

2025 - 2026

Carlinville Middle School
&
Carlinville High School



Student and Parent Handbook

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WELCOME TO CARLINVILLE MIDDLE SCHOOL & CARLINVILLE HIGH SCHOOL

On behalf of the faculty and staff of CMS and CHS, we 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 and High Schools are committed to providing a curriculum and behavioral policy that promotes academic, social and emotional, and physical growth. We speak for the faculty and staff when we 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 2025-2026 Student Handbook as a resource for helping you understand the policies and procedures at CMS and CHS. 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 us.

CARLINVILLE MIDDLE SCHOOL & CARLINVILLE HIGH SCHOOL MISSION & VISION

Empowering Excellence through Vision and Traditions.

PREAMBLE

The student handbook contains rules, regulations and procedures designed to create a positive and ordered educational environment for the students at Carlinville Middle and High Schools. This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of Carlinville Middle School and Carlinville High 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.

Carlinville Middle School and Carlinville High School rules and regulations are interpretations of School Board Policies. Any inconsistencies shall be governed by the actual Board Policy on file in the Board of Education Office. As new, unforeseen situations arise, it may become necessary to adjust the following regulations within the overall framework of the existing district disciplinary procedures.

ADMINISTRATIVE IMPLEMENTATION

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

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.

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.***

2025-2025 SCHOOL CALENDAR

CARLINVILLE CUSD #1 ACADEMIC CALENDAR 2025



KEY DATES

AUG 14 & 15 -
TEACHER INSTITUTE DAYS

AUG 18 - 1ST DAY STUDENT
ATTENDANCE

SEPT 1 - NO SCHOOL

OCT 10 - DISMISS @ 11:30

OCT 13 - NO SCHOOL

OCT 22 & 23 -
DISMISS @ 2:00
PARENT TEACHER
CONFERENCES 3-7

OCT 24 - NO SCHOOL

NOV 11 - NO SCHOOL

NOV 26-28 - NO SCHOOL

DEC 22-JAN 2- NO SCHOOL

JAN 5 - NO SCHOOL
TEACHER INSTITUTE

JAN 6 - STUDENT RETURN

FEB 12 - NO SCHOOL

MARCH 2 - NO SCHOOL

MARCH 19 - DISMISS @ 11:30
MARCH 20 - NO SCHOOL
TEACHER INSTITUTE

APRIL 2-6 - NO SCHOOL

MAY 25 - NO SCHOOL

MAY 29 - LAST DAY OF SCHOOL
WITH EMERGENCY DAYS USED

JUNE 1 - TEACHER INSTITUTE

JULY 25

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 25

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

SEPTEMBER 25

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OCTOBER 25

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26	27	28	29	30	31	

NOVEMBER 25

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30						

DECEMBER 25

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28	29	30	31			

JANUARY 26

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FEBRUARY 26

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MARCH 26

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29	30	31				

APRIL 26

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MAY 26

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24	25	26	27	28	29	30
31						

JUNE 26

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DATED 4/4/25

GENERAL INFORMATION

ARRIVAL & DISMISSAL

Students should arrange to leave home early enough to arrive at school before school begins. All students will remain in specific areas until doors to the academic wings open, 8:00 for the Middle School and 7:40 for the High School, unless they have written permission from a teacher to meet prior. Students who are meeting a teacher need to check into the Main Office before going to meet the teacher. Students are expected to leave the school grounds upon dismissal unless involved in after-school extracurricular activities. 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. Please know that the Main Office is open from 7:30 a.m. to 4:00 p.m.

When dropping off or picking up your student at the beginning or end of the day, please stay away from the Bus Lane at the back of the building. Students being dropped off at the Middle School will be able to enter the building at 7:45 via the front middle school gym doors. Students being dropped off at the High School will be able to enter the building at 7:30 via the high school gym lobby doors. If you are dropping off a student and are leaving and walking away from your vehicle or coming into the building, your vehicle must be parked in a parking spot. Bus riders must enter the building directly upon departing the bus and not leave the school campus.

“Rush Hour” Traffic Plan (7:35 - 8:05 a.m. and 2:50 - 3:20 p.m.)

- CMS students may be dropped off and picked up before and after school at the east side of the building on Illinois Avenue.
- CHS students may be dropped off and picked up before and after school in the circle drive north of the gymnasium.
 - CMS siblings of CHS students may be dropped off at the circle drive and walk through the building to the CMS gymnasium.
 - Traffic in the circle drive will be one way from west to east.

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.

SKATEBOARDS & ROLLERBLADING

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.

PLEDGE OF ALLEGIANCE

Carlinville Middle School and Carlinville High School are both proud to recite the Pledge of Allegiance every morning. Students are asked to stand and recite the Pledge in unison with the reading over the intercom system. Any person who does not wish to participate in reciting the Pledge of Allegiance for

any personal reason may elect not to do so. Students must respect another person's right to make that choice as well as remain quiet if they decide not to partake.

ANNOUNCEMENTS

Every school day announcements of interest to students will be read aloud over the intercom system and posted virtually and in the building for student reference. All students are advised to pay close attention to the announcements.

BOOK BAGS

Book bags are to be used solely to carry school related items to and from school. Bags must be small enough to fit in student lockers, and are not to be taken to classrooms.

BELL SCHEDULES

Carlinsville Middle and High Schools will follow a Modified Block Schedule

6th -7th Grade

- 1 - 8:05-8:43 - Advisory/Study Hall
- 2 - 8:46-9:25 - Exploration Class
- 3 - 9:30-10:50 - Core/Explo
- 4- 10:55-12:15 - Core/Explo
- 12:20-1:05 - Lunch
- (6th grade lunch/7th grade recess 12:17 - 12:37)
- (6th grade recess/7th grade lunch 12:42 - 1:03)
- 5 - 1:10-2:30 - Core/Explo
- 6 - 2:35 - 3:05 - W.I.N (What I Need)

High School/8th Grade

- 1 - 8:05-9:25 - (8th Grade Core/Explo)
- 2 - 9:30 - 10:50 - (8th Grade Core/Explo)
- 10:55 - 11:40 Lunch (High School Lunch)
- 8th Grade (Lunch) 11:05-11:25
- 10:50-11:05/11:25-11:40 (study hall)
- 3 - 11:45-1:05 (8th Grade Core/Explo)
- 4 - 1:10-2:30 - (8th Grade Core/Explo)
- 5 - 2:35-3:05 - (High School Goals) (8th grade Advisory)

6th -7th Grade See-All Day

- 1 8:05-8:45 - Advisory/Study Hall
- 2 8:50-9:30 - Exploration Class
- 3 (Day 1) 9:35-10:15 - Core/Explo
- 4 (Day2) 10:20-11:00 - Core/Explo
- 5 (Day 1)11:00-11:40 - Core/Explo
- 11:45-12:30 - Split Lunch Times/Recess
- 6 (Day 2)12:35 - 1:10 - Core/Explo
- 7 (Day 1)1:15-1:55 - Core/Explo
- 8 (Day 2) 2:00-2:40 - Core/ Explo
- 9- 2:45-3:05 - W.I.N.(What I Need)

High School/8th Grade See-All Day

- 1 (Day 1) 8:05-8:45 - (8th Grade Core/Explo)
- 2 (Day 2) 8:50-9:30 - Core/Explo
- 3 (Day 1) 9:35-10:15 - Core/Explo
- 4 (Day 2) 10:20-11:00 - Core/Explo
- 11:00-11:40 - Lunch (High School Lunch)
- (8th Grade Lunch (11:10-11:30)
- 5 (Day 1) 11:45-12:25 - Core/Explo
- 6 (Day 2) 12:30 - 1:10 - Core/Explo
- 7 (Day 1) 1:15-1:55 - Core/Explo
- 8 (Day 2) 2:00-2:40 - Core/Explo
- 9 2:45-3:05 - (High School Goals) (8th Grade Advisory)

COMMUNICATION REGARDING THE CLASSROOM

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.

COMMUNICATION BETWEEN STUDENTS AND FAMILIES DURING THE SCHOOL DAY

Students come to school to learn while staff work to provide a learning day void of any interruptions. We understand there are reasons families will want to communicate with their children during the school day. Students are expected to keep their cell phones off, in their lockers, in the designated locations in the classrooms, and/or at home (including smart watches and blue-tooth earbuds). We ask and expect families to use patience and discretion when reaching out to the students. Any form of communication will interrupt and interfere with their learning, and if done during periods when the phone is prohibited, staff will be expected to follow our electronic use policy where possible consequences may be given. Our cell phone policy may be found on page 41.

If you need to communicate with your child during school hours, we ask you to please contact the school office at (217) 854-3104. Messages will be taken at any time and will be delivered at the earliest possible convenience, but we will not call the student to the office except for an emergency situation. Students are only allowed to make phone calls from the office when needed.

INTERRUPTION OF CLASSES

Students are not to interrupt classrooms during the class period to talk with other students or to deliver students messages.

PARENT TEACHER CONFERENCES

Carlinville Middle School and Carlinville High School expects parents and guardians to support the schools by being a role model for their children. Parents are welcome to confer with teachers at any time during the year. Although students are dismissed at 3:05 p.m., teachers are in their classrooms before and after school and during their preparation periods. These are ideal times for parent conferences. Please call for an appointment to meet with teachers or contact teachers via email (cusd1.com).

Another way to stay in touch and communicate with teachers is by attending Parent Teacher Conferences which are held during the school year. Information and sign up will be sent out to families as the dates approach.

E-LEARNING DAYS

General Guidelines

- CMS & CHS students should have their school devices at home for use.
- Middle School Advisory classes will not meet remotely, and attendance will not be recorded.

- High School GOALS classes will not meet remotely, and attendance will not be recorded.
- Study Hall classes will not meet remotely, and attendance will not be recorded.
- Students should attend the classes for the day rotation that would normally be held that date.
- All classes, other than the ones listed above, will post a required attendance question for students to check in via Google Classroom.
 - Class work will also be shared via Google Classroom.
 - Teachers holding virtual meetings will communicate this expectation with students via Google Classroom.
- Students are responsible for checking Google Classrooms and school email. It is the responsibility of the students to reach out directly to teachers if they are unable to access course materials.
- CMS and CHS Students/Families unable to connect virtually should submit the absence by email to Beth Fish (fishb@cusd1.com) directly, or call the attendance line at (217) 854-3104 ext. 2 to leave a voicemail.
- Students/Families unable to check in virtually are expected to communicate directly with teachers to inquire about possible work as soon as they are able to.
- Teachers will be available via email from 12:30-3:05 to answer questions.
- Administration will be available via email from 7:30 - 3:05 to answer questions.
(killamd@cusd1.com, stiegem@cusd1.com, eldridgk@cusd1.com)

6th & 7th Grade Schedule

- Will be posted and shared with families at the beginning of the school year.

8th and High School Schedule

- Will be posted and shared with families at the beginning of the school year.

CAFETERIA

Carlinville Community Unit School District #1 cafeteria participates in the National School Lunch Program. Menus are planned in accordance with requirements and guidelines of the same. The food service operates on a non-profit basis and provides free or reduced meals to those in need. An application fee for free or reduced-price meals is available in the District Office.

FEES FOR LUNCH

Student breakfast is \$2.15, lunch is \$3.25, and milk is \$0.40 for the 2025-2026 school year. Students also have the option to purchase ala carte and snacks. Parents or students may deposit money into a food account via the drop box at the Middle School Gym Lobby, Main Office, or through Revtrak on Skyward.

FREE/REDUCED LUNCH

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. Please contact the District office (217) 854-9823 with any questions.

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 for homeless.

BREAKFAST AND 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. This card will be distributed to each student at the beginning of the school year. Any student whose card is either lost or destroyed will be required to pay \$3.00 to cover the cost of replacing his/her card. In addition, during breakfast designated seating areas will be assigned for Middle and for 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.

The cafeteria at CMS and CHS does not accept, nor do they allow, charges to be made upon a student's lunch account. If a student does not have money on his/her account, they will be provided with a meal but will not be allowed to purchase ala carte items, seconds, snacks, or extras, and a notification will be sent home.

Community Unit School District #1 cafeterias participate in the National School Lunch Program. Menus are planned in accordance with requirements and guidelines set forth by this program. The food service operates on a non-profit basis and provides free or reduced meals to those in need. An application for free or reduced-price meals is available in the main office.

CLOSED CAMPUS - CARLINVILLE MIDDLE SCHOOL

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 or 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. Students are not allowed to go to nearby restaurants to meet their parents.

OPEN CAMPUS - CARLINVILLE HIGH SCHOOL

Carlinville High School students may leave campus during lunchtime as they see fit. This privilege is contingent upon students conducting themselves in a responsible manner. **THE PRIVILEGE OF ENJOYING OPEN CAMPUS SHALL BE REVOKED FOR STUDENTS WHO FAIL TO MAINTAIN ACCEPTABLE STANDARDS OF BEHAVIOR AND/OR ACADEMIC ACHIEVEMENT.**

FOOD AND BEVERAGES AT SCHOOL

Students are not to bring food, snacks, or beverages other than lunch to school. Such items consumed during lunch are to be eaten in the cafeteria or designated areas. Open beverage containers are not to be stored in student lockers. Water is allowed in classrooms in approved containers and may be refilled at the refilling stations throughout the building. No other beverages are allowed (i.e. Coffee, soda, sport drinks, etc.), unless approved by the Nurse with a medical excuse. Exceptions may be made for classroom celebrations with administrative approval.

FIELD TRIPS

When field trips are taken, the trips are planned for educational purposes designed to meet specific classroom goals. Furthermore, these trips are a privilege and any students with poor attendance, grades, or behavior could be excluded from the trip. Finally, while on a field trip, students are to behave in the same manner as they would at school. Parents/Guardians will be asked to sign a document at registration giving consent for children to ride district transportation off campus for field trips. If this is not desired, parents/guardians will be required to communicate with the school prior to leaving for the trip. Many teachers and activity sponsors may send permission slips home for signatures prior to field trips regardless of permission given at registration. It would be at this time that any fees associated with the field trip would be communicated with families.

FUNDRAISING

Student organizations will be assigned to operate concession stands at various school events. There will be no other selling of items which compete with local merchants except the annual fundraising campaign conducted by the Junior Class. Students who are involved with fundraising sales by non-school organizations will **NOT** sell these items at school. No selling of advertising space by students is allowed without administrative approval.

THERAPY DOG POLICY AND PROCEDURES

The Carlinsville 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.

SCHOOL EMERGENCY CLOSING AND CANCELLATION PROCEDURES

The decision to call off school is not a decision taken lightly. The safety of our students and staff is the highest priority and when a decision is made, we know the effect it has on the entire community. We will try our best to make the decision about closing school as early as possible. On days when the weather is bad, our administration and transportation team drive the roads to gauge conditions. Please understand that if the roads are safe, it is hard to justify closing schools. There are also times when extreme cold weather may create a need to close. When the weather is too cold to get the buses started or difficult to remain warm, we will communicate potential closing. We leave the final decision with the parent as to whether a child gets on the bus during bad weather.

School closings will be announced as early as reasonably possible via the district's automated calling system, Skylert. You may also access this information by checking the district facebook page online and other district social media outlets. Radio stations, such as WSMI-FM (106.1) and WSMI-AM (1540) as well as local television stations will report school closing information also. When school is closed or released early due to weather conditions, that means ALL after-school activities and practices are canceled.

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.

BUS SERVICE

Free transportation is provided for pupils who reside 1 1/2 miles or more from the school they are assigned to attend or their home is located on a hazardous route from the school. Call the Director of Transportation (217) 854-2311 regarding bus service.

COMPUTER USE

Students must have a signed Authorization for Electronic Network Access form on file in order to access the Internet at CUSD #1.

LOST & FOUND

Please remind your child to check the Lost & Found area for their clothing and personal items. The Lost & Found is located on the first floor in the northeast corner of campus. The district will donate any unclaimed items periodically throughout the year.

STUDENT AGENDAS

Students in grades 6-9 are provided a planner to carry with them throughout their day.

CUSD #1 BOARD POLICY 7:130 STUDENT RIGHTS AND RESPONSIBILITIES

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.

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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, 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 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.

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. Student lockers will be assigned at registration. Students are to use only the lockers assigned to them, and are expected to keep their lockers neat and clean at all times. Periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches for contraband materials may take place. Stickers are not to be used on either the inside or outside of lockers. Student lockers do not have locks. As such, 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 disruptions. Specific items that are not to be brought to school include, but not limited to, toys, electronic devices, lasers, and cameras.

"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 and High Schools have a fundamental legal ethical obligation to prevent drug use and to take steps to maintain a drug-free educational 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.

STUDENT SERVICES

The Student Services Department includes the guidance counselors, school nurse, school principals, school resource officer, 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 this 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.

A counselor is available to support students as they process problems (whether they be academic, personal or social), explore options, and reach decisions. Some of the areas that guidance staff can be of help are:

- **Alternate Learning Opportunities**
 - Per district policy, programs for students at risk of academic failure and/or dropping out of school will be provided options as outlined in Board Policy 6:110. In addition, credit for alternative courses, programs, and course substitutions is acceptable as outlined in Board Policy 6:310.
- **Career Planning**
 - In the guidance office, you may find lots of **career information** on salaries, working conditions, etc. covering a wide range of jobs. All students meet yearly with the guidance counselor to discuss individual future plans and pathways to achieve those goals.
- **Educational Advisement**
 - The purpose of a **four-year-plan** is to help you work out a course of study that will prepare you for a career and/or help you plan your continuing education. The plan is a guide - it can be revised should you change your plans or should entry and eligibility conditions be updated. If you have a career in mind or are considering higher education, you will want to talk to your counselor about:
 - **selecting the right courses**
 - **getting related work experience**
 - **learning what entrance requirements have to be met**
- **Counseling**
 - Sometimes you can find it easier to talk to someone to **help make things clearer**. By talking about feelings and needs, you can **base your decisions on your own values** - those ideas and things you really believe in. Overcoming shyness, resisting peer pressure, family relationships, and dealing with stress are all instances where it can help to talk with a trusted adult.
- **Financial Aid**
 - Education and training are expensive. To help pay for it there are a variety of **scholarships, grants, and loans** - some of these are federal and state and some are local. The guidance office can help you with the **financial aid process and applications**.

- **The Place to Meet**

- During your junior and senior years, you have the opportunity to talk with **college, technical school, or military recruiters**. These meetings take place in the guidance office, but you may also want to make a first-hand **college visitation**. The guidance office staff can arrange this for you.

PICTURES

School pictures for the yearbook are taken during the school year at a scheduled time. Students who desire to purchase these pictures may do so. Make-up days to take pictures of those absent will be scheduled after school begins.

SENIOR PICTURES

Timeless Moments Photography of Carlinville, Illinois, has been selected to take senior pictures for Carlinville High School. Each CHS senior is required to have his/her picture taken by Timeless Moments Photography in order to get prints for the yearbook and the class composite. **NO OTHER PICTURE WILL BE ACCEPTED FOR THE YEARBOOK OR COMPOSITE.** There is no charge for this service. A photography day will be scheduled on campus during the fall semester.

CHANGE OF ADDRESS

Students are requested to report to the main office any change of address or telephone number. Parental and guardianship status must also be reported to the office when a change takes place.

LOST OR DESTROYED BOOKS

Any book (text or reading) issued to a student 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.

RESTRICTED AREAS

The Middle and Senior High Schools are, by design, separate institutions. The students of each school are to refrain from entering hallways and classrooms of the other. Restricted areas which are of special importance are noted below.

Senior high students are not to enter or leave the building through the northeast Middle School entrance or any other Middle School entrance. The north doors of the east breezeway (by the Nurse's office) are exit only and are not to be used to enter the building.

Senior High students are not to loiter in the east breezeway hallway nor in the south hallway leading to the bus pick-up area. Before and after school, students are not allowed to loiter in outdoor areas around the Middle School.

SAFETY DRILLS

During the school year, evacuation, shelter in place, bus safety, and law enforcement drills will be conducted to meet state requirements.

POSTERS

Only posters pertaining to Carlinville Middle School and Carlinville High School activities may be displayed on campus. Masking tape should be used to post such notices. All tape is to be removed when the posters are removed. Whoever hangs the posters is also responsible for taking them down.

AED

Automated external defibrillators are located in the gym lobby of CMS and CHS as well as at outdoor events. In the event a medical emergency occurs, notify a school official immediately.

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.

WHAT IS 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/>.

FAITH'S LAW

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

UNSAFE SCHOOL CHOICE OPTION

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

RELEASE OF STUDENT INFORMATION

Class lists may be released to colleges, various branches of the military, and other organizations concerned with the future educational or career development of students.

The principal may deem it appropriate to release the following types of student information: name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, photos, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student and other similar information.

STUDENTS AND/OR PARENTS WHO OBJECT TO HAVING SUCH INFORMATION RELEASED AS SPECIFIED ABOVE ARE TO FILE THE OBJECTION IN WRITING WITH THE BUILDING PRINCIPAL.

STUDENT PRIVACY

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

STUDENT RECORDS

In order to protect a student's privacy, Carlinville Middle School and Carlinville High School follow all of the guidelines created by the Illinois Student Records Act and the Family Educational Rights and Privacy Act established by the federal government. As outlined in CUSD #1 Board Policy 7:340. Opt-Out forms are available in the Main Office. If a student or parent has any questions concerning their rights under these laws, please call the school at (217) 854-3104.

Before any school district record is destroyed, the school district must comply with the Illinois Local Records Act. This Act requires that a school district obtain official permission from the Illinois Secretary of State's office before removing and destroying records.

STUDENT GRIEVANCE POLICY

In an attempt to provide for prompt and equitable resolution of student grievances, Carlinville Community Unit #1 has adopted procedures outlined under CUSD #1 Board Policy 2:260.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

CUSD #1 BOARD POLICY 8:30 VISITOR/CONDUCT ON SCHOOL PROPERTY

Parents and alumni are welcome to visit the school. It is necessary, however, that they stop at the main office and check in with the Principal. No visitors are permitted in the building unless permission is granted. Students who bring visitors as guests must obtain a visitor's card from the attendance office. Visitors shadowing in classrooms must be of middle or high school age. Visitors from other schools will be welcomed only once a year on a day when their school is not in session. No visitors are allowed during the first three or last three weeks of a semester. Parents are always welcome to visit classes and confer with staff members. Feel free to come at any hour of the day. If you wish to telephone for a definite appointment, ask for the guidance counselor, teacher, or administrator by name.

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.

CHILD SEX OFFENDER NOTIFICATION

Any individual who is a registered sex offender must be granted permission by the superintendent or board of education to be on school grounds. If permission is granted, the building principal will be notified of the nature of the sex offender's visit and the time at which the sex offender will be present on school grounds.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry,

<https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders,

<https://isp.illinois.gov/Sor/FAQs>

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.

If you have children in multiple schools list all children below and indicate grade levels.

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PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregated and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.cusd1.com.

IV. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

V. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

For further information on any of the above matters, please contact the building principal.

CUSD #1 BOARD POLICY 7:10 EQUAL EDUCATION OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

ACADEMICS

While students may have a different teacher for each subject, teachers at both the middle school and high school grade levels work very hard together to assist in the development of students. Parents are encouraged to contact teachers with any questions or concerns about their child's academic progress and/or behavioral concerns. Parent conferences may be scheduled, as well, which may include the student, parents, classroom teachers, guidance counselor, administration, and/or coaches.

8TH GRADE 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 students' 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, and 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

STUDENT RECOGNITION AT CARLINVILLE MIDDLE SCHOOL

GENERAL

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

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.

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.

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.

HIGH SCHOOL GRADUATION REQUIREMENTS

ACADEMIC REQUIREMENTS

Carlinsville High School diplomas are awarded to students who earn twenty-six (26) total credits and meet the specific course credits listed below. Also, participation in mandatory state testing and FAFSA completion/waiver is required.

4 ½ Credits - English

1 - English 9

1 - English 10

1 - English 11

1½ - Elective

3 Credits - Mathematics

1 - Algebra 1

1 - Geometry

1 - Algebra 2

1 - Elective (not required, but highly encouraged)

3 Credits - Science

1 - Biology

2 - Electives

3 ½ Credits - Social Studies

1 - Government

(Pass US Constitution Test)

(Pass IL Constitution Test)

1 - World History

1 - US History

½ - Civics

½ Credit - Consumer Education/Health

1 ½ Credits - Physical Education

1 Credit - Art, Music, Foreign Language, or Career and Technical Education

Student Classification

Minimum number of credits required to earn the status of a particular academic class as of the fall semester:

2 Credits

10 Credits

17 Credits

Sophomore

Junior

Senior

AUDITING CLASSES

All students enrolled in classes at Carlinsville High School will be graded with the grade earned appearing on the student's official transcript. A student may retake a class on an audit basis in order to improve skills for subsequent courses in the area. A student may not audit a class without previously having earned credit for the class.

HIGH SCHOOL COMMENCEMENT

Seniors must meet all graduation requirements, and be in good standing in order to participate in commencement exercises.

HIGH SCHOOL EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted in writing to the building principal and Guidance Counselor prior to the 5th day of student attendance of the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.). While early graduates may still participate in spring senior activities, such as prom and the senior class trip, they will not be eligible to participate in IHSA sanctioned athletics or activities.

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the Guidance Counselor prior to 5th day of student attendance of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

ENROLLMENT REGULATIONS

1. All students except fifth year students are required to be enrolled in a minimum of SEVEN (7) credit classes. Fifth year students have no minimum enrollment requirements.
2. All students must enroll in physical education both semesters of the 9th grade year and one semester of the 10th grade year unless excused for medical reasons. A student excused for medical reasons receives no credit.
3. Credit is awarded on a semester basis. Any semester failed must be repeated to earn credit.
4. A student who elects to drop a class after the sixth (6th) week of the semester will be assigned a failing grade for the class.
5. Enrollment in any class at Carlinville High School is open to members of either sex.

GENERAL ACADEMIC GUIDELINES

EXTRA CREDIT

Offering "extra credit for extra work" is solely the prerogative for each teacher. When used, extra credit is to enable a student to increase a passing grade. Extra credit cannot be used as a substitute for basic course requirements.

GPA & CLASS RANK

Individual student grade point averages are calculated on a 4.000 scale with each semester mark assigned a numerical value as follows:

A = 12	B- = 8	D+ = 4
A- = 11	C+ = 7	D = 3
B+ = 10	C = 6	D- = 2
B = 9	C- = 5	F = 0

An average numerical value is calculated (sum of mark values divided by number of marks). This is then divided by 3 to convert to a standard 4.000 scale with A = 4, B = 3, C = 2, D = 1, and F = 0.

A student's permanent record card shows only final semester grades. These marks are used to calculate a cumulative grade point average. Class rank at the high school is based upon a student's cumulative grade point average.

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 Middle School and 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

COURSEWORK

Our teachers have high expectations for each student. They expect each student to do their very best and to complete all they are assigned. If a student submits coursework after the due date, the student may only receive partial credit for the work. Credit for incomplete or late work may be given at the teacher's discretion, but will be awarded equitably among all students. Reports, projects, tests, or class assignments not completed at the end of the semester will be recorded as zeros, which may result in a failing grade for the course. 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, and administered with fidelity and equity for all students.

HONOR ROLL

CARLINVILLE MIDDLE SCHOOL

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 of 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.

CARLINVILLE HIGH SCHOOL

At the end of each semester an "Honor Roll" of students achieving a grade point average of 3.25 or more will be published.

The Honor Roll recognizes students who have "Perfect" 4.00 averages, "High Honors" for averages of 3.75 - 3.99, and "Honors" for averages of 3.25 - 3.75. All classes graded A-F, except audit classes, will be counted in calculating grade point averages.

PROGRESS & GRADE REPORTS

All students will receive 9 week progress reports and 18 week report cards. These reports will list a current performance grade for each class. Teachers may include comments to further report on student progress. At the end of each semester, grades earned in all classes will be reported. These final class grades appear on students' permanent records, and are used to determine class rank.

DRIVER EDUCATION (CHS)

Students must pass eight (8) classes during the two previous semesters in order to enroll in Driver Education.

EDUCATION OF CHILDREN WITH DISABILITIES

The school district provides special education classes in the public school for pupils who are physically or mentally handicapped, socially maladjusted, blind, hearing impaired, learning disabled, and those with speech defects. A speech therapist is available to students in our district on a full-time basis. Most time is spent in the elementary school, but time is also spent working with middle school and senior high school pupils.

Special transportation, if needed, to and from special classes and out of the school district, will be provided by the school district.

As the parents of a child who may or will receive special education benefits, you have certain rights which are safeguarded by state and federal statute. If there are any questions concerning these rights, call the office at (217) 854-3104. Reference Board Policy 6:120.

EQUAL EDUCATIONAL OPPORTUNITIES

Carlinville Community Unit #1 ensures equal educational opportunities for all students, regardless of age, sex, religion, handicap or eligibility for accommodations under a Section 504 Plan. Questions in reference to educational opportunities may be directed by mail to Superintendent of Schools, Dr. Becky Schuchman, 829 W Main Street, Carlinville, Illinois 62626, or by calling 217-854-9823.

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

Carlinville 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.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Dr. Danley Killam at Carlinville Middle and High Schools.

CARLINVILLE MIDDLE & HIGH SCHOOL COURSE FEES

The following fees will be assessed during student registration except where noted. Refer to CUSD #1 Board Policy 4:140 for waiver information.

6-12 INSTRUCTIONAL FEES

- Registration \$120.00
- Device Fee \$65.00 (\$50 for F/R Students)

ADDITIONAL FEES

MIDDLE SCHOOL GRADES 6 & 7

- Explo Classes (Art, Ag, FCS) \$10.00 each

SCHOOL FEES GRADES 8 - 12

- All Science Courses \$15.00
- Agriculture Classes \$20.00
- Intro to Mechanics \$10.00
- Ag Mechanics & Tech. \$15.00
- Intro. To Tech & Ag Mechanics \$15.00 per sem
- Computer Programming \$15.00
- Design & Applications Computer Tech \$15.00
- Photo Editing \$15.00
- Video Production \$15.00
- Microsoft Office \$15.00
- Web & Desktop Design & Publishing \$15.00
- Foods & Advanced Foods \$20.00
- Art \$10.00 per sem
- French Workbook \$16.00
- Spanish Workbook \$16.00
- Senior Civics \$12.00
- CAD I & II \$15.00
- Manufacturing I & II \$15.00 per sem
- Welding \$20.00
- Mechanical Drawing \$12.00
- Electrical Systems 1 and 2 \$10.00 per sem
- Construction \$10.00 per sem
- Business Management/Marketing \$10.00
- Accounting \$10.00
- Child Development 1 & 2 \$10.00 per sem
- Interior Design \$5.00
- Fashion Merchandising \$10.00
- Clothing & Textiles 1 & 2 \$20.00 per sem
- Intro to Fam Cons Science \$15.00 per sem

CHS ADDITIONAL AP/DUAL CREDIT COURSE BOOK FEES

- AP Biology \$20.00
- AP Chemistry \$20.00
- AP US History \$20.00
- Dual Credit Psychology \$20.00

CHS additional fees will be assigned for dual credit classes if a student elects to earn dual credit. This fee is set by Lewis and Clark Community College and is currently 10.00 per credit hour through the High School Partnership program. This fee will be added after LCCC registration.

OTHER CHS FEES

- CHS Registration fee \$120.00
- Band Instrument Rental Fee \$25.00 per sem
- Music Fee \$16.00
- Drivers Education – **Paid at Registration** \$150.00
- Safety Glasses (Pay when receive) \$ 7.00
- Parking Permit (Does not qualify for waiver) \$25.00 per sem

With the addition of new courses, new fees may be applied at registration.

PHYSICAL EDUCATION

All 6th-10th grade students are required to take physical education unless excused for medical reasons. To be excused for medical reasons, a physician's statement must be submitted. A student excused for medical reasons receives no credit.

'Physical Education Elective' and 'Physical Education Fitness and Conditioning' are elective classes that may be taken by 11th and 12th grade students. A student with a physical condition that prevents regular, active physical participation should not enroll in either of these classes.

- **CARLINVILLE MIDDLE SCHOOL PHYSICAL EDUCATION**

- All CMS 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.

- **CARLINVILLE HIGH SCHOOL PHYSICAL EDUCATION**

- Physical education uniforms are **NOT** required for CHS Students. Students are, however, expected to be properly dressed for physical education activities. Proper dress consists of clean shorts, T-shirt, socks and gym shoes.

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.

FAMILY LIFE & SEX EDUCATION CLASSES

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for

organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

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.

DIAGNOSTIC ASSESSMENTS

Multi-Tiered System of Supports (MTSS)

MTSS is a method of academic intervention. It is designed to provide early, effective assistance to students who are having difficulty learning or are not on grade level in reading and/or math. MTSS seeks to prevent academic failure through early intervention and frequent progress monitoring.

In an effort to effectively evaluate both school and student performance, Carlinville Middle and High Schools gives multiple assessment tests throughout the school year. Results of these tests are provided to both the students and parents. Horizons at High School and iReady at Middle School

Also, as required by law, students at Carlinville Middle and High School students take mandatory state tests.

STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require Carlinville Middle School students to take certain standardized tests, including the Illinois Assessment of Readiness (IAR) and the Illinois Science Assessment (ISA). Likewise, Carlinville High School students take certain standardized tests, including the following: Pre-ACT 8/9, ACT 10, and ACT.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

COLLEGE CLASSES

Carlinville High School students may elect to enroll in college classes in addition to their high school courses. Students are to secure the approval of the Carlinville High School Principal **PRIOR** to enrolling in college classes.

CARLINVILLE HIGH SCHOOL LAST PERIOD STUDY HALL EARLY DISMISSAL

Students who have earned 12 or more credits may be granted the privilege of being excused from “D” period study hall. The following guidelines pertain to early dismissal:

1. Junior and senior students who are passing all classes with a “C” or better and who have passed at least 6 classes the previous semester are eligible for early dismissal.
2. Parental permission is required and parents must take full responsibility for the student. Parents will indicate this by signing a permission statement in the school office.
3. Students dismissed early must be off campus by the time the bell beginning last period rings and not return before the bell rings at the end of last period. Student athletes who have after-school practice will not be granted early dismissal without their strict adherence to this regulation.
4. Any violation of the above will result in immediate revocation of the early dismissal privilege.
5. Early dismissal, like other school privileges, may be revoked as part of any disciplinary action.

HOMEBOUND INSTRUCTION

Instruction in the home may be provided by the school in cases of extended physical incapacitation. A "Medical Certification" form must be completed by a licensed physician certifying the diagnosis and a prognosis of at least 2 weeks absence from regular school attendance.

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).

HOMELESS CHILD’S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Individuals can contact the district for assistance in accessing information regarding the following: Educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and other support.

"GOOD STUDENT" INSURANCE DISCOUNT

A student wishing to have an insurance verification form completed for a "good student" auto insurance discount may do so in the office. Allow one day for the form, which you obtain from your insurance company, to be completed.

TRANSCRIPTS

When school is in session, students who wish to have transcripts (copy of permanent record card) sent should contact the guidance office. When school is not in session, students should contact the main office. It is necessary that a release form be completed prior to mailing of the transcript. If a student is under the age of 18, he/she must have a waiver form signed by his/her parents on record at the main office.

WORK PERMITS

Work permits for 14 and 15 year olds are issued in the main office in accordance with Child Labor Law. A student wishing to secure a permit should inquire in the office for details.

RULES AND DISCIPLINE

Every student and employee of Carlinville CUSD #1 is entitled to learn and work in a safe school environment. Students are expected to behave in accordance with district policies and guidelines, and in a way that respects the rights and safety of others. These guidelines and potential consequences apply any time a student is present on district property, participating in a school-sponsored activity, or traveling in a district vehicle. These guidelines and potential consequences also apply to student behavior that has a nexus to school property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment to the school environment may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications.

STUDENT ATTENDANCE/TARDINESS POLICY AND PROCEDURES

In an effort to provide fair and consistent enforcement of attendance policies, Carlinville Middle School and Carlinville High School have 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 and CHS 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**

- 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 emergencies 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.

- **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.

- **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.

- **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. That State Board of Education may adopt rules to further define "civic event."

- **Other**

- Students 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 emergencies will not be counted as part of the 10 days. Doctor/dental excuses must be presented upon return to school.

- **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 judgement 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.

- **Absence Due to School Business**

- “School Business” refers to a student’s absence from class due to such things as field trips, participation in athletic activities, drama, music, or forensic events, and/or other activities (such as FFA, FCCLA, CTE, etc.) where the student is under the supervision of a member of the Carlinville Middle School or Carlinville High School faculty. **The student is not considered absent from school.** Students circulate a “Permit to Clear Absence” two (2) class sessions (4 attendance days) prior to the absence among their teachers and complete all class work per teacher instructions. Students who are failing a class are not to be cleared for school business. The staff member who will be in charge of the students is responsible for collecting and checking the “Permit to Clear.”

- **College Visitation**

- A junior or senior who wishes to clear a school absence for the purpose of visiting a college campus should have a parent or guardian call in with the absence prior to the date, and return with written verification of the absence to show to the attendance office. Furthermore, if a student is unable to confirm his/her campus visit, the absence would again be counted as an excused absence, or unexcused if the student is over their ten days.
- CHS students are advised that choosing a college, talking to an advisor, taking entrance exams, and discussing financial aid are personal matters best handled in the absence of groups of friends. Visiting a college is best done alone or with parents. Group visitation will be discouraged.
- Junior and senior students may take up to two (2) college visitation days per school year. However, college visitation days are not to be routinely scheduled during the last two (2) weeks, nor the first two (2) weeks of either semester.

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 absentees 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 doctor’s 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 students, his or her parent, 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 and CHS are 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. Parents/Guardians can report an absence by calling the school at 217-854-3104. Families will be directed to select the option to report a child's absence. Families have until 10 a.m. on the day following the absence to call and provide a reason for excusal. If no contact is made with the parent/guardian, the absence will be recorded as unexcused. When a student returns to school, a note or phone call 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.
 - a. Skyward will no longer be used as an option for reporting student absences.
2. Students who need to leave school during the day are to obtain a "Sign-Out Slip" from the office. A note or phone call 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. Students who arrive at school any time other than the start of the day are to "Sign-In" at the office. This is also true for those who return to school after signing out for any reason.
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. 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 and school will not be tolerated and will result in detention or other disciplinary action deemed appropriate by the teacher. CMS and CHS students who are tardy to their first period class should report to the office upon arrival at school and present a note from parents explaining the reason for being tardy, unless the parent has called the office to report the reason for tardiness. CHS students who are tardy to their class immediately following lunch should report to the office upon arrival at school and present a note from parents explaining the reason for being tardy, unless the parent has called the office to report the reason for tardiness. A tardy to all other classes will be handled by the teacher according to the teacher's classroom management plan. 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.

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

- 1st Tardy - Verbal warning and documentation
- 2nd Tardy - Written warning with parent contact and documentation
- 3rd - 5th Tardy - Lunch detention per tardy with parent contact and documentation
- Above 5th Tardy - Loss of privilege

PERFECT ATTENDANCE

Perfect attendance awards will be given at the end of the year. To receive a "perfect" attendance award, a student must attend school every day, not be late, or sign out during the day.

EIGHTEEN-YEAR-OLD STUDENTS

All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook. Therefore, Carlinville Middle School's and Carlinville High School's policies encompass all students, thus student absences, and "permission to leave requests" for eighteen-year-olds will require a parent/guardian verification. Students 18 years old will need a signed Permission to Leave Campus Form to leave campus on their own. If students are not able to follow school rules while provided this permission, the administration can revoke this permission. Students in Work-Based Learning programs may receive specific exemptions via administration.

SEMESTER EXAMS

Students taking semester exams, typically in grades 8-12, will NOT be excused from school on semester exam days unless they have earned excusal through the school incentive program or there is a family emergency or crisis. For example, routine medical, dental, or other such appointments, family vacations, or college days will NOT be accepted as an excused absence. Parents are encouraged to see that on exam days students are: (1) well prepared for exams, (2) well rested, and (3) on time to school.

MAKE-UP ASSIGNMENTS

Lessons missed due to absence must be completed in order to meet course requirements and to earn credit for the class. This may necessitate alternative assignments in lieu of actual class work missed in some cases. The teacher will determine work to be made up and will set a reasonable time limit for completion. Assignments missed due to an excused absence will be made up for full credit, and should typically be completed within the number of class periods that were originally missed. Assignments missed due to an unexcused absence may be made up for partial credit, equivalent to no less than 75% of the original grade that would have been earned. Work missed due to suspension from school may be made up for credit.

A student who is absent from school for two (2) days may call the school office before 8:00 a.m. to request assignments. Assignments, books, etc. can be picked up in the school office by 3:30 p.m. on the day requested. In addition, you can check for assignments utilizing Google Classroom and/or Skyward Family Access (www.cusd1.com).

RULES AND REGULATIONS

ELECTRONIC DEVICES

The use of electronic devices and other technology can be a major disruption to the education process, and is a privilege, not a right. All electronic devices (cell phones, I-pads, smart watches, earbuds/Air-Pods, Kindles, or similar devices) should not be seen, used, and/or heard and must be turned off. Items that interfere with the classroom will be confiscated by the teacher and turned in to the office. Students are encouraged to keep their cell phones in a secure location such as their lockers, designated areas in the classroom, or cars during the school day to avoid the temptation of using them during class time or other inappropriate times. The school district is not responsible for lost or stolen property. Parents are discouraged from sending messages and/or calling their students via cell phones during the school day, and instead are encouraged to call the school office. We are happy to assist in delivering messages to students. Students may use their cell phone or other electronic device ONLY with the direct approval of the administration and/or their individual teacher. Students SHOULD NOT use cell phones:

1. In the classroom (PE classrooms include the locker room and the gym).
2. To take pictures of students and/or staff without the knowledge or permission.
3. To send belittling, harassing or threatening messages/posts about others.

Students MAY use cell phones before school, during lunch time, or after school provided that the cell phone is not used for:

1. Viewing material inappropriate for the school setting.
2. Taking photos or videos of students and/or staff without permission.
3. Any other purpose that would be a violation of any handbook policy.

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, given to the office, and parents will be notified. Parent will have to come to school to pick up the device.
- 3rd Offense: Student phone/device will be confiscated, given to the office, and parents will be notified. Parent will have to come to school to pick up the 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 to the Office first thing in the morning and check it out at the end of the day.
- Beyond 3 offenses further disciplinary measures will be taken.

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.

CUSD #1 BOARD POLICY 7:160 STUDENT APPEARANCE

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

STUDENT DRESS AND GROOMING

Standards of student dress and grooming are established to protect the health and safety of students, to establish an atmosphere conducive to learning, and to guide students in developing habits appropriate to the adult world. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. To that end the following guidelines provide students and their parents direction in the area of the student dress and grooming.

1. Students shall wear clothing that is safe, clean, and promotes good health. Shoes are to be worn at all times.
2. Students may not wear clothing, footwear or hairstyles that can be hazardous to themselves or to others in school activities such as industrial arts, physical education, laboratory work, food preparation, etc.
3. Unacceptable styles of dress and/or grooming which tend to disrupt, distract, or diminish the learning environment are not permitted. Examples of unacceptable styles include, but are not limited to, hair which is severely spiked, costumes which reflect a cult following and excessively heavy and/or noisy chain adornments.
4. Students shall not wear clothing with writing or symbols which:
 - a. promote or advertise drugs, alcohol, weapons, or tobacco products
 - b. are sexually explicit or suggestive
 - c. denigrate others
 - d. are gang related
 - e. for example, confederate flag and apparel along with other racially divisive symbols based on school officials' reasonable forecast that these symbols will cause a material and substantial disruption to the school setting, regardless of the wearer's intent.

5. Students shall not wear hats, caps, or other headwear in the building.
6. Students' dress shall be modest and appropriate for a business casual setting in the Carlinville community.
 - a. Examples of appropriate attire are jeans, slacks, skirts, dresses, sport shirts, T-shirts, sweatshirts, split skirts, blouses, sweaters, and other such items as one would find in the world of work in Carlinville. A general rule when it comes to shirts is that shirttails must meet the top of the jeans or slacks.
 - b. Examples of inappropriate attire are all shirts that do not cover at least 3 inches of the shoulder such as tank tops, muscle shirts, halter-tops, and tube tops. In addition to inappropriate tops, pants with holes above the mid-thigh are not acceptable.
 - c. Changing fashions are part of a student dress standards at Carlinville Middle and High Schools. Students and their parents are encouraged to call the school principal if they have questions about specific items of student dress.
7. Coats are to be left in student lockers, and not to be worn in classrooms.

STUDENT VEHICLES

The opportunity to drive to school and park in the school parking lot is a privilege and not a right. In order to be afforded that privilege a student should follow the guidelines as listed.

1. All students wishing to park in the high school parking lot must purchase a permit in the guidance office. Once parking permits are issued equal to the number of parking spaces available, any further requests will be denied.
2. Student vehicles brought onto campus are to be parked in the west parking lot.
3. Vehicles are not to be driven through the drive south of the building.
4. All student vehicles are to enter and exit using the west parking lot entrance. The drive-in front of the gym and band room are to be reserved for parents picking up students.
5. Vehicles are to be driven in a safe and sensible manner. The speed limit anywhere on campus is 10 MPH.

If the parking lot is littered, students will NOT be allowed to drive from campus during lunch on the next school day.

CUSD #1 BOARD POLICY 7:190 STUDENT DISCIPLINE

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.

Students at CMS and CHS 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 and CHS 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.
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.

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; © 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 to 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 at 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 and 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, and 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 suspensions. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school 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.

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 14 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 (CUSD1 #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.

CUSD #1 BOARD POLICY 7:170 STUDENT VANDALISM

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

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. Specifically, CMS and CHS student couples while at school or school events will refrain from:

1. Embracing or kissing.
2. Standing or sitting between each other's legs.
3. Walking or standing with each other's arms about the neck, shoulder, waist, etc.
4. Acting in a manner which embarrasses others.

STUDENT POSSESSION OF TOBACCO/ELECTRONIC INHALATION DEVICES (e-cigarettes/vapes)

Student possession of tobacco or tobacco paraphernalia at school or on the school campus is prohibited. Any student violating this policy will be confined to campus during lunch and their parents

will be notified. 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 four (4) days and placed on conduct probation. The student and his/her parents shall 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. Any student suspected of having consumed alcohol shall be subjected to the following measures:

1. A student who gives suspicion of having consumed alcohol or an illegal substance shall be examined by the faculty member(s) in charge.
2. Carlinville City police shall be called to verify student use or non-use of alcohol. The police will handle any violation of law which may occur as a result of use.
3. School disciplinary action will be in addition to any action taken by the police.

This is for ALL alcohol related situations, at school as well as school events.

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 theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

CHEATING AND PLAGIARISM

Academic cheating of any kind is offensive to the entire student body and short-changes the learning for the one who commits it. Cheating will not be tolerated and, when observed, will be very severely punished. Work on which a student has cheated will be graded as "0" after being redone. Both the student who copies the work of another AND the student who knowingly provides work to be copied are guilty of cheating. Both will be subject to grade reduction as presented above.

It is also expected that CMS and CHS students will not commit plagiarism. Plagiarism is the act of taking another person's words or ideas and presenting them as one's own without giving the original author proper credit.

Examples of cheating and plagiarism would include, but not be limited to:

- Copying another student's homework
- Securing answers from another student or individual for a quiz or test
- Copying material from another source without giving that source credit
- Allowing another student to use one's homework/answers, etc.

"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.

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.

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 & CHS contact, Dr. Danley Killam) 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."

SCHOOL DETENTION POLICY

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

DISCIPLINE AND LUNCH DETENTIONS

Detentions may be given by the classroom teachers to students who do not follow the rules and procedures as stated in the Handbook and/or classroom rules established by the teacher. For example, a student may be issued a detention for such things as misbehavior and defiance, to name a few. Discipline detentions will be served with the assigning teacher.

PROCEDURES

Should a student 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.

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 first period class, hallway rowdiness, and cafeteria/playground/gymnasium misbehavior.

PROCEDURES

Should a student receive a 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 ALE 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.

MISSED DETENTION

Failure to serve an assigned detention will result in the detention time being doubled. Repeated failure to serve detentions will lead to other disciplinary actions.

*****Students may be required to stay in at lunch or after school without the issuance of a detention notice provided students do not miss lunch or transportation agreements have been made with parents.**

REMOVAL FROM CLASSROOM

The standards and procedures shall ensure the following.

1. the District's definition of disruptive behavior;
2. the expectations of the teacher for student behavior are fair, reasonable, within the District's guidelines and are known by the student;
3. the student knows the consequences of violation of the teacher's expectations for student behavior;
4. disruptive behavior by the student shall lead to the development by the teacher and the student of a plan to prevent future disruptive behavior;
5. continued disruptive behavior by the student shall cause the involvement of parents/guardian and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan;
6. failure to remedy disruptive behavior shall result in the student being removed from the classroom;
7. appropriate personnel shall listen to the student and shall provide due process for the student should the student be removed from the classroom;
8. disruptive behavior by a student which could cause harm to himself, other students or the teacher shall be cause for immediate removal from the classroom.

REPEATED FAILURE TO PREPARE FOR CLASS

Students who repeatedly fail to have homework completed, to bring proper materials to class, or to perform work during class will be assigned time outside of the regular school day to remedy their shortcomings. This may be before or after school, or other designated times.

CUSD #1 BOARD POLICY 7:200 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

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.

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.

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,

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

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 Obey the directives of the bus driver and/or monitor at all times.
- 2 When required, the pupil will sit in an assigned seat.

- 3 Be courteous and considerate of the bus driver, monitor and other students.
- 4 Arrive at the bus stop on time. The bus driver cannot wait because he/she has a schedule to maintain.
- 5 Do not under any circumstances stand in the roadway while waiting for the bus.
- 6 Stand at least three (3) giant steps back from the edge of the roadway from where the bus stops.
- 7 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.
- 8 Do not stand up or leave your seat while the bus is in motion.
- 9 Keep your hands, arms and head inside the bus at all times.
- 10 Eating and drinking are not permitted on the bus.
- 11 While on the bus a student is not permitted to yell or speak loudly to others on the bus or outside the bus.
- 12 Remain absolutely quiet when the bus is approaching, stopped at or crossing a railroad crossing.
- 13 Fighting and other such disruptive behavior will not be tolerated on the bus or at the bus stop.
- 14 Using profane or obscene language and or gestures will not be tolerated.
- 15 Spitting and other such inappropriate actions will not be tolerated on the bus or at the bus stop.
- 16 Bringing animals on the bus will not be allowed.
- 17 Possession of tobacco, guns or knives will not be allowed on the bus.
- 18 Loading and unloading through the rear door of the bus is not permitted. The rear door of all buses is for emergency use only.
- 19 Observe safety precautions when unloading the bus. When it is 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.
- 20 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.
- 21 Engaging in appropriate physical contact (e.g. kissing or touching body parts) is not permissible.
- 22 When using all electronic equipment (e.g. portable CD players, cell phones and game boys) headphones must be used while the student is on the bus.
- 23 Using lasers, flash cameras or cell phone cameras is not permitted by a student on the bus.

RIDING A DIFFERENT BUS

Students may not ride a bus which they are not assigned to. 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 the 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.

Please take the time to read and review these school bus rules with your child(ren). All students are expected to observe these rules when riding any bus provided by the Carlinville School District.

HEALTH SERVICES

CLINIC/SCHOOL NURSE

The primary purpose of the school clinic and nurse is to promote and protect the health of Carlinville Middle School and Carlinville High School students. First Aid is available for students who become ill or are injured at school. The student must obtain a pass from the teacher when it is necessary to go to the clinic.

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

Students are required to have a current physical exam on file. A new physical exam is required for entrance into the ninth grade. This freshman 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 ninth grade. The parent must complete and sign the medical history portion of the Certificate of Child Health Examination form. A dental exam upon entrance to ninth grade is recommended, but not required.

Senior (12th grade) students must have two doses of MCV4 vaccine (meningococcal conjugate vaccine). Only one dose is required if the first dose was received at 16 years of age or older.

HEARING AND VISION SCREENING TESTS

Hearing and vision screening tests will be provided for all middle school students. These screenings will also be provided for students who have an IEP, by teacher referrals, and any new students transferring into the District. 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.

CUSD #1 BOARD POLICY 7:270 ADMINISTERING MEDICINES TO STUDENTS

ADMINISTERING MEDICINES TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. If

prescription medications are to be administered by school personnel, it is requested that students bring refills monthly.

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.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

LONG-TERM MEDICATION

Students taking daily prescription medication must provide a written physician order and parental permission each academic year on the form required by Carlinville CUSD #1. This form may be picked up in the clinic. All prescription medicines are to be in the original pharmacy container and be taken directly to the school nurse. As outlined in Board Policy 7:270.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 854-3104. Reference Board Policy 7:285.

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.

ASTHMA EMERGENCY RESPONSE PROTOCOL

Parents of students with asthma are strongly encouraged to provide the school nurse an Asthma Action Plan (AAP).

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASES

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board's policies. Reference Board Policy 7:280.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention.

SAFETY

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 27 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.

STUDENT ACTIVITIES AND EXTRACURRICULAR EVENTS

DANCES

CARLINVILLE MIDDLE SCHOOL

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 for 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).

CARLINVILLE HIGH SCHOOL

Dances are presented exclusively for Carlinville High School students and their guests. Guests for all dances, including Prom, must be under 21 years of age and are expected to follow all school rules governing CHS students. Middle School students may not attend CHS dances. Students must register their guests by noon of the school day prior to the dance. Appropriate dress is required for admission to any dance. The Fall Spirit and the Prom are semi-formal. All other dances are informal.

Once a student leaves the dance, he/she is not permitted to return. All school rules concerning student behavior pertain to dances.

EXTRACURRICULAR ELIGIBILITY

Section 5/10-20.30 of the Illinois School Code requires all students who participate in extra-curricular activities meet established academic standards. The standard for Carlinville High School students is successful completion of six (6) classes each semester. Any student-participant failing to meet this standard shall be suspended from extra-curricular participation for a period of one semester. Extra-curricular activities include all co-curricular clubs, Cavalettes, Flag Corp, WYSE, Model UN,

All-School Musical, National Honor Society, Student Council, Yearbook, Cheerleading, and IHSA competitive events.

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 and Illinois High 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, IHSA).
- 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 7:240 CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 6 through 12 participating in these programs.

PERFORMANCE ENHANCING DRUG TESTING

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments

including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

EXTRA-CURRICULAR DISCIPLINE

A. Conduct on School Grounds or During the Course of Extra-Curricular Activities.

Use, possession or transportation of intoxicating liquors; use, possession or transportation of tobacco products of any kind; use, possession or transportation of illegal drugs or illegal controlled substances; criminal conduct or behavior that is destructive or detrimental to the purpose of the extra-curricular activities, even if off school grounds, shall result in the imposition of one or more acceptable disciplinary measures which may include suspension, removal and/or disqualification of the participant from the extra-curricular activity or activities in which the participant is engaged.

B. Conduct Off School Premises and Not During the Course of Extra-Curricular Activities.

Such conduct or behavior that is prohibited by the coach or sponsor during the term of extra-curricular activity, even if such conduct occurs off school premises and not during the actual performance of the extra-curricular activity, shall result in the imposition of one or more disciplinary measures which may include the suspension, removal or disqualification of the participant from that extra-curricular activity or activities in which the participant is then engaged.

CUSD #1 BOARD POLICY 7:300 EXTRACURRICULAR ATHLETICS

EXTRACURRICULAR ATHLETICS

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility for the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

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. Fully implement 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 believes 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 Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) 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.
 8. Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

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.

FAN BUS

A student fan bus may be provided for athletic events. Students who choose to ride must register for the bus and pay the set fee in the Student Services Office. All students who ride to an event are required to ride back to Carlinville on the same bus. Only one exception to this rule is permissible: a student may return from the athletic event with his/her parent/guardian if - and only if - the parent

personally notifies the student's bus driver at the game that the student will ride home with the parents. This exception applies only to the parents' children, not their friends.



Illinois High School Association

(For 2023-2024 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) **consecutive** semesters of high school attendance during which you may possibly have eligibility.
- If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- You attend the private/parochial high school which one or both of your parents attended; or

- You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
- If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.