

CHARLESTON MIDDLE SCHOOL

2023-2024

CMS Website

www.charleston.k12.il.us/cms

Student Log-In Info

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



CHARLESTON MIDDLE SCHOOL

HANDBOOK FOR SUCCESS

CMS MISSION STATEMENT

Our mission is to provide comprehensive programs and services in order for our students to think creatively, analyze and solve problems, make wise and humane decisions and acquire the skills necessary for productive, democratic citizenship and life-long learning.

CMS BEHAVIOR EXPECTATIONS

The focus of our school behavior system is on teaching sound decision making and promoting positive behavior. We highly value taking responsibility for one's actions and learning from one's mistakes. Our vision is a caring community of students and staff whose words and actions consistently reflect the values of CMS, therefore achieving an optimal learning environment for all.

DISCLAIMER

The right for school districts to adopt and enforce all necessary rules for the management and government of schools is granted by the Illinois Compiled Statutes (105 ILCS 5/10-20.5). This handbook, however, is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. This handbook cannot be, nor even presumes to be, all-inclusive. Therefore, during the course of the school year, the building administration may establish written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Student Directory Information

Student Directory information is limited to: Identity information such as name; address; gender; grade level; birth date and place; parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers; photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publication, such as yearbooks, newspapers, or sporting or fine arts programs; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school. The types of information mentioned may be released **unless parents request in writing by September 1 of the school year that the information not be released. Parents who do not wish their child(ren)'s pictures published in any district publication press release or electronic media must notify the school(s) their child(ren) attend in writing by September 1.** Parents are to notify the principal of the attendance center that their child attends if they choose not to allow the school to release student directory information or any photograph including their child. The district must release student directory information on juniors and seniors to military recruiters unless we have written notification otherwise.

CMS Expectations



Be Proactive- You're in Charge

- I follow directions and take initiative.
- I take responsibility for my actions and attitudes.
- I don't blame others when I make mistakes.



Begin With the End in Mind- Have a Plan

- I prepare for class ahead of time.
- I plan ahead and always have a hall pass.
- I set goals for myself.
- I do meaningful work.

Put First Things First- Work First, Then Play

- I stay on task and complete work on time.
- I show up to school and dedicate time to my Big Rocks each day.
- I show self-control.



Think Win-Win- Everyone Can Win

- I am respectful to everyone and everything.
- I consider the feelings and needs of others.
- I look for solutions to problems.



Seek First to Understand, Then to be Understood Listen Before You Talk

- I listen first before speaking.
- I use my eyes, ears, and proper voice when listening.
- I ask questions to understand.
- I don't make assumptions about others.



Sharpen the Saw-Balance Feels Best

- I learn new things and reflect on ways to grow.
- I take care of my body.
- I balance my time between work and play like putting my phone away during school.

Synergize- Together is Better

- I get along with everyone and compliment others.
- I value differences in others and learn from them.
- I participate in discussions.



Find Your Voice-Inspire Others

- I look for ways to help others.
- I find my strengths, pursue my passions, and try to make the school better.



Everyone Can Be A Leader!

#CMSCUSD1

The 7 Habits of Highly Effective People®

1. Be Proactive® *You're in charge.*



Pause and respond based on principles and desired results.



Use proactive language.



Focus on your Circle of Influence®.



Become a Transition Person.

2. Begin With the End in Mind® *Have a plan.*



Define outcomes before you act.



Create and live by a personal mission statement.

3. Put First Things First® *Work first, then play.*



Focus on your highest priorities.



Eliminate the unimportant.



Plan every week.



Stay true in the moment of choice.

4. Think Win-Win® *Everyone can win.*



Build your Emotional Bank Account.



Have an Abundance Mentality.



Balance courage and consideration.



Consider other people's wins as well as your own.



Create Win-Win Agreements.

5. Seek First to Understand, Then to Be Understood® *Listen before you talk.*



Practice Empathic Listening:
Reflect the speaker's feelings & words.



Respectfully seek to be understood:
State your point of view using "I" messages.

6. Synergize® *Together is better.*

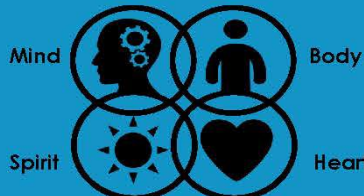


Value differences:
Build on others' strengths.



Seek 3rd Alternatives:
Use the Path to Synergy.

7. Sharpen the Saw® *Balance feels best.*



Achieve the Daily Private Victory:
Schedule time to renew in all four dimensions of your life.

Poster design created by the leaders at:

LeaderinMe®

Kenwood
Leadership Academy

CHARLESTON MIDDLE SCHOOL

www.charleston.k12.il.us

920 Smith Drive

Charleston, IL 61920

Phone 639-6000 / Office hours 7:00 a.m.-4:00 p.m.

BUILDING ADMINISTRATION:

Mr. Robert Lynn, Principal

217-639-6001

DEAN OF STUDENTS

Mr. Blain Mayhall

217-639-6002

GUIDANCE OFFICE:

Mrs. Tiffany Richter, Counselor

217-639-6013

INSTRUCTIONAL MEDIA CENTER:

Mrs. Mary Ann Crome, IMC Director

SUPPORT PERSONNEL:

Mrs. Cara Reinhart, Secretary to the Principal

Mrs. Denise Lasky, Secretary to the Asst. Principal

Phone Numbers

Main Line	639-6000
Fax	639-6005
Kitchen	639-6009
CMS Auto Attendant	639-6010
Mary Ann Crome, IMC	639-6012
Tiffany Richter, Guidance Office	639-6013
Britt Schwenke, Nurse's Office	639-6015

ATTENDANCE

The Charleston School District #1 Board of Education finds that irregular attendance and truancy has been a significant problem for some students. The Board of Education believes that regular and punctual attendance is an important factor in a student's success in school. An integral part of the learning experience is the interaction between students and teachers.

Students who are absent from school are not able to participate in class discussion, small-group concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of discipline.

Since there is a direct relationship between attendance, grades, and success in school, the Board of Education believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success.

One of the purposes in adopting this policy is to provide clear guidelines to parents/guardians, students, administrators and teachers as to student absences, which are permitted or not permitted. Another purpose of this policy is to establish penalties for failure to attend school without an excused absence.

Charleston School District #1 is funded in significant part by State Aid. State Aid is determined by average daily attendance of students. Failure of students to attend school reduces the amount of State Aid, thereby reducing funds, which would otherwise be available to this School District and its students. Increased school attendance will increase State Aid and benefit the educational process.

Attendance

Illinois has a compulsory attendance law for youngsters between 7 and 17 years of age. It is the responsibility of parents to see that their sons and daughters attend school regularly. The following policies are in effect concerning attendance procedures:

1. Parents/guardians are to report their child's absences by 8:30 a.m. This may be done by calling the school office at 639-6000 or the auto attendant at 639-6010. If the office has not been notified, parents will be contacted.
2. Valid cause for absence shall be illness, observance of a religious holiday, death in family, family emergency, attendance at a civic event, and shall include such other situations beyond the control of the student as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the student's safety or health.
3. Individual vacations, recreational activities, or matters of personal convenience are not encouraged during school time and will be unexcused.
4. A student having 10 absences or more must have a doctor's note for each absence or they will be counted unexcused.
5. A truant student will be subject to the truant-chronic truant procedures.
6. When a student is too ill to attend school, he/she is considered too ill to participate in after school activities unless given administrative approval.
7. Students will have five mental health days as excused absence. Students may be referred to appropriate personal as needed. Administration may request meeting with parent to discuss absences.

STUDENTS LEAVING SCHOOL

Parents who pick students up during school hours must report to the office and sign the child out. If the student returns to school on the same day, he or she must be signed back in. Students may leave for lunch with their parent /guardian only, unless parent has given prior written notice to the office for student pick up.

ANTICIPATED ABSENCES

Students and parents should notify the school in advance of an anticipated absence. A written note must be brought to the office at least one day in advance of the absence. The student will receive an anticipated absence form to be signed by all team/exploratory teachers and returned to the office. Teachers will write assignments or instructions to the student regarding makeup work. The student has as many days to complete makeup assignments as they were absent.

BUILDING LATE ARRIVAL POLICY

Students are tardy to school if they are not in the classroom when the 8:30 tone sounds. Office staff will monitor and track when students are tardy to school. Students who arrive late will be subject to the following consequence: Upon the fifth tardy, parent/guardian may be notified. After the tenth tardy, administration may assign disciplinary consequences.

Classroom Late Policy

Teams will monitor when students are tardy to the classroom.

Charleston Middle School Absenteeism Procedures

Students shall be permitted no more than ten (10) absences per school year based upon parental confirmation for the reasons of the absences. More than 9 absences during a school year must be accompanied by a doctor's note or will be recorded as unexcused. Health required absences, and those accompanied by a doctor's note, are not included in this total.

Progressive Steps to address Truancy Days

Any Truancy:

Parent/Guardian Notification
Time may be assigned to make up work

5th Truancy

Wrap Around Conference may be held to include, but not limited to: Administrator, Counselor, Juvenile Officer, Parents/Legal Guardian, Student, and Teacher(s)
Notification of Regional Office of Education (AIM Referral)
Notification by Juvenile Officer for potential legal action
Information provided regarding Community Agencies for possible intervention

10th Truancy

Second Wrap Around Conference may be held to include, but not limited to: Administrator, Counselor, Juvenile Officer, Parents/Guardians, Student and Teacher(s)
Notification of Regional Office of Education (AIM Referral)
Notification by Juvenile Officer for potential legal action
Information provided regarding Community Agencies for possible intervention
Other disciplinary action deemed appropriate by Administration

ILLNESS DURING SCHOOL

A student who becomes ill during school should report to the office. A student leaving school because of illness will be requested to call home and make arrangements for a parent to take him/her home. Students must sign out in the office before leaving the building, but may not do so until parents have checked in at the office.

HOMEBOUND INSTRUCTION

In the event that a student has a prolonged illness (two weeks or more), the parent/guardian may request homebound instruction. A Physician's Statement form must be completed by the physician which includes length of time needed, medical condition warranting homebound instruction, and the impact that the medical condition has on the child's ability to participate in education. This form is available from the school or district central office. Parents/Guardians must contact the building principal so the process can be initiated. Final approval of any homebound instruction must come from the Superintendent.

REQUEST FOR HOMEWORK WHEN ABSENT

Requests for daily homework must be made by 11:00 a.m. on the day needed. Homework may be picked up at the office after school. Students will be allowed the same number of days to make up work as they were absent.

ENROLLMENT

Students who enroll after the beginning of school will begin attending the day after they have registered. This will permit the school to create a schedule and allow teachers time to prepare for the student. All Illinois students must present a completed Illinois State Board of Education student transfer form from their former Illinois public school district.

Students transferring from out of state need to have the physical exam completed on an Illinois Department of Health form. All new students have 30 days to comply with this state requirement. Failure to meet the above requirements will result in the students being excluded from school until said requirements are met.

STUDENT HEALTH REGULATIONS

All new students and children entering kindergarten, second grade (if the child did not attend kindergarten), sixth and twelfth grade MUST present evidence of a physical examination, immunization, and boosters with the school district. Students entering fifth grade must have received a series of three hepatitis B immunizations before ninth grade. Students who do not comply with this rule will not be allowed to attend school. Dental examinations are not required, but are highly recommended by the district. Students may be exempt from examinations and immunizations for religious or medical reason. A parent or legal guardian may make the religious objections by completing the necessary form, which must be signed by a physician.

INSTRUCTIONAL

ANNUAL ACHIEVEMENT TESTING

Tests are given which provide additional information about each child and about the differences that affect what and how the child learns. These test scores become part of each student’s permanent school record. All seventh and eighth grade students take the (IAR) Illinois Assessment of Readiness Test and MAP, which is administered electronically 3 times a year.

PROGRESS REPORT

Conferences between parents and teachers are strongly urged when the situation indicates a need.

REPORT CARD

Grade reports will be posted on the Skyward system at the close of each nine-week grading period. All grade cards are computerized and contain the total number of days absent, and teacher comments. The following grading scale is utilized:

90-100	A	80-89	B
70-79	C	60-69	D
59-below	F	Incomplete	I
Medical	M	No grade	N

All incompletes should be made up within 10 school days after the end of the quarter unless otherwise approved by the teacher or Principal. The grade becomes an F if the work is not made up within the designated time.

HONOR ROLL

Honor roll is determined by grade point average. All students who have a GPA of 3.60 and above are granted high honors. Students who have a GPA of 3.20 are granted honors. All classes including band and chorus will be calculated in each student's GPA.

A = 4.0 B = 3.0

C = 2.0 D = 1.0

COMPLAINTS ABOUT CURRICULU, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to School Board policy 7:15, *Student and Family Privacy Rights*. Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260.

Parent/guardians, employees, and community members with other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*.

STUDENT-LED CONFERENCES

Scheduled student-led conferences will be held following the 1st quarter. However, parents are welcome to schedule a conference during their child's teacher team time or phone during that time to have a phone conference.

PROMOTION AND RETENTION POLICY

The Board of Education adheres to the Illinois School Code prohibiting social promotion. Students will be promoted based on overall attendance, academic performance, and objectives (academic and social and emotional) obtained at the expected grade level.

Policy 6:135-AP outlines the Advanced Placement Program (APP), definitions, and the process. APP options include but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level accelerations; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.

Any student in jeopardy of retention due to poor academic performance and effort will receive a notice of possible retention in the spring. Then, at the conclusion of the school year, parents of any student recommended for possible retention will be invited to a conference. The conference is held to discuss either promotion based on performance, promotion with summer school/remediation plan, or retention. Parent/guardian input is vital to this process; however, the administration has the final authority in this decision.

Criteria utilized in this decision:

1. Attendance and completion of curriculum
2. Academic performance, ability, and effort
3. Achievement on performance-based testing
4. Yearly averages per subject as follows
 - a. Any student who receives two failing grades for the yearly average may be retained unless they successfully complete the remediation plan set by the teachers and administrations.
 - b. Any student who fails three or more subjects for the yearly average may be retained.
 - c. Class averages will be taken in the areas of:

- Math
- English Language Arts
- Science
- Social Studies
- Physical Education
- Exploratory (culmination of both semesters)

<u>Retention Yearly Average Examples</u>				
Math				
Q1- 87%	Q2- 58%	Q3-47%	Q4-77%	yearly average: 67.25% Pass
ELA				
Q1- 61%	Q2- 51%	Q3-60%	Q4-62%	yearly average: 58.5% Fail

PROBLEM SOLVING TEAM

- Assist teachers in developing academic and behavioral strategies to support students who are struggling in ether area
- Serve as documentation for early intervention efforts
- Connect parents and educators to problem solve and collaborate for student success
- Improve individualized support for students without special education identification
- Ensure appropriate referrals for initial case student evaluations

SPECIAL EDUCATION PROGRAM

Charleston Community Unit School District No. 1 provides special education programs and services to meet the special education needs of students residing within the school district. Programs and services provided through the district curriculum and via the Eastern Illinois Special Education Joint Agreement provide identified special education needs students with comprehensive programs and services.

The Illinois State Board of Education's Rules and Regulations to Govern the Administration and Operation of Special Education establishes the rules and regulations to administer the district's special education program. This document can be examined and copied in the Charleston Community School District's Central Office located at 410 West Polk Avenue in Charleston.

Parents who have questions about the special education programs and services provided by the district may contact the personnel in the building in which their children attend, the Central Administration Office personnel or the personnel of the Eastern Illinois Area Special Education Joint Agreement Office located at 5837 Park Dr., Suite 1.

Any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 or IEP meeting with a representative of a local educational agency shall be entitled to the services of an interpreter.

INSTRUCTIONAL MEDIA CENTER

The media center is open and staffed from 8:05 am to 3:30 pm daily. Students are required to have a pass from a supervising teacher to access the IMC during the school day. No permission is required before and after school.

The IMC is a 5,000 square foot area located in the center of the building and is arranged into different sections: library collection, backroom, alcove, computer lab, small group work area, and reading area. The library collection has over 13,000 materials.

Materials (except for reference, professional development, and video) may be checked out for two weeks by students. Materials can be renewed for an additional loan period. There is a two-item limit unless the student is doing a research assignment or reading a literature circle book for class. The library has an electronic card catalog to use as a means for locating materials. The catalog can be accessed at school or online from home.

There are several online reference databases and instructional videos available to assist in research. Check out the links and other information by accessing the middle school website at <http://www.charleston.k12.il.us/cms> and click on the “Media Center” button.

COMPUTER LAB

Students are required to have an Acceptable Use Procedure for Access to the District’s Electronic Networks form (6:235-AP1, E1) signed by a parent or guardian upon registering for school. This form must be signed in order for students to use the computers or connect to the network at school. At the beginning of the year, each student will be logged onto the network with a username and password that they are expected to remember. This enables the students to have a folder on the building server to store their electronic data as well as access their school issued Microsoft 365 accounts.

Students will access the labs frequently throughout the year to complete classroom assignments. Outside of reserved class time, students must have a pass from a supervising teacher to access computers during the day. The computer island, numbers 29-32, is reserved all day for this specific purpose. If these computers are full, students must ask library staff or the teacher using the lab permission to use computers from the IMC stationary or mobile carts. Passes are not required for use of the IMC stationary lab before school.

PHYSICAL EDUCATION CLASSES

Physical Education participation is required by state law. Each student is required to wear red gym shorts not to extend below knees or above mid-thigh and gray t-shirt. **Absolutely no jewelry may be worn.** Uniforms may have the CMS emblem on either or both gym shorts and shirt. Undergarments that extend below the gym shorts are not permissible. Destruction of uniform will not be tolerated, and any damaged uniforms must be repaired immediately. Gym shoes will also be worn. Not wearing any part of complete uniform will be considered a no dress and participation points will be deducted from student’s participation grade. Underarm deodorant is recommended.

Students who are unable to participate in physical education, as certified by a physician, may be assigned to an alternate place during that period of non-participation. In order for this to occur students must provide the instructor with the physician’s letter indicating the medical reason to be excused and approximate duration of non-participation, student will receive a grade of M for physical education for that quarter which will be reported as a pass/fail grade in the gradebook, students may be required to furnish an upgraded letter from a physician if non-participation exceeds a semester.

BAND/CHORUS

Band and Chorus are academic, co-curricular courses where attendance and consistency are mandatory. During the 2021-2022 school year, band and chorus will take place from 8:15-8:55 am, beginning before and continuing during the time allotted for tutoring from 8:30-8:55 am. Please note that there will be an expectation that all members of the band and chorus are punctual in getting to school so that class can begin promptly at 8:15 am. After the first two weeks of school, adding or removing band and chorus from a student’s schedule can only be done at the end of the semester.

Video Surveillance

Notice

Charleston Community Unit School District No. 1 may employ the use of video surveillance cameras in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, staff, and visitors; and
2. For the detection, reduction, and/or prevention of occurrences of vandalism or theft.

Public Awareness

1. All Charleston Community Unit School District No. 1 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.
2. The school district shall include information regarding the use of video surveillance cameras in the Student-Parent Handbook.
3. Copies of this policy shall be posted in all district buildings for the benefit of district employees.

Charleston Community Unit School #1 AUP for Information and Communication Technologies Access

Charleston CUSD #1 instructional programs are designed to ensure that users become proficient in information and communication technologies (ICT) essential for their success. All use of these technologies shall be consistent with the District's goal of promoting educational excellence. Users are expected at all times to comply with district standards and policies when using information and communication technologies. This Acceptable Use Procedure (AUP) does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of this procedure will result in disciplinary action, limitation or loss of privileges and/or appropriate legal action.

Acceptable Use of Technology

When your parent/guardian registered you for school, they signed a legally binding statement that indicates that the individual(s) has read the terms and conditions of the Acceptable Use Procedure for Information and Communication Technologies, understands the significance of this Administrative Policy 6:235-AP1, and has discussed these terms with you. Should you not follow these procedures for acceptable use of school technologies, disciplinary actions will be determined by school administration. This discipline can include a limit or loss of access to technology for a period of time or altogether.

What does this mean for you as a student?

Below are the key points of the AUP agreement. To read the full details, visit the District's Board of Education webpage, and access the board policy pages.

1. You are allowed to use the District devices, resources, and network for school purposes ONLY.
2. Your Digital Footprints (browsing history, accounts, and content) is NOT private. The District can access your accounts and data at any time.
3. The District is not responsible for any data loss. It is your responsibility to save your work and create a backup on cloud or external storage for future access.

4. Your work, photos, and/or videos may be published on the District web pages or social media along with your first name. (Parents/guardians can contact the school to change this).
5. Fair Use allows you to use Copyrighted materials for school purposes as long as you give credit to the original creators.
6. Any unacceptable activity will result in your loss of some or all access to technology for a set period of time or completely. This is decided by your school administrator(s).
7. A FEW examples of unacceptable activity:
- Using the school network to violate copyright laws: downloading and/or sharing illegal copies of media (games, movies, music, pictures, etc.)
 - Downloading software that is not approved by District Technology Department
 - Using District resources for running a personal business
 - Wasteful use of bandwidth or file space: streaming movies/music constantly, downloading games onto school data storage
 - Hacking into individual files or entities
 - Bypassing the school filter system, security, virus protection, or policies
 - Invading the privacy of others: sending personal information (including pictures or videos) of other individuals without their permission
 - Sharing or using another person's account and password
 - Posting/sharing content created by someone else without their permission
 - Posting anonymous messages
 - Creating, publishing, displaying, or accessing ANY content that is bullying in nature, threatening, illegal, sexually oriented (sexting)
 - Vandalizing technology virtually (i.e., malicious software or computer viruses) or physically (broken screens, missing keys, etc.)
 - Using inappropriate language, like curse words
 - Revealing personal information, like your birthday, address, or phone number
 - Using District technology when access has been limited or revoked

BRING YOUR OWN TECHNOLOGY (BYOT)

The purpose of the District's BYOT program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:

- Access will only be through the District's wireless network. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, *Access to Information and Communication Technologies*. Make no attempts to bypass the District's wireless network. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOT participant may discover inappropriate material. Report inappropriate content and conduct to your classroom teacher.
- The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
- Access only authorized Internet sites or resources that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOT devices is encouraged. The District may examine any BYOT device that it suspects is causing network problems or may be the source of an attack or virus infection.
- Use of a BYOT device is subject to policy 7:190, *Student Discipline*. That means BYOT devices are for curriculum-based instruction only. Devices are still prohibited in, locker rooms, and bathrooms, etc. All use is subject to teacher/supervisor's discretion.
- Transmit only appropriate content while using the District's electronic network. At no time, may a photographic image, video, or audio of any person on campus be made, posted, or shared except for approved projects that have the express permission of the teacher. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, *Search and Seizure*. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, *Preventing Bullying, Intimidation, and Harassment*. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
- Charge all BYOT devices prior to school every day. Turn off and keep BYOT devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOT devices or close the screen. All BYOT devices must be in silent mode and put away when directed by teachers.

Student Devices

Troubleshooting

1. If your device isn't functioning properly, the first thing to do is to properly shut down and restart your computer so that it can install any needed Windows updates which help keep the computer running efficiently. Click the Start button, Power, Restart
2. If your device is having trouble with the microphone, sound, camera, etc., the CUSD1 district webpage has many troubleshooting tips that you can perform on your device.

o From the district webpage, choose Departments, then Technology, and look for "Troubleshooting". Support is also available by calling 217-639-1035 or emailing elarning_help@charleston.k12.il.us.

Repair Steps

3. If your device needs repairs, tell your teacher. The teacher will submit a trouble ticket and turn in the device to the office so that the Tech Department can work on it.
- o When a student's device has been turned in for repairs, each building has LOANER devices that can be checked out by the student for use at school until their device is returned to them. Check with building administrators about what procedures your building follows for these loaner devices.

Return Steps

As indicated in the device rental agreement, the parent/guardian is responsible for reimbursing the school for any damages, including if the device is lost or stolen. The cost will depend on the model of the device and can include a replacement charger, keyboard, screen, or an entire device.

4a. If the device does NOT have physical damage, it will be returned to the office and the student will be notified.

4b. If the device DOES have physical damage, the Tech Department will assess the damage and make repairs, and the building administration will arrange for payment.

o When payment is received, the student will be able to pick up the device from the office. Until payment is received, the device will remain at school and the student can only use it in the classroom.

Student Data Privacy

Charleston CUSD#1 takes the privacy of student data seriously. Programs are in place to help with such things as filtering online information, protecting against Malware, and protecting your identity. You can see a full list of online resources used by the District along with the different data privacy laws in place by visiting the District's Technology page.

Acceptable Use of Technology

When your parent/guardian registered you for school, they signed a legally binding statement that indicates that the individual(s) has read the terms and conditions of the Acceptable Use Procedure for Information and Communication Technologies, understands the significance of this Administrative Policy 6:235-AP1, and has discussed these terms with you. Should you not follow these procedures for acceptable use of school technologies, disciplinary actions will be determined by school administration. This discipline can include a limit or loss of access to technology for a period of time or altogether.

BUILDING INFORMATION

BEFORE/AFTER SCHOOL

Students should not be at school before 8:00 a.m. Students are not to leave school grounds after arriving at school and will enter the building upon arrival to the school. At 8:00 a.m. the building will be open for students to go directly to the cafeteria or gym and be seated until released to go to lockers. Breakfast is served each morning starting at 8:05 a.m.

Students may go to the IMC for a supervised study hall from 8:05-8:40 a.m. before school and 3:25 p.m. after school. Students should not be in the hallways without teacher permission before or after school.

All students are to leave the building at dismissal time unless supervised by a teacher. Bus students go directly to the bus loading area. Students supervised by a teacher/staff member will be allowed in the building after 3:40 p.m.

TELEPHONE USE

Students wishing to use the telephone in the main office must have permission from his/her teacher. Phone calls must be school related. The phone is moved outside the office at 3:25 p.m. so it will be accessible to students after school hours.

LUNCHROOM GUIDELINES

Students may not borrow lunch money in the office. Students may not take food or drink outside the cafeteria. All trays and utensils will be returned to an assigned place as students are finished eating. Students will sit at tables upon entering cafeteria and will be dismissed to go to serving lines. Students may pay for lunch during their lunch period or may add money to their lunch account in the morning via an Aramark employee.

STUDENT DELIVERIES

CMS discourages the delivery of flowers, balloons, candy, etc. during school hours.

GUIDANCE SERVICES

CMS has a guidance counselor who counsels students about their educational and vocational planning as well as about problems of a personal or social nature. The counselor will help students with teacher-student conferences, career information, mid-term reports, and orientation of new students, student problems-home, peer, school, and testing.

VISITORS

All visitors must report to the main office immediately upon entering the school building.

HEALTH EXAMS & IMMUNIZATIONS:

Children needing physicals and/or immunizations need to present proof of those on or before the first day of school. If the child does not comply by October 15th, then the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination and/or immunizations. During a child's exclusion from school for non-compliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 of the School Code and subject to any penalty imposed by Section 26-10.

Serious Illness Assessment Forms: If a student is known to have a serious (critical) illness, or a severe medication problem, that student's parent or guardian will be asked to complete a serious illness assessment packet. If your student is in this category and you have not been contacted, please notify the school health office immediately. Processing this packet takes time; therefore, the packet should be completed and returned to the school health office prior to the first week of school. This information is helpful to CUSD #1 staff so your student will receive the best possible care if a serious situation occurs.

Concussion Injuries – In compliance with the Youth Sports Concussion Safety Act, CUSD #1 has developed a Concussion Oversight Team (COT) that serves multiple duties. The primary responsibility of the COT was to develop Return-to-Learn (RtL) and Return-to-Play (RtP) protocols for students who have suffered a concussion either as the result of physical activity or other. If you feel your student has suffered a concussion, please contact your student's administrator and he/she will be able to discuss procedures to help ensure your student's continued academic, physical, and cognitive development.

CHARLESTON COMMUNITY UNIT SCHOOL DISTRICT NO.1 INFORMATION AND PROCEDURES RELATED TO BOARD POLICY 7:270 ADMINISTERING MEDICINES TO STUDENTS

THIS FOLLOWING INFORMATION IS INTENDED TO BE INCLUDED IN STUDENT HANDBOOKS THAT ARE PROVIDED TO THE PARENTS/GUARDIANS OF STUDENTS UPON A STUDENT'S REGISTRATION. THIS INFORMATION IS NOT INTENDED TO REPLACE BOARD POLICY 7:270; IT IS INTENDED TO INFORM PARENTS AND STUDENTS ABOUT OUR DISTRICT'S POLICY FOR ADMINISTERING MEDICINES TO STUDENTS AND THE STEPS THAT ARE REQUIRED OF PARENTS PRIOR TO STUDENTS TAKING MEDICATION DURING SCHOOL HOURS OR SCHOOL ACTIVITIES. THIS INFORMATION MAY ALSO BE DISTRIBUTED IN ANY NUMBER OF WAYS IN ORDER TO BEST INFORM PARENTS IN ADVANCE OF THEIR CHILD'S NEED TO TAKE MEDICINES AT SCHOOL.

Students are not permitted to carry or store (i.e. in book bags, purses, lockers) medications, either prescription or non-prescription, during school hours unless first approved through the health office as described below.

In accordance with Board Policy 7:270, 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(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

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(s)/guardian(s). 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. A student may possess medication prescribed for asthma or severe allergy for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 the medication's storage by school personnel, regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician's assistant, or advanced practice registered nurse. Parent(s)/guardian(s) 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 medication or the storage of the medication by school personnel, regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician's assistant, or advanced practice registered nurse.

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

ADMINISTERING MEDICINES TO STUDENTS

GUIDELINES AND PROCEDURES FOR PARENTS/GUARDIANS

If at all possible, all doses of needed medication must be given at home rather than at school. Parent/guardians are responsible for the early morning doses at home, unless otherwise specified.

Parent/Guardians are encouraged to come to school to give any necessary medication. They should notify the school office prior to their administering the medication.

- A. Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. "Medications" includes an epinephrine auto-injector ("EpiPen®") and asthma inhaler medication.
- B. If your child does have severe allergies, it is important for you to inform the school so that the school can implement an Emergency Action Plan, an Individual Health Care Plan, or a Section 504 Plan. Public Act 97-0361 allows the school to maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their EpiPen at home. In addition, a school nurse, or trained staff member may administer an EpiPen to *any* student suffering from anaphylaxis. The supply of undesignated emergency epinephrine allowed under Public Act 97-0361, is not intended to replace epinephrine prescribed to students with known allergies. However, under Public Act 97-0261, a school district or non-public school and its employees and agents are to incur no liability for the administration of an EpiPen, provided the school nurse acted in good faith when administering the EpiPen to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred. Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

- C. If a student is on a medication indefinitely, the parent/guardian must file a new School Medication Authorization Form every year.
- D. Bring the medication to the school office. If the medicine is for asthma or is an EpiPen®, a student may keep possession of it for immediate use at the student's discretion.
- E. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:
 - a. Student's name
 - b. Prescription number
 - c. Medication named and dosage
 - d. Administration route and/or other direction
 - e. Dates to be taken
 - f. Licensed prescriber's name
 - g. Pharmacy name, address, and phone number
- F. At the end of the treatment regimen or when the student is taken off the medication, notify the school nurse orally or in writing and remove any unused medication from the school within one week after the expiration of the physician's order or before the last day of the school year. Medicine not removed will be destroyed (in the presence of another staff member and documented as such). Bottles containing medication will not be sent home with students.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of the Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

- 1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
- 2. Copies of the registry identification cards are provided to the District; and
- 3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

Medical cannabis infused products includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Non-prescription medications

If a student requires a non-prescription medication for a temporary condition (headache, toothache, etc.), he/she may bring a one or two-day supply of the medication in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. A signed note by the parent/guardian must accompany the bottle. The note needs to include the reason for the medication and the dose, the time of the day doses are to be given and how long the medication is to be given.

The school district retains the discretion to reject requests for administration of medicine either by the school or by the student. If you need additional information about this topic or have special circumstances that are not covered within the guidelines and procedures outlined above, contact your child's school health care professional or your child's school principal.

STUDENT CONDUCT

Student conduct at Charleston Middle School will always be compatible with the philosophical beliefs and objectives of the school. The handling of discipline cases is directed toward developing the best possible solution for the individual pupil while protecting the welfare and rights of the total school population. The grounds for disciplinary

action applies whenever the student's conduct is reasonably related to school or school activities, including, but not limited to, the following:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event or any activity or event which 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 may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function (Board Policy 7.190).
5. Notice of the adopted policy regarding video and audio recordings shall be (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

MINOR/MAJOR MISCONDUCT

A student's gross disobedience or misconduct includes any activity or behavior which might reasonably lead school authorities to forecast substantial disruption or material interference with school activities, whether these activities take place in the school, on school property, on a school bus, at a school sponsored function, or activities or behaviors which may be reasonably related to the school program. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

Complicity with others in violations of misconduct may result in disciplinary actions. **Complicity** is being present during the planning or commission of any violation of the Student Conduct Code in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation. The penalty applicable to a determination that a student has committed any of the following may receive disciplinary consequences decided upon by administration including, but not limited to, expulsion and/or notification of Law Enforcement Authorities. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

MINOR MISCONDUCT

Classroom teachers have the ability to document classroom behaviors through skyward under a Classroom Referral. This may result in a teacher assigned consequence.

Book Bags, Backpacks, Purses and Coats – Book bags, backpacks, purses, and large carrying cases shall be left in student lockers and shall not be worn or carried from class to class. A coat and/or any of the listed bags may be restricted and a student may be asked to remove it from class or the hall if in the opinion of the classroom teacher or administration, the item is disruptive or possesses a health or safety concern.

Bus Conduct – Students' behavior is expected to be acceptable during the transporting of the student to and from school, or any school related activities. If a student's behavior is not acceptable, the privilege of riding the school bus may be withdrawn, and it becomes the responsibility of the parent(s)/guardian(s) to transport the student. Discipline for a bus violation (conduct report) will range from a verbal warning and/or a conference with the parent(s)/guardian(s) to suspension of bus privileges. According to Board Policy (7.220), gross disobedience or misconduct providing grounds for suspension from riding the school bus includes, but is not limited to, the following:

1. Prohibited student conduct as defined in the student discipline policies within this handbook.
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 the bus driver's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
7. Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the building principals), transportation director, bus driver, and other supervisor. An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Cellular Radio Telecommunication/Electronic Paging Devices – In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any cellular radio telecommunication device, any smart watch, or any other electronic device while in school or on school property during regular school hours (8:30 a.m. – 3:25 p.m.) unless authorized and approved by the administration or supervising staff member.

These devices may be turned on at the end of the school day once the student is outside the school building. However, students may possess cell phones and other such devices at school, but such devices must be **turned off** and stored in lockers. If a cell phone is confiscated during the school day, the student will face discipline consequences; included but not limited to the phone being taken away or kept overnight or until a parent can pick it up from CMS. The school is NOT responsible for lost or stolen cell phones or other such devices. Charleston Middle school expects students to exercise due care and common courtesy when using cell phones during extra-curricular time (i.e. turn them off during concerts, dances, plays, etc.). These devices may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched upon reasonable suspicion of sexting. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate. A cell phone or other communication device that violates this policy will result in the device being confiscated. Repeat offenses will be handled by administration and may result in disciplinary consequences.

Displays of Affection – Displays of affection may cause a substantial disruption to the educational process. Excessive displays of affection are prohibited anywhere on school campus or at school activities.

Food/Drink in Corridors/Classrooms – Food and drinks removed from the cafeteria is prohibited, unless in the students lunchbox. Students may not have any opened food or drink in their lockers, other than water.

Forgery/Cheating – The act of falsely or fraudulently making or altering school correspondence including, but not limited to, assignments, assessments, letters, passes, and telephone calls.

Insubordination – Students can expect that staff members will treat them with respect. In turn, all students are expected to treat staff members with respect. Insubordination, an act of disrespect, is the willful failure to comply with the directions of school personnel, including disobeying the rules and regulations governing student conduct. Insubordination toward a staff member or school official will not be tolerated. This may include failing to follow staff members' directives, failing to provide accurate identification when requested by staff members, and other instances when the student's behavior is such that it interferes or disrupts school purposes or educational functions. (Extreme insubordination could be considered as a major misconduct.)

Group Violations – Students who are present in a group whose member(s) are violating school policy may be held accountable and may receive the same disciplinary action as those individuals who are participating in the violation.

Laser Pointers – Unless under a staff member's supervision and in the context of instruction, using or possessing a laser pointer is prohibited.

Presence in an Unauthorized/Unassigned Area – Students are expected to be in their assigned classrooms on time. During the school day, a student may not be outside of their scheduled area without permission from school personnel.

Skateboards – Because of concern for student safety, skateboards and similar items are not allowed on school property.

Student Language/Expression – The administration reserves the right to prohibit expression that may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words, expressions, gestures or demonstrations that are considered obscene; are libelous or slanderous; injures, harasses or invades the privacy or other people; or disrupts the orderly operation of the school or school activity.

Student Attire – Charleston Middle School recognizes that appearance and fashion are an important part of a middle school student's life. Charleston Middle School also believes that a student's appearance must not interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Students who violate this belief will be required to alter their attire. Continued inappropriate attire will be subject to further discipline (ILCS 5/10-22.25b)

The following procedures are designed to assist parents and students in purchasing clothes and making appropriate decisions regarding clothing worn to school, school events and activities. Parents can best help their son or daughter make appropriate decisions by observing the following guidelines:

- Clothing should not be suggestive, revealing of body parts or undergarments, offensive, or otherwise disruptive to the educational process.
- Clothing is to cover the torso, including, shoulders, cleavage, and midriff at all times (standing or sitting). Shirts must have sleeves in order to cover shoulders.
- Clothing is not to display inappropriate language, pictures, symbols, or promote alcohol, tobacco, or illicit drugs.
- Clothing or accessories is not to be dangerous or pose a safety hazard when worn. (chains, spikes, metal etc.)
- Hats and other headgear, including scarves and sunglasses are not to be worn in the school building.
- Clothing, including physical education uniform, is to be kept clean and free of offensive odors.
- All clothing is to be reasonable in length. We will be using the fingertip rule to determine proper length. **FINGERTIP RULE: Standing straight, with arms at the side, clothing must be below the tips of the fingers.** The fingertip rule will also apply to exposed skin with torn or ripped pants (skin should not be exposed above the fingertip).
- Shoes are to be worn at all times and be free of cleats.

(Administration will determine the appropriateness of any dress, clothing or grooming issues that arise during the school year not covered in the above guidelines.)

The administration reserves the right to address discipline issues, or any other issues not specifically covered in this handbook as they arise during the school year.

MAJOR MISCONDUCT

False Alarm – The willful making of a false alarm of fire by outcry, mechanical alarm, or other device is prohibited. Any student found in violation of this policy shall be reported to the police (720 ILCS 5/26-1). The consequence for such an offense may result in suspension or expulsion from school. If a student should accidentally set off an alarm, he/she must report to the office immediately and give the location of the triggered alarm.

Tobacco Prohibition – In accordance with state law, city code, and school board policy, no student shall use, possess, distribute, purchase, or sell tobacco or tobacco materials on school property at any place or at any time. “Tobacco” shall mean smoking devices, vapes, cigar, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. Confiscation of the tobacco or tobacco related item would result with each occurrence. For students under the age of 21, a report shall be filed with the Charleston Police Department, and parent/guardian notification shall be made (P.A. 86-821, 86-1028; 105 ILCS 5/10-20.5b; City Code 5-2-2:E).

Controlled Substances/Alcohol Prohibition – Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings, or weekends, and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program. For purposes of this policy, students who are under the influence of prohibited substances are not permitted to attend school or school functions and are treated in the same manner as though they had prohibited substances in their possession. Any student who manufactures, sells, delivers, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance or related drug paraphernalia other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school-sponsored event or on any other occasion the school shall have legitimate interest in regulating shall be subject to disciplinary consequences, including expulsion from school. Students found to be in violation of this policy shall be reported to law enforcement authorities and parent/guardian notification shall be made.

Breathalyzer and Alco Screen – A student may be asked to submit to a breathalyzer or Alco screen saliva analysis when school officials have a reasonable suspicion the student has used or is under the influence of any chemical as defined above. The administration of the Breathalyzer or Alco screen will be done in the presence of a minimum of one (1) certified staff member and (1) other adult.

Weapons – No student shall use, possess, control, transfer, purchase, or sell explosives, firearms, knives, or any other object that can reasonably be considered a weapon on school grounds or at school-sponsored events. A “weapon” means (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, clubs, or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The administration may grant an exception to this policy, upon the prior request of an adult supervisor, for students in particular programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. Students found to be in violation of this policy shall be reported to law enforcement authorities and be expelled for at least one calendar year, but no more than two calendar years.

Aggressive Behavior/Bullying – Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language; including hate speech based on race, sexual orientation, gender, religion, disability, fighting, bullying, cyber bullying, sexting or other comparable conduct toward anyone or urging other students to engage in such conduct is prohibited. Allegations of bullying will be investigated after the form is completed under Board policy 7:180-E7. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, school officials will notify the student’s parent(s)/guardian(s) and may notify law enforcement officials. The student also may be referred for intervention from available district and community-based resources. In addition, the student may receive discipline including, but not limited to, suspension and/or expulsion and may be given a no contact order. All persons actively involved in a fight, as determined by school officials, may be suspended immediately for a minimum of the remainder of the school day.

If an aggressive disagreement should develop between students or a student is provoked or assaulted, that student shall retreat from the situation and seek immediate assistance from a teacher, counselor, or administrator in an effort to resolve the situation in a civil manner. Students who provoke a fight, do not disperse from a fight when directed to

do so, or interfere with school personnel in their attempt to break up a fight may receive the same consequences as for fighting. In addition, students are encouraged to use the **National School Violence Tip Line (1-800-477-0024)** to report someone thinking about or planning an act of violence against anyone.

Theft – The act or attempt of pilfering or theft of another’s property, including school property, and/or the taking of money, books, or other property through the use of deceit, threat, force, or coercion is prohibited. All students who are victims of theft should immediately notify or report to the office.

Vandalism – The act or attempt of willful destruction or defacement of school property or the property of another individual is prohibited. Any student found in violation of this policy may receive discipline including, but not limited to, suspension and/or expulsion. Law enforcement may be contacted. In addition, the Board may seek restitution from students and their parent(s)/guardians(s) for vandalism or other student acts which cause damage to school property (Board Policy 7.170; 740 ILCS 115/1 et seq.).

Truancy – Unexcused absenteeism (truancy) is prohibited. According to Board Policy (7.180), students are to remain in their assigned buildings and on the school’s grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the Building Administrator or a designee or is otherwise excused. A student may be excused during the student’s lunch period upon proper request by parent / guardian and approval by administration. The truancy statutes and Board policy will be utilized for chronic and habitual truants (105 ILCS 5/26-2a). See the “Attendance” section in this handbook for our attendance policy and procedures.

Gangs and Secret Societies – A “gang” is defined as any group of two or more persons whose purposes include the commission of unlawful acts or violation of school rules and regulations. Charleston Middle School believes that the presence of organized gangs, gang activities and other undesirable groups have the potential to cause major disruption of and/or material interferences with the school environment and school activities. **Therefore, no student on or about school property or at any school activity shall**

- wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item which is evidence of membership or affiliation in any gang;
- commit any act or behavior, use either verbal or non-verbal gestures, handshakes, drawing, tattoos, etc. indicating membership or affiliation in a gang;
- use any speech or commit any act or behavior in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting membership, intimidating, threatening, committing any illegal act or violating school district policies.

Furthermore, students are prohibited from being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public-school fraternity, sorority or secret society. **Law enforcement officials may be notified.**

Search and Seizure – For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

School property, including, but not limited to, desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.

The school district reserves the right to reasonable search of any vehicle entering or parked on school grounds.

If a search produces evidence that the student has violated or is violating the law or the District’s policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities (105 ILCS 5/10-226; Board Policy 7.140).

Reciprocal Agreement – The school district and the local law enforcement agencies have a reciprocal reporting agreement to keep all parties aware of cases involving Charleston Community District #1 student(s) and illegal activities.

Use of Metal Detectors

In order to promote safety of all students, faculty and staff, and visitors, the Charleston Middle School may use metal detectors in schools and at school activities as outlined in Board Policy (7:140-AP).

Since it is against federal and state law, as well as CUSD #1 Board Policy to have a gun or a weapon on school grounds, there may be occasions when administrators feel the need to use metal detectors to ensure the safety of the students, faculty, staff, and visitors.

CONSEQUENCES FOR MISCONDUCT

CONSEQUENCES FOR MISCONDUCT WILL BE ASSIGNED ACCORDING TO SEVERITY AND/OR NUMBER OF OFFENCES:

Personal Counseling – Personal counseling may include, but is not limited to, a conference between the student and an administrator, teacher, counselor, or other staff member who bears a reasonable interest in the student's behavior; a meeting with a student and his or her parent(s)/guardian(s); a peer mediation or conflict resolution session; a counselor or counselor intern referral; other interpersonal communication between a student and staff member for the purpose of improving the student's attendance and/or behavior.

Notification of Parent(s)/Guardian(s) – Under a variety of circumstances, school personnel will notify a student's parent(s)/guardian(s) for the purpose of maintaining positive communications between the school and the home with the intent that such notification will improve the student's attendance and/or behavior. Such contact may be in the form of a personal conversation, telephone call, e-mail, or other written communication.

Seizure of Contraband – Illegal or banned items such as weapons, drugs, cell phones, pagers, electronic games, gambling or drug paraphernalia, tobacco products, pornography, hate literature, or other items that adversely affect the welfare and safety of the school community may be confiscated by the staff/administration. Confiscated items will be marked and secured in the Administrator's office. Confiscated items that are not in violation of criminal law will remain secured as stated until the student's parent/guardian can pick up and sign for the item(s). Items not claimed within two calendar weeks after the close of the school term will be disposed of. Confiscated items that are in violation of criminal law will be turned over to the local law enforcement agency. Receipts for confiscated items in police custody will be filed with the Administrator, and such confiscated items may be recovered by contacting the Charleston Police Department.

Notification of Juvenile Authorities – Conduct involving illegal drugs (controlled substances), look-alikes, alcohol, weapons, aggressive behavior, or behavior that is a substantial disruption of the school environment, the local law enforcement agency may be notified.

Withholding of Privileges – Withholding of privileges may include, but is not limited to: cafeteria, computer/internet access, media center access, and home base sign-out privileges. The administration shall be involved in and approve all cases in which privileges are withheld.

Restitution – Restitution is an act of restoring something to its rightful owner/original condition or giving an equivalent for some loss. Students may be required to make restitution by means of restoring, replacing, or reimbursing a loss or injury.

Detention – Detention is a disciplinary consequence designed to improve student attendance and behavior *with minimal disruption to the student's school day*. Detentions may be given for a variety of misconduct including, but not limited to, tardiness, classroom disruption or misconduct, truancy, and various types of misconduct on school grounds. Student detentions are assigned either from 8:05 a.m. until 8:40 a.m., 3:30 until 4:30 p.m., or during lunch time as assigned by administration/staff. A CMS staff member supervises the detention period. Detentions are to be attended on the day for which they are assigned. Students are required to complete assigned schoolwork while in detention. Students who are tardy, truant, misbehave, fail to cooperate, leave detention without permission, exhibit gross misconduct, fail to follow the detention procedures, etc., will be subject to additional disciplinary consequences. The original assignment will stand, and disciplinary action may result, including, but not limited to, assignment to the Alternative Education Room or suspension. If a student is suspended, absent with valid cause, misses' detention, or school is cancelled for any day of an assigned detention, the assignment shall continue once school resumes until all assigned detentions have been attended.

Alternative Education Room (A.E.R.) – The Alternative Education Room is a special classroom designed to address

misbehavior of those students who have failed to abide by the rules and regulations of Charleston Middle School. It extends remedial instruction, tutorial help, guidance, one-on-one attention, and direction needed to address student misbehavior. It is established to offer direction and intervention needed to deal with such behavior. The classroom atmosphere is a structured, quiet environment with minimal diversions. A student may be assigned to the A.E.R. special needs determined by a teacher, counselor, and/or administrator. The A.E.R. is a place where students can renew their respect for the educational opportunities of the traditional classroom. The A.E.R. is intended to be a temporary placement that serves as a deterrent to misbehavior and addresses the problems that lead to out-of-school suspensions. Assignments to the A.E.R. are usually made on a full-day basis. **While assigned to the A.E.R., students will be required to do their schoolwork.**

Students who are tardy, truant, misbehave, fail to cooperate, leave the A.E.R. without permission, exhibit gross misconduct, or fail to follow the A.E.R. procedures will be subject to additional disciplinary consequences. In this case, the original A.E.R. assignment will stand, and additional action may result, including, but not limited to, additional assignment to the A.E.R. or suspension/expulsion. Students who are assigned to a full day in the A.E.R. must report to the Assistant Principal's office at 8:30 a.m. for each day assigned. Time away from the A.E.R. assignment must be approved by administration or made up on the next day of student attendance. If the student is suspended, absent with valid cause, or school is cancelled for any day of the A.E.R. assignment, the assignment shall continue once school resumes until all assigned days have been attended.

Referral to Alternative Schools/Community Agencies – Students may be referred to alternative schools and community agencies when, in the opinion of school officials, such a referral or placement would be in the best interest of the student and/or the school community. Alternative schools and community agencies include, but are not limited to, Bridges, C.E.A.D. Council's Juvenile Court Diversion Program, Regional Office of Education/Youth Services.

Removal from the Classroom – Each classroom environment is managed in accordance with individual teacher's policies. If a student's behavior becomes immediately detrimental to the well being of the rest of the class, he/she may be sent to the Administrative or Guidance Offices. As provided herein, the student may be removed from class, suspended, or recommended for expulsion (105 ILCS 5/10-22.6).

Out-of-School Suspension – If the student's continued presence at school would pose:

- A threat to school safety, or a threat to the safety of other students, staff, or the school community; or
- A disruption to other students' learning opportunities, or the student's continued presence substantially disrupts, impedes, or interferes with the operation of the school.

The duration of the suspension will be determined by administration based on the nature of the incident. In accordance with School Code 5/10-22.6, the parent(s)/guardian(s) has the right to a review of the suspension. Upon request of the parent(s)/guardian(s), the school board or a hearing officer appointed by it shall review such action of the superintendent, principal, or assistant principal. At such review, the parent(s)/guardian(s) of the pupil may appear and discuss the suspension with the board.

During the review process, the suspension will stand. Students will be allowed to make up missed work. A student on suspension is not permitted to attend school activities or be on the school campus. Upon return from suspension, the student will meet with a counselor, social worker, or administrator to assess their readiness to successfully return to school and receive any necessary supports toward that goal.

During the period of an out-of-school suspension, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing. A parent/guardian conference must be held before the student will be reinstated to school. Students are permitted to complete their schoolwork during the suspension period, but they must request it in accordance with the procedures in the "Requesting Homework" section in this handbook. ***If schoolwork is completed according to each of his/her teacher's directions/due dates, credit will be given.*** Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

Expulsion – The Board of Education may expel students for gross disobedience or misconduct. Expulsion is the removal of a student from school for a period exceeding ten school days, but not exceeding two calendar years. The student and his/her parent/guardian will be requested to appear before the Board of Education. During the expulsion

period, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing.

Corporal Punishment – 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 (which certified personnel are permitted to use) as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. *Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.*

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, and certified personnel are permitted to use, reasonable force as needed to maintain safety for the student, other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraint may be used when necessary to protect the student or other individuals and or property from harm. Families will be notified within 24 hours of physical restraint and or time-out.

Appeal – If a student believes that consequences have been unfairly assigned, then an appeal may be made first to the staff member involved, then, if necessary, to the school's administration.

Discipline of Special Education Students – For students with an Individualized Education Plan (I.E.P), that plan will govern serious disciplinary actions.

SCHOOL CONDUCT AND STUDENT BEHAVIOR

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people. With an understanding of the purposes of discipline in school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint which makes you a better person.

Every teacher is entitled to the respect and obedience of the students to reasonable rules. Students are expected to act like ladies and gentlemen at Charleston Middle School and whenever they represent the school. A teacher may remove a student from the classroom for disruptive behavior and must allow the student the opportunity to explain their side of the story (Due Process).

Parents are notified when inappropriate behavior is displayed. Disciplinary actions may result in lunch or after-school detentions, in-school suspension, late stay, out-of-school suspension, and expulsion. Furthermore, local police authorities may be notified as the misconduct warrants it. The school, parent, and student must form a solid triangle to correct inappropriate behavior.

User Work/Photos/Videos

User work, photos, and/or videos may be published on District web pages upon receipt of this agreement unless the user or guardian (if the user is a minor) notifies the school otherwise. Users whose work, photo, and/or video appear on the District/school web page(s) will be identified by first name only.

EXTRA-CURRICULAR ACTIVITIES

Philosophy – A very important part of any middle school program is the extra-curricular program. Charleston Middle School has a wide variety of extra-curricular offerings that are intended to meet the needs and interests of its student body. But no matter how extensive the offering, a successful extra-curricular program is dependent on student involvement. We strongly encourage every student to become involved in these activities and we are confident by doing so, that the student will find his/her years at C.M.S. more enjoyable, meaningful, and memorable.

Events – All extra-curricular events associated with Charleston Middle School must be supervised by a staff member and have administrative approval. In cases where special custodial services are needed, the sponsoring group must make arrangements to cover the cost of the services. All extra-curricular events must be scheduled a minimum of one week in advance of the activity.

Participation – Students who are absent from school for any part of a school day shall be ineligible for any activity on that day unless the Principal or designee has approved the absence. These activities include all athletic practices and events, plays, musicals, concerts, club meetings and any other school-sponsored activity.

Non-participating students are NOT allowed to attend extracurricular activities; including sporting events if they are failing more than two classes at the time of the activity. Administrator/supervisor for that night's event will ask the student to leave if they try to attend. Parent/guardian will be expected to make sure their student is picked up immediately if the student is deemed ineligible to attend.

Transportation – All students shall travel to events and return home from events with the group for which the student participates by use of school-approved means of transportation. A coach/sponsor or administrator upon advance written request of a student's parent or guardian and provided the parent may issue a written waiver of this rule or guardian appears and accepts custody of the student. In no case shall a waiver be issued unless the parent will provide the alternate means of transportation anticipated by the waiver. Oral requests shall not be honored, and oral permissions shall not be valid.

Ineligibility – Students must maintain a passing grade in all classes, each week, in order to maintain eligibility in extra-curricular activities. Students who have been declared academically ineligible for 3 weeks during a season will be declared ineligible for the duration of that season. Students declared ineligible may not attend practice or any contest without administrative permission for the duration of the ineligibility.

ATHLETICS

Eligibility - A student who participates in athletics must have been enrolled and in attendance not later than the beginning of the eleventh school day of the semester. Violation of this regulation results in ineligibility in his/her middle school sport. The following governing bodies determine requirements for athletic eligibility at Charleston Middle School: The Illinois Elementary School Association, the Board of Education, and the coaching staff. The coaching staff will inform students about requirements and expectations. Before a student can practice, he/she must be registered for school with all fees and obligations met. The coach must clear all athletic records in season before an athletic award can be given.

Note: An athlete must have the following fully executed documents on file at the school's athletic office before the athlete's first participation (includes tryouts, practices, contests):

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code, and agree to abide by its terms and conditions.
5. A receipt showing the athlete and his/her parents received a copy of the concussion information.
6. Prior to the first contest / competition an athlete must have paid their participation fee.

Female – Charleston Middle School competes in interscholastic athletics in the following areas: softball, volleyball, basketball, and track. Athletic teams participate in contest; tournament competition and Illinois Elementary School Association sponsored state tournaments as scheduled by the athletic department.

Male – Charleston Middle School competes in interscholastic athletics in the following areas: baseball, basketball, and track. Athletic teams participate in contest; tournament competition and Illinois Elementary School Association sponsored state tournaments as scheduled by the athletic department.

ACTIVITIES / SUPPORT GROUPS

Cheerleaders – The major objectives of cheerleaders are to promote school spirit through good citizenship, leadership and cheering at athletic events. One squad comprised of 7th and 8th graders try out and is selected in the spring each year. Cheerleaders perform at all home boys' and girls' basketball games and selected IESA tournament games.

Dance Team – The dance team is comprised of 7th and 8th grade students that try out and are selected in the spring each year. They promote school spirit through performing at selected home contests using choreographed dance and musical routines.

Musical Performances – Charleston Middle School offers multiple music performances ensembles through participation in the Concert Band, Choir, and Advanced Choir. The Band and Chorus are classes offered within the school day. Students may register to take either or both classes in their daily schedule. Both classes meet every day with students enrolled in both splitting time on alternate days. Advanced Choir is an extracurricular activity and will meet according to sponsor's schedule. Information regarding auditions and meeting times may be obtained by contacting the band and chorus instructors.

Students wishing to add or drop these activities must follow specific procedures, which includes conference with the principal and written parental permission.

Scholastic Bowl – This is a group of 7th and 8th grade students who compete in academic competition with other schools. Students try out and are selected in December with competition held January through May.

Classroom Courier – Students gain experience with newspaper field through writing stories, layout techniques, taking pictures as well as different phases of production. Information about this group will be announced after school begins in the fall.

Student Council – This group is comprised of students representing their peers to develop attitudes of and practice in good citizenship; promote harmonious relationships throughout the school; improve school morale; promote responsibility and dependability in the student body; to represent the student body and promote the general welfare of the school. Student Council is involved in such activities as dances, concessions at events and student functions.

IESA ELIGIBILITY

You are Eligible for Athletics at Charleston Middle School:

1. If you are representing a school (CMS) where you are in attendance in grades seven through eight or have been approved for a cooperative team activity.
2. If you have provided your principal with a birth certificate or hospital record. **A baptismal record is NOT acceptable.**
3. If you have a licensed physician's certificate of physical fitness to participate issued within a year preceding your current participation.
4. If you are doing **passing** work in **all** your school **subjects**.
5. If you have not competed in the same academic grade during the previous school year in the same sport. This is true whether you attended a member or non-member school.
6. If you transfer, you become eligible for participation when you meet all eligibility requirements.
7. If you do not participate as an individual or on a non-school team in any contest in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

Note: IESA By Laws are published in the official handbook. Your building principal should be contacted to check with the Executive Director on any questions you may have concerning your eligibility. There are minor exceptions to the above regulations, which may need further clarification.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Charleston CUSD #1, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Charleston CUSD #1 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Charleston CUSD #1 to include this type of information from your child’s education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Charleston CUSD #1 to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1. Charleston has designated the following information as directory information:

- | | |
|--------------------------|---|
| *Student’s name | *Participation in officially recognized |
| *Address | activities and sports |
| *Telephone listing | *Weight and height of members of |
| *Electronic mail address | athletic teams |
| *Photograph | *Degrees, honors and awards received |
| *Date and place of birth | *The most recent educational agency or |
| *Grade level | institution attended |

These laws are: Section 9528 of the ESEA (20 U.S.C 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503 as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L.107-107), the legislation that provides funding for the Nation’s armed forces.

UNIFORM GRIEVANCE PROCEDURE

Any student, or parent of same, who feels that the student has been discriminated against because of gender shall be entitled to file a grievance with the Title IX Coordinator.

GRIEVANCES:

- 1. Shall be in writing
- 2. Shall state the specific nature of the alleged discrimination
- 3. Shall include the name, address, and phone number of the grievant

The Coordinator shall thoroughly investigate the alleged discrimination and shall, if deemed necessary, conduct a hearing to which all concerned parties shall be directed to appear. The hearing shall be held within ten days of receipt of the written grievance.

The Coordinator shall render a written decision within 15 days of receipt of the written grievance.

If the grievant is not satisfied with the decision of the Coordinator, a written appeal may be made to the Superintendent of Schools. Such an appeal must be made within ten days of receipt of the coordinator’s decision.

The Title IX Coordinator for the Charleston Community Unit Schools is Mr. Chad Burgett, Assistant Superintendent CUSD #1.639-1000.

EQUAL EMPLOYMENT OPPORTUNITY

In compliance with School Board policies, state and federal statutes, rules and regulations, the school district declares its absolute commitment to equal opportunity employment for all personas regardless of race, color, creed, gender, sexual orientation, handicapping condition, or national origin.

WAIVER OF SCHOOL FEES

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parents(s)/guardian(s) who have been assessed a fee on an application form available from the Building Administrator. Questions regarding the fee waiver request process should be addressed to the principal's office (Board Policy 4.140). Questions regarding free and reduced-price food services should be addressed to the Superintendent's Office.

HOMELSSNESS

Students and/or families that live in a shelter or motel, share housing with relatives due to a loss of housing, live in a campground, car, old building, or other temporary shelter, or otherwise don't have a permanent address can be considered homeless. They may enroll children immediately even without school or medical records. They also may get help from the district homeless liaison with immunizations and/or medical records. Additionally, they may choose the child's old school or school closest to their current residence and get transportation to school for the child. Questions may be directed to the district homeless liaison at (217) 639-1000.

DISTRICT'S ASBESTOS MANAGEMENT PLAN

Charleston Community Unit School District is providing information concerning the asbestos management plans required under the Asbestos Emergency Response Act (AHERA). These plans are available for your review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are present at the Administration Building, 410 West Polk Avenue, Charleston, Illinois 61920; telephone number 217-639-1000. Plans for individual schools are located in the main office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the telephone number listed above.

The asbestos management plans provide information regarding six-month surveillances, third year reinspections and response actions. Questions regarding the information contained in these management plans can be directed to Charleston CUSD #1 asbestos Environmental Consulting, Inc. at 1-888-833-6129 during normal business hours.

STUDENT RECORDS

State law requires the district collect school census information on all students residing within the district including:

1. Students and parents' names, address and phone number,
2. Schools attended and grade level,
3. Special education program assignment, and
4. Health records.

The Federal government requires additional information including:

1. Testing data,
2. Subject marks, and
3. Attendance.

Considering the transferring and filing of current or former students' records, including students who graduate, move away, or withdraw:

1. The school records of enrolled students are kept in the Student Services Office.
2. Copies of student records shall be transferred to another school district upon request by the new district, parent(s)/guardian(s), or student.
3. Permanent records of students leaving the school system are kept in the Student Services Office or the school vault.
4. Permanent records and attendance data of former students are kept on file indefinitely by the school. These files are kept to fill requests for information from students who later need to verify school information.

Considering access to student records:

1. Parents have the right to see their child's school records. The parent may request and receive assistance from appropriate trained school employees, for interpretation of test materials or other information in the record.
 - A. Parents wishing to view their child's record should submit a written request to the building principal. Within 5 working days from the date of the request, the principal shall arrange a viewing.
 - B. Records may not be removed from the school.
 - C. The principal shall submit a report to the Superintendent of the viewing of the student's record by the parent.
2. Schools receiving transfer students shall be sent a copy of the student's record upon request.
3. Access to student records shall be afforded those members of the professional and administrative staff whose duties and responsibilities require such access.

No third party shall be permitted to view student records unless permission has been granted by statute, court order, Board policy, Superintendent of Schools, or parent, except schools to which a student is transferring. The principal shall notify the parent of the information that has been requested by that 3rd party.

In cases where parents are divorced or separated, both parents have the right to see their child's school record. Any information given to one parent is obtainable by the other upon request, unless stated differently in a court document.

TRANSPORTATION

The school district will bus students who live 1 ½ miles from their school on a daily basis.

Transportation Reimbursement - During the school year, parents and guardians may be eligible for pupil transportation reimbursement under the provisions of 105 ILCS 5/29-5. Questions regarding reimbursement of transportation should be directed to the district office (639-1000).

HARASSMENT/HAZING

Harassment of Students Prohibited

No Person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or 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, **causing psychological harm, threatening, causing physical harm**, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation **or bullying** are handled according to the provisions on sexual harassment below.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. An employee, district 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;
 - 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, which 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with a building administrator or report to a staff member of the student's same sex. Students who make good faith complaints will not be disciplined.

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment 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 sexual harassment will likewise be subject to disciplinary action up to and including suspension and expulsion (Board Policy 7.20).

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. How to recognize grooming behaviors, information on how to report sexual abuse or grooming behaviors, and resources for support can be found in board policy 4:165.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

NOTE: Procedures for the implementation of a School Environment Free of Sexual Harassment of Employees and Students may be reviewed and/or obtained from building principals. Employee complaints shall be initially filed with the building principal or the superintendent. Student complaints shall be filed with a Complaint Manager.

Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may

Also be subject to:

- Suspension for up to 10 days.
- Expulsion for the remainder of the school term.

DISCRIMINATION

All students are provided equal opportunities in all education programs and for all services. No person shall be discriminated against based on race, color, creed, national origin, gender, sexual orientation, age, ancestry, marital status, citizenship status, or mental or physical disability in any of its programs, activities, services, or benefits. All students are guaranteed equal access to educational and extracurricular activities as required by Illinois PA 79-597 and Title IX of the 1973 Educational Amendments.

No person shall, on the basis of gender, be limited in the exercise of any right, privilege, advantage, or opportunity. The board does not discriminate on the basis of actual or potential marital or parental status, and no person in the district shall be subjected to sexual harassment by any school employee, or by other students, or by the effect of any school policy or practice. Additional information and forms for filing complaints relative to gender, racial, ethnic, religious, age or handicap discrimination may be obtained through the office of Dr. Vilardo at 639-1000. A local grievance procedure exists to resolve grievances. However, if either the grievant or the party charged is dissatisfied with the School Board's decision, further appeal may be made to the Regional Office of Education, 730 7th Street, Suite A, Charleston, Illinois and ultimately to the State Superintendent of Education, Springfield, Illinois. Appeal outside the district should be made in a timely fashion.

Convicted Child Sex Offender and Notification Laws (Board Policy 4:170)

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluations and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted the Superintendent or Board President shall provide details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent receives a list from law enforcement officials containing the names and addresses of child sex offenders. This information is used to screen individuals who have contact with students. The Statewide Sex Offender Database (aka Sex Offender Registry) can be found at www.isp.state.il.us/sor. Persons requesting additional information may contact local law enforcement officials.

Mental Health/Suicide Resources

National Suicide Prevention Lifeline (800) 273-8255 or 988, Crisis Text Line 74741, Safe2Help Illinois (844) 472-3345 or text 72332, CARES line (800) 345-9094.

Softball

08/02/23 Taylorville Jr High Home 4:30 PM
08/03/23 Shelbyville Mouton Middle Away 4:15 PM
08/04/23 Arthur Jr High Home 4:30 PM
08/05/23 Paris Crestwood Home 10:00 AM
08/07/23 Danville Northridge Away 4:15 PM
08/08/23 Mt. Zion HS Home 4:30 PM
08/10/23 Unity Jr High Away 4:00 PM
08/11/23 Saint Anthony HS Away 4:30 PM
08/12/23 Mattoon Middle School Away 10:00 AM
08/14/23 Champaign Franklin Away 4:00 PM
08/15/23 Westville Jr High Away 4:15 PM
08/16/23 Teutopolis Jr High Home 4:30 PM
08/19/23 Casey-Westfield Roosevelt Away 4:30 PM
08/21/23 Jasper Co Jr High Away 4:30 PM
08/23/23 Paris Mayo Home 4:30 PM
08/24/23 Robinson Nuttall Home 4:00 PM
08/26/23 Marshall Jr High Away 10:00 AM
08/28/23 Effingham Jr High Away 4:30 PM
08/30/23 Cumberland Jr High Away 4:30 PM
09/05/23 Champaign Jefferson Home 4:00

Baseball

08/09/23 Paris Crestwood Away 4:00 PM
08/10/23 Mattoon Middle School Home 4:00 PM
08/11/23 Stew Stras Home 4:30 PM
08/14/23 Danville North Ridge Home 4:15 PM
08/16/23 Taylorville Jr High Home 4:30 PM
08/18/23 Casey-Westfield Roosevelt Away 4:30 PM
08/21/23 Jasper Co Jr High Away 4:30 PM
08/23/23 Mt. Zion Jr High Home 4:15 PM
08/24/23 Robinson Nuttall Home 4:30 PM
08/29/23 Teutopolis Jr High Away 4:30 PM
08/31/23 Effingham Jr High Away 4:00 PM
09/01/23 Marshal Jr High Away 4:30 PM
09/05/23 Saint Anthony HS Home 4:30 PM
09/06/23 Olney Middle School Away 4:00 PM
09/07/23 St. Joseph Jr High Away 4:30 PM
09/11/23 Unity Jr High Away 4:15 PM

Cross Country

08/17/23 CMS Mile Rep Relay @EIU 4:30 PM
08/26/23 Cumberland Jr. High Away 9:00 AM
09/02/23 Little Trojan XC Invitational Home 8:00 AM
09/05/23 vs Open Home 4:00
09/09/23 Shelbyville Moulton Middle Away 9:00 AM
09/16/23 Mahomet-Seymour Jr High Away 9:00 AM
09/21/23 SC Conference @EIU Home 4:00 PM
09/28/23 Robinson Nuttall Middle School Away 4:00 PM
10/03/23 Okaw Valley Invite Away 4:00 PM

Girls Basketball

09/11/23 Champaign Franklin Away 4:30 PM
09/13/23 Sullivan Jr High Home 4:30 PM
09/14/23 Paris Crestwood Away 6:00 PM
09/19/23 Unity Jr. High Away 6:00 PM
09/21/23 Altamont Jr High Home 4:30
09/25/23 Tuscola East Prairie Away 6:00 PM
09/26/23 Mahomet-Seymour Jr High Home 4:30 PM
10/03/23 Teutopolis Jr High Home 4:30 PM
10/05/23 Saint Anthony Home 4:30 PM
10/10/23 Shiloh Jr High Away 6:00 PM
10/12/23 Marshall Jr High Home 5:15 PM
10/16/23 Mattoon Middle School Away 5:00 PM
10/17/23 Mayo Middle School Home 4:30 PM
10/19/23 Effingham Jr High Home 4:30 PM
10/26/23 Mt. Zion Jr High Away 6:00 PM
10/30/23 Mattoon Middle School Home 4:30 PM
10/31/23 St. Joseph Jr High Away 6:00 PM
11/01/23 Danville Northridge Away 4:30 PM
11/06/23 Taylorville HS Away 4:30 PM

Boys Basketball

10/30/23 Paris Crestwood Away 5:30 PM
11/02/23 Saint Anthony HS Home 4:30 PM
11/06/23 Danville Northridge Home 4:30 PM
11/09/23 Mattoon Middle School Away 5:00PM
11/13/23 Tuscola Jr High Away 6:00 PM
11/14/23 Mahomet-Seymour Jr High Away 4:30 PM
11/16/23 Effingham Jr High Home 4:30 PM
11/20/23 Mt. Zion Jr High Away 6:00 PM
11/21/23 Mayo Middle School Home 4:30 PM
11/28/23 Monticello Middle School Away 6:00 PM
11/30/23 Sullivan MS Away 6:00 PM
12/04/23 Casey Westfield Roosevelt Home 4:30 PM
12/07/23 Teutopolis JR High Away 6:00 PM
12/12/23 Taylorville HS Away 4:30 PM
12/14/23 Marshall Jr High Home 5:15 PM
01/03/24 Champaign Edison Away 4:15 PM
01/08/24 Teutopolis Jr High Home 4:30
01/09/24 Unity Jr High Home 4:30 PM
01/16/24 St. Joseph Away 5:00 PM
01/18/24 Robinson Nuttall Middle School Away 6:00 PM

Volleyball

01/04/24 Mayo Middle School Home 4:30 PM
01/09/24 Mattoon Middle School Away 5:00
01/11/24 Tri-County Home 4:30 PM
01/17/24 Danville Northridge Home 4:30 PM
01/18/24 Paris Crestwood Home 4:30 PM
01/20/24 Mahomet Tournament Away 9:00 AM
01/22/24 Taylorville Jr High Away 4:30
01/23/24 Saint Anthony HS Away 4:30 PM
01/24/24 Mt Zion Jr High Away 4:30 PM
01/29/24 Cumberland Jr High Home 4:30 PM
01/30/24 Teutopolis Jr High Away 4:30 PM
02/01/24 Marshall Jr High Away 4:30 PM
02/05/24 Casey Westfield Roosevelt Home 4:30 PM
02/08/24 Shiloh Jr. High Away 4:30 PM
02/12/24 Effingham Jr High Home 4:00 PM
02/15/24 Jasper Co Jr High Home 4:30 PM
02/20/24 Tuscola Jr High Away 6:00 PM
02/21/24 Urbana Middle School Home 4:15 PM

Track and Field

04/03/24 Danville Northridge Away 4:00 PM
04/10/24 Mt. Zion, St. A Tri @ St. A 4:00 PM
04/1/24 Mahomet-Seymour Jr. High Away 4:00 PM
04/16/24 Champaign Jefferson Home 4:00 PM
04/20/24 Little Trojan Invite Home 9:00 AM
04/25/24 Mayo, Newton Home 4:00 PM
04/9/24 South Central (St. A) Away 4:30 PM
05/02/24 Teutopolis Jr. High Away 4:00 PM
05/06/24 Quad @ Shelbyville Away 4:00 PM

CMS TROJAN CARD

Student Name: _____ **Team:** _____ **Qtr:** _____

Positive Notes will be issued for students who display Leader in Me expectations. Students need to earn positive notes in order to qualify for the quarter incentive.	Negative Notes will be issued for repeated concerns of not following the Leader in Me expectations. After three negative notes, additional consequences may be imposed. Excessive negative notes will result in a write-up.	To qualify for the Quarter Incentive , students must obtain 10 positive notes, 0 write-ups, 0 failing grades, and less than 9 negative punches.
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POSITIVE

Date	Teacher	Comment	Date	Teacher	Comment
(1)			(11)		
(2)			(12)		
(3)			(13)		
(4)			(14)		
(5)			(15)		
Reward			Reward		
(6)			(16)		
(7)			(17)		
(8)			(18)		
(9)			(19)		
(10)			(20)		
Quarter Incentive			Reward		

NEGATIVE

Date	Teacher	Comment	Date	Teacher	Comment
(1)			(10)		
(2)			(11)		
(3)			(12)		
Level 1 Checkpoint: Meeting with teachers.			Behavior Checkpoint: Staff Intervention		
(4)			(13)		
(5)			(14)		
(6)			(15)		
Level 2 Checkpoint: Meeting with teachers. Potential parent contact.			Behavior Checkpoint: Staff Intervention		
(7)			(16)		
(8)			(17)		
(9)			(18)		
Level 3 Checkpoint meeting with teachers, parent contact, and Discipline Referral			Behavior Checkpoint: Staff Intervention		

CMS TROJAN CARD

Student Name: _____ **Team:** _____ **Qtr:** _____

Positive Notes will be issued for students who display Leader in Me expectations. Students need to earn positive notes in order to qualify for the quarter incentive.	Negative Notes will be issued for repeated concerns of not following the Leader in Me expectations. After three negative notes, additional consequences may be imposed. Excessive negative notes will result in a write-up.	To qualify for the Quarter Incentive , students must obtain 10 positive notes, 0 write-ups, 0 failing grades, and less than 9 negative punches.
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Date	Teacher	Comment	Date	Teacher	Comment
(1)			(11)		
(2)			(12)		
(3)			(13)		
(4)			(14)		
(5)			(15)		
Reward			Reward		
(6)			(16)		
(7)			(17)		
(8)			(18)		
(9)			(19)		
(10)			(20)		
Quarter Incentive			Reward		

NEGATIVE

Date	Teacher	Comment	Date	Teacher	Comment
(1)			(10)		
(2)			(11)		
(3)			(12)		
Level 1 Checkpoint: Meeting with teachers.			Behavior Checkpoint: Staff Intervention		
(4)			(13)		
(5)			(14)		
(6)			(15)		
Level 2 Checkpoint: Meeting with teachers. Potential parent contact.			Behavior Checkpoint: Staff Intervention		
(7)			(16)		
(8)			(17)		
(9)			(18)		
Level 3 Checkpoint meeting with teachers, parent contact, and Discipline Referral			Behavior Checkpoint: Staff Intervention		

CMS TROJAN CARD

Student Name: _____ Team: _____ Qtr: _____

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(2)			(12)		
(3)			(13)		
(4)			(14)		
(5)			(15)		
Reward			Reward		
(6)			(16)		
(7)			(17)		
(8)			(18)		
(9)			(19)		
(10)			(20)		
Quarter Incentive			Reward		

NEGATIVE

Date	Teacher	Comment	Date	Teacher	Comment
(1)			(10)		
(2)			(11)		
(3)			(12)		
Level 1 Checkpoint: Meeting with teachers.			Behavior Checkpoint: Staff Intervention		
(4)			(13)		
(5)			(14)		
(6)			(15)		
Level 2 Checkpoint: Meeting with teachers. Potential parent contact.			Behavior Checkpoint: Staff Intervention		
(7)			(16)		
(8)			(17)		
(9)			(18)		
Level 3 Checkpoint meeting with teachers, parent contact, and Discipline Referral			Behavior Checkpoint: Staff Intervention		

CMS TROJAN CARD

Student Name: _____ Team: _____ Qtr: _____

Positive Notes will be issued for students who display Leader in Me expectations. Students need to earn positive notes in order to qualify for the quarter incentive.	Negative Notes will be issued for repeated concerns of not following the Leader in Me expectations. After three negative notes, additional consequences may be imposed. Excessive negative notes will result in a write-up.	To qualify for the Quarter Incentive , students must obtain 10 positive notes, 0 write-ups, 0 failing grades, and less than 9 negative punches.
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(1)			(11)		
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(4)			(14)		
(5)			(15)		
Reward			Reward		
(6)			(16)		
(7)			(17)		
(8)			(18)		
(9)			(19)		
(10)			(20)		
Quarter Incentive			Reward		

NEGATIVE

Date	Teacher	Comment	Date	Teacher	Comment
(1)			(10)		
(2)			(11)		
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(4)			(13)		
(5)			(14)		
(6)			(15)		
Level 2 Checkpoint: Meeting with teachers. Potential parent contact.			Behavior Checkpoint: Staff Intervention		
(7)			(16)		
(8)			(17)		
(9)			(18)		
Level 3 Checkpoint meeting with teachers, parent contact, and Discipline Referral			Behavior Checkpoint: Staff Intervention		