suspension

Lunch Detentions

Lunch Detentions will be assigned for behavior occurring in the cafeteria, gym (before school), and hallways.

Examples include, but are not limited to:

- Running in the hall.
- Tardiness to A1 class.
- Hallway rowdiness, etc.
- Cafeteria, playground, gymnasium misbehavior

Procedures: Should a student receive lunch detention: the following will happen:

1. Students will be given a one-day' notice with the option of bringing a sack lunch to school. NO CANDY, SODA OR RESTAURANT FOOD WILL BE ALLOWED.
2. One copy of the detention will be given to the student and one to the office.
3. Upon a fourth noon detention, in the same semester, the student may receive an after-school detention or a referral to Student Services for one day. Students (and their parents) will be notified and required to serve that detention and any further detentions after school.
4. Students may be given an appropriate written assignment. Completion is necessary and may result in extended time in the student services room.
5. If a student fails to serve the detention by the dates indicated on the notice, the detention time will be doubled. If the student fails to serve the additional time, the student will be referred to the principal for additional disciplinary action.

Detentions for homework:

To assist our students in reaching their academic potential, completion of assigned out of class work is a necessity. Students who do not complete homework may be assigned to spend time with the assigned teacher before or after school to finish incomplete or missing assignment(s).

*Examples include, but are not limited to:

- failure to do assigned work
- failure to do projects, speeches, etc.

Procedures

Should a student receive a detention for missing and/or incomplete homework, the following will happen:

1. Students will be given a one-day' notice to complete the assigned detention after school. The detention will be served with the assigning teacher.
2. The parent will be notified of their child's homework detention via a copy of the detention. The parent may be required to sign the notice for the student to return to the teacher to ensure parental awareness of the detention.
3. If the student fails to attend the detention by the date indicated on the notice, the amount of time assigned will be doubled. If the student fails to complete the extended time, he/she will be referred to the office for more disciplinary action.

****STUDENT MAY BE REQUIRED TO STAY IN AT NOON OR AFTER SCHOOL WITHOUT THE ISSUANCE OF A DETENTION NOTICE PROVIDED STUDENTS DO NOT MISS LUNCH OR TRANSPORTATION AGREEMENTS HAVE BEEN MADE WITH PARENTS.**

CHEATING AND PLAGIARISM POLICY

It is the policy of Carlinville Middle School to promote and encourage moral and ethical development of its students in all areas where universal values are shared. One of these values is honesty in schoolwork. Therefore, cheating and plagiarism cannot be tolerated.

Defined

1. Cheating and plagiarism are defined as the use of another person's work that is claimed or represented to be one's own. Examples of cheating and plagiarism would include, but not be limited to:
 - a. copying another student's homework.
 - b. securing answers from another student or individual for a quiz or test.
 - c. copying material from another source without giving that source credit.
 - d. allowing another student to use one's homework/answers, etc.
2. Cooperative learning efforts whereby teachers allow students to share work/answers is not considered cheating.

Consequences

When incidences of cheating or plagiarism are discovered, the following procedures will be followed by middle school staff members:

1. The teacher will inform the involved students and any other teacher(s) affected.
2. The student's paper(s) (including both the student cheating and the student allowing his/her paper/answers to be used) will be confiscated.
3. The student(s) will still be responsible for "redoing" their homework; however, they will receive a zero for the assignment/test.
4. Further, a misconduct may be given.
5. Parents will be informed through a letter co-authored by the school and the student.

RECIPROCAL REPORTING OF CRIMINAL OFFENSE COMMITTED BY STUDENTS

The District, relying on input from the Parent-Teacher Advisory Committee, shall designate an administrative contact person (*CMS, Principal, Kyle Smith*) to act as a liaison between the School District and the Police Department, for the purpose of reciprocal reporting of criminal offenses committed by students. The Department shall likewise designate an administrative contact person to act as a liaison between the Department and the School District for the purpose of reciprocal reporting of criminal offenses by students.

CUSD #1 Board Policy 7:200 SUSPENSION PROCEDURES

SUSPENSION PROCEDURES

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:

- i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

CUSD #1 Board Policy 7:210 EXPULSION PROCEDURES

This policy becomes effective and replaces the current policy on Expulsion Procedures on the first student attendance day of the 2020-2021 school year.

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
- 5. Upon expulsion, the District may refer the student to appropriate and available support services.

CUSD #1 Board Policy 8:30 VISITOR/CONDUCT ON SCHOOL PROPERTY

VISITORS

Parents are welcome to visit the school but are asked to make arrangements with the principal. Children living outside the District or who are not of school age are not permitted to visit classes. All visitors must check in at the main office upon arrival.

Visitors are expected to abide by all school rules while on school property. Visitors who fail to conduct themselves appropriately will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

ATHLETICS

If funding for activities continues, any student desiring to participate on any of the school's athletic teams must have a physical exam and proof of accident insurance purchased through the district or a parent/guardian statement to the effect the student is under a family insurance plan. All participants in extra-curricular activities and their parents/guardians must sign the Carlinville Middle School Extra-Curricular Code of Conduct. Some of our teams participate in the IESA playoffs and the 2M Conference. All participants must provide a birth certificate and the signature of a parent to be eligible for IESA participation in sports. The birth certificate will be returned to the student. Full compliance with all the requirements is necessary before a student may engage in practice or competition in any school athletic activity.

Athletic Participation Fees:

- o **\$50 per sport**
- o **\$25 per sport for Free/Reduced Students**

Students participating in school sponsored and extra-curricular activities must not be failing any subject and be in compliance with the athletic/sponsor policies to remain eligible to participate in the sport or activity.

Students who are not medically cleared to participate in P.E. will not be allowed to participate in extracurricular activities that same day.

Teams sponsored by the school include:

7th and 8th Grade Girls

Softball
Volleyball
Basketball
Track
Scholastic Bowl
Cross Country
Cheerleading (COED)

7th and 8th Grade Boys

Baseball
Basketball
Track
Scholastic Bowl
Cross Country
Cheerleading (COED)

6th Grade Girls

Track
Scholastic Bowl
Cross Country

6th Grade Boys

Track
Scholastic Bowl
Cross Country

EXTRACURRICULAR ACTIVITY POLICY

It is understood that participation in extracurricular activities is on a voluntary basis. Everyone who participates does so at his own volition and, in so doing, automatically accepts the rules and regulations promulgated by the coach or sponsor, the school, and the Illinois Elementary School Association.

The School board endorses the concept that student participation in extracurricular activities is a privilege and as such, a high standard of conduct is to be upheld at all times.

The Board recognizes that it is not the responsibility of the school to punish students for behavior that occurs off school time, however, appropriate disciplinary action may be taken.

The discipline of students involved in extracurricular activities will be administered by the building principal in conjunction with the activity sponsor(s). Methods of discipline may include, but are not limited to:

- verbal reprimand.
- counseling.
- drug/alcohol awareness educational program.
- suspension of privileges.
- school and/or community service.
- removal from the activity, temporarily or permanently.

Disciplinary procedures may be instituted if a student:

- fails to maintain academic standards (handbook, IESA).
- violates rules and regulations as set forth in the Carlinville CUSD #1 Competitive and Extracurricular Activity Guide or by the sponsor.
- does not present appropriate medical and/or insurance for athletic participation.

CUSD #1 Board Policy 7:305 STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believe that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.

- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Carlinville CUSD #1 Heat Policy for School Activities

Heat Policy – Modifications for Baseball and Cross-Country Competition when the Heat Index is 95° – 104°

Athletes should have access to unlimited water before and after competition. Athletes should be monitored closely for signs of heat illness following the conclusion of the competition. Athletes should be encouraged to re-hydrate and seek shade as soon as the competition is complete.

Heat Policy – Modifications for Track and Field Competition when the Heat Index is 95° – 104°

Athletes should have access to unlimited water before, during and after competition. Athletes should be monitored closely for signs of heat illness during the competition. No mandatory stoppage of play required unless the heat index exceeds 104°. Athletes should re-hydrate and seek shade at each available opportunity during the competition.

STUDENT COUNCIL

Carlinville Middle school has an elected student council which purposes are:

- a) to plan activities for the student body of Carlinville Middle School
- b) to maintain school spirit in Carlinville Middle School
- c) to support the teams and activities of Carlinville Middle School
- d) to provide students with a chance to learn democracy and citizenship

Members must be passing in all subject areas and maintain a good disciplinary record (see athletic policies). The method of selecting the council members is established by the student council and the school administration.

GENERAL INFORMATION

Therapy Dog Policy and Procedures

The Carlinville School District Therapy Dog Program (“Program”) is a District-wide program established for the benefit of all students in the District. The purpose of the Program is to provide students with passive emotional support and comfort in the school setting in an effort to positively influence student achievement. The guidelines for the Program are set forth and adopted by the CUSD#1 School Board. There is an option to opt out of the Therapy Dog Program for any student who is concerned about allergies or would prefer not to meet with the Dog. If you wish to opt-out then please contact the school office.

Campus

All students, once they have arrived on campus, must stay on campus until the end of the school day. The only exception is if the student has been signed out by a parent/guardian. Students who arrive at school by bus must stay on school grounds upon arrival. 8th grade students using their off-campus lunch privileges are not covered by the above policy.

Video and Audio Monitoring System

A video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

Lost or Destroyed Books

Any book (text or reading) issued to a student by CMS that is lost or destroyed will be replaced by the student at replacement cost. The classroom teacher will provide a list of students who must replace a lost or damaged book. This fee will be waived for students who are eligible for Free/Reduced Lunch or who qualify as homeless.

Policy for Student I.D. / Lunch Cards

Student I.D./lunch cards will be provided to all students at CMS. Students are encouraged to have their cards in their possession at all times while at school. Students who break, deface, and/or lose their card must purchase a replacement card from the office at a cost of \$3.00 per card.

1. No markings may be added to cards by students (markers, stickers)
 - Consequence: student will have to purchase a new card at \$3.00 per card.
2. Card/lanyards are to be used properly during required times. Students may not “swing” cards around in an attempt to distract another student or classroom. (Do not twirl card/lanyards around finger.)
3. Cards that break and are no longer usable must be replaced at the cost of \$3.00 per card.
4. If students bend or chew on cards to the point they are unusable, the cards must be replaced.

School Dances

All CMS students may attend dances held at CMS and sponsored by CMS groups and affiliations. To attend a school dance, a student must have attended school on the day of the dance for a minimum of ½ day two (2) full classes of the instructional day. All rules and regulations in effect during a school day are also in effect during the dance. Students who are asked to leave the dance for disciplinary means may be subject to further discipline on the next day of school attendance. Dances at CMS are open to CMS students only. Appropriate dress is required to any dance. Students are not allowed to leave the dance unless a parent or guardian comes to the school and informs the chaperones, they are taking the student. Some dances may require student membership, participation, or eligibility to attend the organization sponsored dance(s)

School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available at the school office. Adults who wish to chaperone school activities must complete this form prior to the activity.

Grading Standards

A student’s academic performance is assessed in a variety of ways including tests, quizzes, assignments, projects, group work, and class participation. In addition to the aforementioned criteria, teachers are asked to evaluate a student’s life skills. These skills include respect for others, responsibility, and other necessary attributes needed by people in everyday life. The degree to which each of these, or any other assessment, figure into the final grade is determined by the teacher. Although some of the criteria listed below may not be applicable to every assessment, student work is measured by the following:

Basic Standards

- Work meets the basic course requirements set by the teacher.
- Work is complete and turned in on time.
- Work is the student’s own and has not been copied or plagiarized.

Additional Standards

- Work displays a high degree of accuracy.
- Work demonstrates that the student understands the concepts and how to apply them.
- Work is displayed in group assignments and class discussions frequently and positively contributes to the learning environment of the classroom.

The final grade for a course is expressed in letter grades.

F - The student has not met basic course requirements and/or has not completed all coursework.

D - The student has met basic requirements and has completed all coursework.

C - The student has met basic requirements and, occasionally, some of the additional standards.

B - The student has met basic requirements and, frequently, some of the additional standards.

A - The student has met basic requirements and, consistently, some of the additional standards.

Grading Scale

The following grading scale has been approved by the Carlinville Board of Education and is used in every Carlinville High School classroom.

A	94-100	C	73-79
A-	92-93	C-	71-72
B+	90-91	D+	69-70
B	84-89	D	66-68
B-	82-83	D-	65
C+	80-81	F	0-64

Classwork, Assignments, and Homework

Our teachers have high expectations for each student. They expect each student to do their very best and to complete all you are assigned. Therefore, if students do not do their assigned work, teachers may keep the student in during recess and/or after school.

Students who fail to get their work done at these designated times will have their parents contacted and a teacher/teacher-team/student and parent conference will be held, and a plan established to remedy the situation.

Incomplete / Late Work

Credit will not be awarded if a student fails to meet all course requirements. If a student submits homework after the due date, the student may only receive partial credit for the assignment. Credit for late work may be given at the teacher's discretion. Reports, projects, tests, or class assignments not completed at the end of the semester will be recorded as incomplete and a failing grade assigned for the class. A student's request for a time extension due to illness, excused absence from class, or other good cause may be granted. Such extension shall be for a reasonable length of time as determined by the teacher or the student's 504 accommodation plan.

Possessions

Students are strongly encouraged not to bring to school large amounts of money or valuable items that may present a strong temptation for someone to take. Also, some items can cause disruption. Specific items that are not to be brought to school include, but not limited to, toys, electronic devices, lasers and cameras.

Cell Phones

Cell phones, Smartwatches, and electronic devices such as (iPads, Kindles, earbuds/headphones, etc.) that can be used to communicate with others (students, friends, etc.) can be a major disruption to the educational process. Student cell phones and electronic devices should not be seen, used, and/or heard and must be turned off. Students may use their cell phone or other electronic device ONLY with the direct approval of the administration and/or their individual teacher. Failure to comply may result in a loss of privileges and/or discipline.

- *1st Offense:* Items will be confiscated, given to the office, and parents will be notified. Student may pick up the phone after 3:05 p.m.
- *2nd Offense:* Student phone/device will be confiscated. Parent will have to come to school to pick up device. Students are not to have cell phone/device at school. If the student's parent/guardian requests the students be allowed to bring the cell phone to school, the student must check it in the office first thing in the morning and check it out at the end of the day.
- *3rd Offense:* Phone/Device will be confiscated. Parent must come to school to retrieve the phone/device and suggestions will be made that the phone/device stays at home. If the phone/device is going to continue to be brought to school, the student must check it in the office first thing in the morning and check it out at the end of the day. Student will be placed in Student Services for one day.
- *4th Offense:* Parent must come to retrieve the phone/device and the student will be suspended from school for one day.

Any student who uses the camera or video function of their phone to take inappropriate pictures on school grounds may be subject to suspension or expulsion. Parents, as always, will be able to contact their student through the office.

Public Display of Affection

Students are to refrain from public displays of affection (PDA) while on school grounds. This includes times before, during and after the school day. Displays of affections include holding hands, hugging, kissing, etc. Students will be first warned to cease the displays and appropriate disciplinary actions will be taken if the displays resume.

Automated External Defibrillator

Carlinsville Unit District #1 has placed Automated External Defibrillators (A.E.D.) at Carlinsville Middle School in the following locations. AEDs are located in the gym lobby and the concession stand area of the weight room next to the track.

Radios, C.D. Players, MP3 Players, iPods, TV's, Cameras, Laser Lights, Playing Cards, and Trading Cards

Radios, and any other items that interfere with the classroom, will be confiscated by the teacher and turned in to the office. Parents may make arrangements to pick up the item from the office. The item will not be returned to the student. Radios, music players (MP3, iPods, etc.), tape recorders and players, video players, cameras, playing cards, or trading cards may only be carried into the school with the permission of the administration. The school district is not responsible for lost or stolen personal property.

School Hours

School is in session from 8:05 a.m. until 3:05 p.m. Students are not allowed in the building until 7:40 a.m. and are expected to leave immediately after dismissal unless they are in an after-school program or supervised activity. Students are not to be in the hallway or return to their lockers without adult supervision after 3:15 p.m. Once students enter the school building, they may not leave without permission. Bus students must enter the building directly upon departing the bus and not leave the school campus.

Tardiness to Class

Two to four minutes are allowed between classes for students to switch rooms, etc. At designated times, students will have time to visit their lockers and get a drink of water before proceeding to the next class. Students are counted tardy if they enter the class while the tone is sounding or if they are not in class at the designated time.

After School

After school students are to leave immediately. Students having to do make-up work, serve a detention, or attend athletic practices/other events must be in the designated room or area by the time the after-school activity bell rings. No student is to be staying after school without permission and supervision of a teacher.

Medicine

When medicine is brought to school, it must be taken to the school nurse or per the following:

Medication should be limited during school hours to times when absolutely necessary. The medical doctor and the parent must both sign a document allowing prescription and non-prescription medication to be taken at school. All medication must be in its original packaging and be taken directly to the school nurse. Asthma medications may be self-administered by the student provided: (1) the parents give written permission for such use and waive the school district liability; and (2) the student's doctor provides written permission stating the student has asthma and is capable of self-administering.

When deemed medically necessary, medical cannabis may be administered by a designated caregiver registered with the Illinois Department of Public Health. Both the physician and parent must complete a "School Medication Authorization Form" and a health plan will be developed outlining a specific schedule, location and procedures for the supervision and administration of medical cannabis

Any student giving medicine to another student is subject to disciplinary actions.

Directory Information

CMS may release certain directory information regarding students, unless the parent/guardian prohibits such release. If the parent objects to having this information released, a written objection to the release, presented by the parent, must be filed with the building principal. Unless the objection has been filed, the following types of student information may be released: name, address, picture, date and place of birth, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, the most recent previous school or institution attended by the student and other similar information.

Excused from Physical Education

During the course of the year, it may be necessary for some students to be excused from physical education upon the written statement of a medical doctor. This statement should be presented to the school nurse, at which time you will be assigned to an alternate physical education assessment and the teachers will be notified. Students who cannot take P.E. may not also participate in physical noon recess activities.

When it is permissible for the student to return to physical education, the student or parent should again bring a note from the doctor and present it to the office. The teachers will be notified of this change and the student should return to physical education class. The school will honor a parent's excuse from P.E. for a period not to exceed five (5) school days.

Physical Education Uniforms

All students are required to wear the designated uniform for physical education class. Boys and girls' uniforms are available for purchase at several of the local clothing stores.

Sex Education Opt Out

Students and parents will be provided the option to opt out of sex education units of study. Forms will be sent home prior to the presentation of such units and alternate units of study will be provided.

Breakfast and Lunch Rules and Procedures

Breakfast/Lunch

In order to purchase ala carte items in the school cafeteria, a student must have his/her student identification card. It will be his/her responsibility to maintain the card in good condition. In addition, during breakfast designated seating areas will be assigned for Middle and High School students.

Everyone is expected to display proper dining manners in the cafeteria. Food and beverages are not to be taken from the cafeteria. Trays and papers are to be disposed of properly. Please do not move chairs from one table to another as this disrupts the traffic patterns.

CMS does not accept, nor does it allow charges to be made upon a student's lunch account. If a student does not have money on his/her account, an alternative lunch will be provided (cheese & crackers, milk, apple, etc.).

Community Unit School District #1 cafeterias participate in the Nation School District Lunch Program. Menus are planned in accordance with requirements and guidelines set forth by this program. Students may also choose

No student leaves campus for lunch, except upon receipt of a written request to the office from the parents of 8th grade students. 8th grade students are allowed five (5) off-campus trips to their choice of McDonald's, Dairy Queen. Requests may be denied at any time. Parent requests to take students off campus for lunch can only be made for their child. No parent will be allowed to take someone other than their own child off-campus for lunch. Parents must come into the main office and sign their child out before their child may leave the building. Students are not allowed to go to nearby restaurants to meet their parents.

CMS supports and encourages parents to be involved in their child's education. One way to be involved is sharing lunch with their child in the CMS/CHS cafeteria. Although students at this age start to show their independence, a lunchtime visit with mom or dad is a welcome thing. We do have some procedures and rules that govern lunch time visits. First, parents must call the Middle School office at least one day ahead of time. Second, parents must come to the Middle School to sign in at the office. Parents should not go to the High School office if they are to see a Middle School student. Third, parents are asked to purchase their lunches at the Middle School cafeteria; do not bring in your child's lunch. With the opportunity for parents to sign out their child to go off-campus for lunch, the need to bring outside food into the cafeteria is not necessary. Adult lunches are \$3.50. Parents may also purchase items at Ala Carte or at the Snack Bar. Parents may only purchase food for their child, not for their child's friends/classmates. No birthday parties are to be held in the cafeteria. The drama of being included or not included is an issue that is not needed at school. With open communication, lunch visits can be an enjoyable and productive experience for parents and students. Students who do not follow these guidelines may lose their privilege to eat in the cafeteria and will be required to eat in student services.

Any student leaving campus, without permission from the principal, will be subject to the following disciplinary action:

1. The first violation will result in a five (5) days of lunch detention with a parent-student-principal conference at the end of the fifth day.
2. A further violation will result in an out of school suspension with a parent-student-principal conference before the student may continue school.

Bicycle Parking

Students riding bikes to school must park them on the concrete area to the east of the middle school building. Some racks are provided and other supports are available for chaining a bike for security purposes. There is to be no riding of bikes on school property.

School store

Supply items (pencils, notebooks, etc.) may be purchased from the school store. Also, snack items may be purchased and consumed at designated times.

Middle School Areas Only

Middle school students are to be in the designated middle school areas ONLY. Students are NOT to be in the high school hallways (except those indicated as "shared" areas) or enter/exit high school doors.

Locker Security

Lockers are school property maintained for student use. The superintendent, building principal, and/or teachers may examine and inspect locker contents on a regular basis throughout the school year.

Each student will be assigned a personal locker. No student is to use a locker other than the one assigned to them by the office.

Skateboards/Rollerblades

Skateboards and rollerblades are not to be used on school property. Violators will have their skateboards confiscated and parents required to come to school to claim them.

ARTIFICIAL INTELLIGENCE POLICY

"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 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 have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

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.

CUSD #1 Board Policy 1:140 (SEARCH AND SEIZURE)

Search and Seizure

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students,
- In the presence of a school administrator or adult witness, and
- By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

"Drug Free School" Search

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, Carlinville Middle School has a fundamental legal ethical obligation to prevent drug use and to take steps to maintain a drug-free education environment. Unannounced canine drug searches conducted by local and state law enforcement authorities are one such measure. If a search produces evidence that a student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence shall be seized and used for appropriate criminal prosecution. Evidence seized shall also be used as a basis for appropriate school disciplinary action up to, and including, expulsion.

Homeless Students

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" is defined as provided in the McKinney Homeless

Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. (CUSD Board Policy 6:140)

Building Occupant Notice

The following notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials (ACM). The Inspection Reports and Management Plans for each school building are on file for review at each School Office and the Unit Office during school hours. Copies may be made at the requestor's expense.

This notice is to inform building occupants, workers and parents/legal guardians of the locations of ACM. It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any ACM.

The school district has appointed a designated person who is responsible for the implementation of the asbestos program and ensuring that the requirements of the federal and state regulations are met. This person has received adequate training necessary to manage the asbestos program.

- Each six months, inspections are conducted to determine any change in the condition of known or assumed asbestos. Any evidence of disturbance or change in condition will be documented as required by law.

At least once every three years, a re-inspection of all known and assumed ACM in each school building is conducted. These inspections are conducted by accredited, licensed inspectors.

All cleaning and maintenance personnel within the district have been trained to recognize the danger of asbestos and are taking special precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken when needed to protect the health of building occupants.

Materials containing asbestos or assumed to contain asbestos have been identified in the following school buildings:

- Carlinville High School
- Carlinville Middle School
- Carlinville Intermediate School

This information was distributed to all building occupants and parents/legal guardians by:

Dr. Becky Schuchman, Superintendent of Schools
Carlinville Community Unit School District #1
829 West Main Street
Carlinville, Illinois 62626
217-854-9823

PESTICIDE APPLICATION REGISTRY NOTICE

Carlinville CUSD#1 practices integrated Pest Management, a program that combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term pesticide includes insecticides, herbicides, rodenticides, and fungicides.

The district has established and maintains a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please speak to the principal at your child's school. The principal will provide you with a form requesting the following information:

- Parent/Guardian/Staff Member's Name
- Signature
- Student's Name
- Home Address
- Date requested to be part of registry

For your information, a form requesting to be part of the registry can be accessed on the district's website. The address is www.cusd1.com. Once completed, please forward the form to: Dr. Becky Schuchman, Superintendent, Carlinville CUSD#1, 829 West Main Street, Carlinville, IL 62626

LAWN CARE PRODUCTS APPLICATION AND NOTICE ACT AND THE STRUCTURAL PEST CONTROL ACT

Carlinville CUSD #1 complies with the requirements associated with the Lawn Care Products Application and Notice Act and the Structural Pest Control Act. Therefore, the school district has established and will maintain a registry of parents and guardians of students who wish to be notified prior to the application of pesticides to school grounds. To be included in this registry, please speak to the principal at your child's school. The principal will ask you to complete a provided form requesting the following information:

- Parent/Guardian/Staff Member's Name
- Signature
- Student's Name
- Home Address
- Date requested to be part of registry

For your information, a form requesting to be part of the registry can be accessed on the district's website. The address is www.cusd1.com. Once completed, please forward the form to: Dr. Becky Schuchman, Superintendent, Carlinville CUSD #1, 829 West Main Street, Carlinville, Illinois, 62626.

STUDENTS' RIGHTS AND RESPONSIBILITIES

CUSD #1 Board Policy 7:130

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during non-instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. Non-Instructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

Students have both the right and the responsibility to express school related concerns and grievances to the administration.

In an attempt to provide for prompt and equitable resolution of student grievances, Carlinville Community Unit 1 has adopted the following procedures:

- Step 1:** The student(s) and/or parents should discuss the matter of the alleged grievance with the building principal within ten (10) school days. A meeting must be scheduled within five (5) school days and a written response be made by the principal within ten (10) days of any such meeting.
- Step 2:** If the matter is not resolved at Step 1, the student(s) and/or parents may present, in writing, the facts of the grievance to the superintendent. The superintendent will arrange a meeting of parties directly involved in the grievance and attempt to resolve the matter. The superintendent will respond, in writing, within ten (10) school days of any such meeting.
- Step 3:** If the matter is not resolved after Step 2, the matter will be referred to the School Board for final resolution.

For the discussion and consideration of a grievance, any student or group of students may request a meeting time and place of the building principal. One faculty member of the student's choice may be present at such meeting(s). Such time and place will be designated upon request.

EQUAL EDUCATIONAL OPPORTUNITIES

Carlinville Community Unit 1 ensures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed by mail to:

Dr. Becky Schuchman
Superintendent of Schools
829 West Main Street
Carlinville, Illinois 62626
Phone: (217) 854-9823

TELEPHONE DIRECTORY

School Administrative Office	854-9823
FAX- - Carlinville Unit #1	854-2777
Carlinville Middle School Office	854-3106
Middle School FAX	854-4503
Education Service Region	854-4016
Bus Garage	854-2311

2024-2025 SCHOOL CALENDAR		
Aug.	13 14	Teacher Institute First Day of Student Attendance -1st Semester Begins
Sept.	2 20	No School - Labor Day 11:35am Dismissal – School Improvement Day
Oct.	10 14	11:35am Dismissal–School Improvement Day No School–Columbus Day
Nov.	5 6 7 11 27 28-29	No School-Election Day 2:00 pm Dismissal-Parent Teacher Conference 2:00 pm Dismissal-Parent Teacher Conference No School-Veterans Day 11:35am Dismissal–School Improvement Day No School - Thanksgiving Break
Dec.	23-31	No School - Holiday Break
Jan.	1-3 6 7 20	No School-Holiday Break No School–Teacher Institute Students Return- 2 nd Semester Begins No School-Martin Luther King Holiday
Feb.	12 28	No School–Lincoln’s Birthday Day Observed 11:35am Dismissal–School Improvement Day
March	3 6 26	No Student Attendance – Casimir Pulaski Day 2:00 Dismissal-Parent /Teacher Conferences (CHS ONLY) 11:35am Dismissal–School Improvement Day
April	16 17-21	11:35am Dismissal–School Improvement Day No School-Spring Break
May	19-23 23 26 27	Emergency Days Proposed Last Student Attendance Day (with Emergency Days Used) No School-Memorial Day Proposed Teacher Institute
		***Five emergency days were added. The calendar could be reduced depending on the number of emergency days.