

2022-2023

**Student/Parent
Handbook**



**Cartersville Junior
High School**

CARTERVILLE CUSD #5

SCHOOL CALENDAR 2022-2023

Aug/Sept 2022					October 2022					November 2022				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
(X	½	10	11	12	3	4	5	6	7		1	2	PT	4
15	16	17	18	19	X	X	X	X	X	7	X	9	10	X
22	23	24	25	26	17	18	19	20	RC	14	15	16	17	PR
29	30	31			24	25	26	PT	X	21	22	X	X	X
			1	2	31					28	29	30		
X	6	7	8	PR										
12	13	14	15	X										
19	20	21	22	23										
26	27	28	29	30										

December 2022					January 2023					February 2023				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	X	X	4	5	RC			1	2	PR
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10
12	13	14	15	16	X	17	18	19	20	13	14	15	16	½
X	X	X	X	X	23	24	25	26	27	X	21	22	23	24
X	X	X	X	X	30	31				27	28			

March 2023					April 2023					May 2023				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3						1	2	3	4	5
6	7	8	9	½	3	4	5	6	X	8	9	10	11	12
X	X	X	X	X	X	11	12	13	14	15	16	17	18	19
20	21	22	23	RC	17	18	19	20	PR	22	23	24	25	X)
27	28	29	30	31	24	25	26	27	28	X				

Up to 5 Emergency Days may be used within the school year. These days are NOT included in this calendar.

Any used Emergency Days will be added to the end of the school year calendar.

Calendar Legend					Legal School Holidays				
Students NOT in Attendance		X			Labor Day		Sept. 5		
Half-Day of Student Attendance		½			Columbus Day		Oct. 11		
Tri-C 11:05 / CIS 11:25					Election Day		Nov. 8		
CJHS 11:30 / CHS 11:45					Veterans’ Day		Nov. 11		
Progress Reports Go Home		PR			Thanksgiving Day		Nov. 24		
Report Cards Go Home		RC			Christmas Day		Dec. 25		
Parent/Teacher Conferences		PT			New Year’s Day		Jan. 1		
(3:30-6:30 PM)					M.L. King, Jr. Day		Jan. 16		
TOTAL Student Attendance Days	175				Presidents’ Day		Feb. 20		
					Memorial Day		May 29		

Students will attend ½ days only on the following days:					Aug. 9, Feb. 17, March 10				
There will be NO SCHOOL for students on the following days:					Aug. 8, Sept.5, 16, Oct. 10–14, 28, Nov. 8, 11, 23, 24, 25 Dec. 19–Jan. 3, Jan. 16, Feb.20, March 13–17, Apr. 7, 10, May 26				

1 st Qtr. Ends – Oct. 7		1 st SEM Ends – Dec. 16		3 rd Qtr. Ends – March 10		2 nd SEM Ends – TBD	
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CARTERVILLE UNIT #5 MISSION STATEMENT

The Carterville Unit District #5 Schools will uphold excellence in education, foster self-esteem, and create an environment to stimulate thinking and instill a sense of accountability on the part of students for decisions and actions. The schools will provide a quality curriculum incorporating practical application of skills. The educational experience will prepare students to be successful in an ever-changing world. The District will make a commitment to communication, maintenance of a strategic plan, and promote involvement among the schools, community, and family.

CARTERVILLE COMMUNITY UNIT SCHOOL DISTRICT #5

Board of Education

David Schwartz, President

Donald E. Yewell, Vice President

Adam Compton

Sarah Kries

Jake McCann

Kimber Monje

Aaron Sizemore

Keith Liddell

Sarah Barnstable

Rebecca Sanders

Stephani McCaughan

Shawn Lantagne

Rusty Thompson

Michael Bradford

Jeannie Ellis

Bill Ren

Dave Baburnich

Andrew Dunn

Superintendent

Assistant Superintendent

Administrative Assistant, Secretary to the Board

Accounts Payable Bookkeeper

District Bookkeeper

Treasurer

Transportation Director

Food Services Director

Maintenance Director

Technology Director

Computer Technician

Carterville Community Unit School District #5 — Unit Office

306 Virginia Avenue

Carterville, IL 62918

(618) 985-4826 (Telephone)

(618) 985-2041 (FAX)

Carterville Community High School

1415 West Grand
Carterville, IL 62918
(618) 985-2940 (Telephone)
(618) 985-2741 (FAX)

Carterville Junior High School

816 S. Division
Carterville, IL 62918
(618) 985-4500 (Telephone)
(618) 985-3402 (FAX)

Carterville Intermediate School

300 School Street
Carterville, IL 62918
(618) 985-6411 (Telephone)
(618) 985-2492 (FAX)

Tri-C Elementary School

1405 West Grand
Carterville, IL 62918
(618) 985-8742 (Telephone)
(618) 985-4907 (FAX)

INTRODUCTION

This handbook is not all-inclusive in that it cannot possibly address all possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein. This handbook may also be changed throughout the school year if needed.

GOALS OF THE BOARD OF EDUCATION

- Goal I Provide a safe environment that is conducive to learning and is efficient and adaptable to change
- Goal II Provide educational opportunities that emphasize high standards, address academic achievement and develop the work ethic, character and civic responsibility for all students
- Goal III Commit to maintain a strategic plan that provides short and long-term direction
- Goal IV Actively recruit and hire the best candidate for each position and foster a culture that motivates employees to pursue high standards of achievement and development and values the contributions of each employee
- Goal V Ensure a positive school/community relationship that instills pride, involvement, and interest in our school district
- Goal VI Provide proactive leadership through progressive district policies, administrative support, strategic planning, and accountability to all constituencies

SCHOOL SAFETY

We strongly encourage all parents to read and review the Student/Parent Handbook with their child. Moreover, we request that parents discuss the importance of everyone - parents, students, teachers, and administration - working together to provide a safe school environment. The following are the expectations we have for the various members of our school community regarding safety:

1. Students – We expect students to inform parents and/or school officials of any discussion or plot that may jeopardize school safety. Students **must** share the responsibility of maintaining a safe learning environment.
2. Parents – We expect parents to share information regarding school safety with school officials. Students, parents, and school personnel must work together to share information regarding school safety. The phone number to CJHS is 985-4500 and you can also use the anonymous reporting link on our website (Friend Watch). If you use Friend Watch, please provide enough detailed information for staff to be able to conduct an investigation or handle the situation as we cannot reply to gain further details. If it is potentially life-threatening or urgent and school is not in session, please contact the police department immediately.
3. Teachers, Support Staff, and Administration – We expect all teachers and support staff to report any discussion or plot that may jeopardize school safety. We expect the administration to investigate any evidence that school safety may be in jeopardy.

GENERAL INFORMATION

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, sexual orientation or actual or potential marital or parental status. Inquiries regarding compliance may be directed to the following:

Mr. Keith Liddell, Superintendent
Carterville Unit #5 District
306 Virginia Street
Carterville, IL 62918

ANNUAL ASBESTOS NOTIFICATION

The following notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials (ACM). The Inspection Report and Management Plan is on file for review at each school office and the Unit Office. This notice is to inform building occupants and parents/legal guardians of the locations of ACM. It has been determined by the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any ACM. Inspections are conducted to determine any change in the condition of the known or assumed asbestos. Cleaning and maintenance personnel who recognize the danger of asbestos take special precautions during their work to properly guard against disturbance of the ACM. Additional measures will be taken when needed to protect the health of building occupants. Material containing asbestos has found in the following school building:

- Carterville Junior High School – 816 Division - Carterville, IL 62918

The inspection reports and management plans for the above listed building are available for review during the business hours of 8:00 a.m. – 4:00 p.m. at 306 Virginia Avenue, Carterville, IL 62918.

ADMISSION PROCEDURES

Students enrolling in the district for the first time must present a birth certificate or other reliable proof of identity and age, proof of residence, proof of disease immunization or detection, and the required physical examination as required by state law.

COMMUNICATION WITH PARENTS

Communication with parents concerning a student's academic performance is an essential part of any student's assessment program. The school will keep parents informed if any problems develop with the student's academic program or with the student's behavior.

Cartersville Unit #5 encourages parents to talk to their child's teacher if concerns arise. If the concern cannot be resolved with the teacher, then it should be referred to the building principal. In almost all circumstances, problems can be resolved at the parent-teacher level. Ultimately, the problem could be referred to the superintendent and possibly to the Board of Education.

Cartersville Unit #5 will dismiss schools and have a parent-teacher conference day in the fall. Unit #5 teachers will meet with each student's parents at other times during the school year when necessary and in the best interest of the student.

SEVENTH AND EIGHTH GRADE FACULTY AND STAFF

<u>Faculty</u>	<u>Position</u>	<u>E-mail address</u>
Jeff Hartford	Principal	jhartford@cartersvilleschools.org
Kim Matthews	Assistant Principal	kmatthews@cartersvilleschools.org
Carrie Banovz (7 th /8 th Grade)	Digital Literacy and Responsibility	cbanovz@cartersvilleschools.org
Taylor Black (8 th Grade)	Science/Social Studies	tblack@cartersvilleschools.org
Nathan Bittle (7 th /8 th Grade)	Health/Physical Education	nbittle@cartersvilleschools.org
Bruce Breeden (7 th /8 th Grade)	Art	bbreeden@cartersvilleschools.org
Brian Brown	Unit Social Worker	bbrown@cartersvilleschools.org
Cory Clouser (7 th /8 th Grade)	Health/Physical Education	cclouser@cartersvilleschools.org
Maggie Dorsey	Special Education	mdorsey@cartersvilleschools.org
Mike Fleming (7 th /8 th Grade)	Tech/Ind. Arts	mffleming@cartersvilleschools.org
Katelyn Hale (7 th /8 th Grade)	Math	khale@cartersvilleschools.org
Andy Harrell (8 th Grade)	Math	aharrell@cartersvilleschools.org
Gabriel Herbst (7 th Grade)	English/Language Arts	gherbst@cartersvilleschools.org
Lori Hosman (7 th /8 th Grade)	Special Education	lhosman@cartersvilleschools.org
Marcie Hubbard (8 th Grade)	English/Language Arts	mhubbard@cartersvilleschools.org
Kim Kraatz (7 th Grade)	Math	kkraatz@cartersvilleschools.org
Madeleine Lilley (7 th Grade)	Science/Social Studies	mlilley@cartersvilleschools.org
Betsy McKinney (7 th Grade)	Social Studies	bmckinney@cartersvilleschools.org
Marla Motsinger (8 th Grade)	English/Language Arts	mmotsinger@cartersvilleschools.org
Dannyl Norrington (7 th /8 th Grade)	Band	dnorrington@cartersvilleschools.org
Kegan Robbins (8 th Grade)	Social Studies	krobbins@cartersvilleschools.org
Kristin Russell (7 th Grade)	Special Education	krussell@cartersvilleschools.org
Lisa Skeate (8 th Grade)	Science	lskeate@cartersvilleschools.org

Maria Steele (7th Grade)
Kim Swallers
Shannon Weger (7th Grade)
Carri Williams (8th Grade)
Carlyn Zimmerman (7th/8th Grade)

English/Language Arts
School Counselor
Science
Special Education
Chorus

msteele@cartervilleschools.org
kswallers@cartervilleschools.org
sweger@cartervilleschools.org
cwilliams@cartervilleschools.org
czimmerman@cartervilleschools.org

SUPPORT STAFF

Secretaries

School Nurse
Library Aide/Interventionist
Interventionist
Interventionist
Interventionist
ELL/Interventionist
Study Hall Supervisor
Custodian

Cassie Puckett
Kelli Sheraden
Brittany Benedict
Rachel Amaro
Paula Gibson
Christy Woolard
Heather Smithpeters
Deb Whittedge

DeWayne Hillman (Lead custodian)
Mark Robison

cpuckett@cartervilleschools.org
ksheraden@cartervilleschools.org
bbenedict@cartervilleschools.org
ramaro@cartervilleschools.org
pgibson@cartervilleschools.org
cwoolard@cartervilleschools.org
hsmithpeters@cartervilleschools.org
dwhittedge@cartervilleschools.org

Cooks

Tiffany Kell (Head cook)
Heather Sprague
Brenda Wood

tkell@cartervilleschools.org
hsprague@cartervilleschools.org
bwood@cartervilleschools.org

Student Supervisor

Cristina Lashbrook

clashbrook@cartervilleschools.org

Teacher's Aide

Clarissa Ribbing

cribbing@cartervilleschools.org

BELL SCHEDULES

- 1 8:03-8:57 (2 extra minutes for announcements)
- 2 9:00-9:52
- 3 9:55-10:47
- 4 10:50-11:42

A Lunch 11:45-12:20 (35)

- 5a 11:45-12:37

B Lunch 12:40-1:15 (35)

- 5b 12:23-1:15
- 6 1:18-2:10
- 7 2:13-3:05 *On half-days, students will be dismissed at 11:30 a.m. Breakfast will be served on those days, but lunch will not.

REQUIRED SUBJECTS

The following subjects are required of all students in their respective grades:

7th Grade

Language Arts (2 periods)

Math 7 or Acc. Math 7

Social Studies

Science

Physical Education/Health

Digital Literacy and Responsibility (1 quarter)

8th Grade

Language Arts (2 periods)

Math 8 or Algebra

Social Studies

Science

Physical Education/Health

ELECTIVE SUBJECTS

A student may choose from the following list of elective subjects for their respective grades:

7th Grade

Art (1 or 2 semesters)

Band

Lab Choir

Study Hall (1 or 2 semesters)

Exploring Technology (semester)

Computer Apps 1 (semester)

8th Grade

Art (1 or 2 semesters)

Band

Lab Choir

Study Hall (1 or 2 semesters)

Exploring Technology (semester)

Computer Apps 1 (semester)

All classes except study hall and electives are considered in the calculation of Grade Point Average (GPA).

SCHEDULE CHANGES

Occasionally schedule problems develop, such as conflicts between classes or actual scheduling errors. These types of schedule changes being administrative in nature will be made. Schedule changes for courses taught by particular teachers or taught at specific hours will be made only with strong justification.

Schedule changes may be requested during the first five (5) days of each semester or (10) days if it is an elective the student has never had before (usually 7th graders). Applications for schedule changes are available in the office. All schedule changes will be subject to the following procedures:

1. Space is available in the course to be added.
2. A minimum course load remains for student's schedule.
3. The change is educationally sound.
4. The change is made with the written permission of the parent, the teacher of the class to be added, and the teacher of the class to be dropped.
5. If a student and parents still wish to drop a graded, elective class after the five-day window, they may. However, a grade of F will be recorded for the semester.

HOMEWORK

Philosophy:

Homework provides students with opportunities to apply learning and experience necessary practice. It is also designed to develop a certain amount of independence among students and provide an opportunity for them to take personal responsibility for their own achievement.

Specific Purposes:

- 1) To provide an opportunity for students to practice skills learned in class
- 2) To provide an opportunity for students to learn how to work independently
- 3) To provide parents with an opportunity to become involved in the child's learning

Homework Guidelines:

Types of Homework:

- Preparation - given to prepare a student for upcoming lessons
- Completion - assignments not completed in class
- Practice - designed to reinforce lessons already taught in class and to strengthen skills
- Enrichment - intended to provide challenging learning opportunities for enrichment and extension of the lesson
- Independent reading

Homework Quality:

Homework scores are averaged into the student's grade for a particular subject. It is essential that students do their very best on all assignments. Students learn many important skills from homework assignments. Depending upon the assignment, homework that is not completed can heavily impact a student's grades.

Late Assignments:

If work is late, it must still be turned in. On the first day homework is late for 7th grade, it is reduced by 20%. On the second day it is late, it is reduced by 40%. After that point, a zero will be entered in Skyward until the work is received. If the work is never turned in, the student will receive a zero for the assignment.

On the first day homework is late for 8th grade, it is reduced by 50%. After that point, a zero will be entered in Skyward until the work is received. If the work is never turned in, the student will receive a zero for the assignment.

If work is not turned in, exclusion from special events, after-school mandatory tutoring, detentions, and ACR are all options that may be used as further opportunities for students to complete their work.

Make-up Work:

It is essential that students absent from school complete make-up assignments. It is the responsibility of the student and parent to initiate requests for make-up work. Make-up work should reflect class assignments missed during an absence, and students are allowed one school day per every excused day of absence to turn in work related to absences. If work is not completed on time, consequences for late assignments will be implemented.

Recommended amounts of homework per school night by grade level:

Grade 7 70 minutes maximum per evening for the average learner

Grade 8 80 minutes maximum per evening for the average learner

If your child is spending more than the maximum recommended time per night completing homework, please contact your child's teacher or building principal. We will be very pleased to hear from you.

Teacher Responsibilities:

- A clear statement of expectation for homework from each teacher should be given to the student at the beginning of the school year.
- Homework should be assigned with specific instructional purposes and related to the classroom activities, themes, objectives, etc.
- All tasks should be explained clearly. Whenever applicable, concise written instructions would ensure parents have a clear understanding of the tasks involved.
- New concepts should never be introduced as homework tasks. Exceptions to this could include work assigned due to absence from school (e.g., illness, travel) or pre-reading activities assigned prior to new units being introduced in class.
- Abide by the recommended time guidelines for homework assignments
- Time should be made each day for students to record homework tasks and prepare materials for homework assignments.

Student Responsibilities:

- To do his/her very best on all assignments
- To complete assignments on time
- To contact teachers immediately upon the return from absences to acquire make-up work and to establish a due date for the work
- Following instruction in the classroom, students may receive homework assignments. These assignments should be completed in study hall or outside of the regular school day.
- Carterville Junior High School students are encouraged to carry their planner to all classes. Assignments are to be written in the planner. It is highly recommended that the planners be used to record daily homework tasks.

Parent Responsibilities:

- Following instruction in the classroom, students may receive homework assignments. Please understand that these assignments need to be completed in study hall or outside of the regular school day.
- To provide support, guidance, and the structure needed to successfully complete the assignments
- To provide a quiet, well-lit place for your child to work. To help with concentration, avoid working near the television, phone, stereo, etc.
- Try to encourage a regular homework routine. Set a time suitable to both you and your child for the completion of homework.
- Don't take over your child's work. Oversee assignments, ask questions, offer suggestions, but avoid doing the work or writing the answers.
- Be positive about the task at hand. Avoid negative comments that may affect your child's attitude toward school, homework, or school personnel.
- Please call your child's teacher if, on average, your child is spending more than the recommended allotment of time completing homework assignments. Please report any extenuating circumstances to your child's teacher.
- To contact the school in a timely fashion via the office regarding absences to request make-up work. Monitor the make-up work of your child.
- Check your child's book bag, planner/notebook, notebooks, etc. each evening to see what your child's tasks are and when they are due.

HONOR ROLL

In order to be placed on the academic honor roll, you must maintain a grade point average of at least 4.50 for any given nine-week period. To be placed on high honors, you must maintain at least a 4.75 for any nine-week period. Honor roll recognition is based on the grades you earn in your core classes; in other words, the grades from your electives are not factored into GPA. CJHS will recognize students for making the honor roll at the end of terms 1, 2, and 3 and at the end of the year; the list will be shared in the school and community.

8TH GRADE CLASS PROMOTION SPEAKER

The 8th grade promotion class speaker will be selected using the following criteria: A list of three students, by cumulative 8th grade GPA (grade point average), will be submitted to all junior high school teachers. Teachers will select the one student they feel should represent their class at the promotion ceremony. Should the list of three students need to be increased due to ties in grade point average, all students tied for the last position will be included on the list.

ASSESSMENT AND PROGRESS REPORTS

Each teacher is responsible for assessing the academic performance of each student in his/her classroom. Assessment procedures utilized include class participation, homework assignments, class assignments, class projects, teacher observations, quizzes, and examinations.

Communication with parents concerning a student's academic progress is an essential part of any student's assessment program. This is an on-going process with formal reports on a student's academic progress being available to parents at the end of each grading period. Progress reports are also available to all parents at mid-term to further communicate your child's academic progress.

The grading system for seventh and eighth grades in Unit #5 is as follows:

A	92 – 100 %
A-	90 – 91 %
B+	88 – 89 %
B	82 – 87 %
B-	80 – 81 %
C+	78 – 79 %
C	72 - 77 %
C-	70 – 71 %
D+	68 – 69 %
D	62 – 67 %
D-	60 – 61 %
F	59 % and below

To determine a child's final grade for the year, an average of all grades (homework, tests, quizzes, etc.) over the four quarters will be computed. Final GPA is determined by adding the four term GPAs and dividing by four.

PROMOTION AND RETENTION

In some cases, students may have difficulty in mastering the academic requirements at a given grade level. In these situations, a committee will convene to determine if the student possesses the skill set necessary for promotion to the next grade level. The committee may use a variety of information to make this determination, which may include but is not limited to attendance, grades, achievement test scores, past academic history, teacher recommendations, counseling information, and summative comprehensive exams. This group will convene after third term grades have been finalized. Parents will be kept informed throughout the year by staff if their child is failing a course.

MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

This is the global term that encompasses all the support systems that we have in place district wide to ensure high levels of student learning. Underneath this umbrella term, Carterville Unit #5 has teams of teachers, parents, and administrators focused on different areas that impact learning. These systems of support are listed and defined below.

Response to Intervention (RtI)- Response to Intervention is a method of academic intervention used to provide early, systematic assistance to children who are having difficulty learning. RtI seeks to prevent academic failure through early intervention, frequent progress monitoring, and increasingly intensive research-based instructional interventions for children who show signs of difficulty learning. Universal screening on all students is completed three times throughout the school year. These assessments are used to identify students in need of additional academic supports as well as to show levels of academic growth.

Positive Behavioral Intervention and Supports (PBIS)- Positive Behavioral Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

Carterville Junior High is committed to empowering and supporting students by meeting their individual needs to encourage and support their full academic and social-emotional potential. Students will demonstrate self-reliance and respectful citizenship skills, and they will contribute to their community by working with parents and teachers to become productive members of society.

At Carterville Junior High School, we have high expectations and strive to educate all students to meet challenging academic objectives. As a collaborative learning team, we work in partnership to support and enable students to reach their full learning potential. Our shared educational purpose, including common knowledge, common language, and common expectations, are the keys to our academic success.

CJHS is implementing the PBIS program. The objective of PBIS is to improve school climate, teach students to be responsible members of our school community, and reduce challenging student behaviors in a proactive, positive, and consistent manner. This research-based program will improve student academic achievement and social competence.

Our goal is to utilize the PBIS program to recognize positive behaviors regarding respect of self, others, and environment. We will focus on teaching behavioral expectations, recognizing positive student behaviors, and addressing negative behaviors in a consistent, clear manner.

Through the academic and behavioral systems outlined above, faculty, parents, and administration are able to review student information to identify factors that interfere with their education. Intervention and remedial strategies directed at ensuring the child's success will be put in place locally. These intervention and remedial strategies may include RtI interventions, curriculum adjustment, disciplinary action, parent support, volunteer tutor services, contingency plans and strategies, alternative educational programs, and special education referrals.

CARTERVILLE JUNIOR HIGH SCHOOL BEHAVIOR EXPECTATIONS MATRIX: R.O.A.R.

Bus	<ul style="list-style-type: none"> ➤ I am respectful to the bus driver and other students ➤ I talk with an indoor voice ➤ I follow all directions from adults the first time 	<ul style="list-style-type: none"> ➤ I maintain personal items while on bus ➤ I report any unsafe or inappropriate behavior to bus driver ➤ I gather all my belongings before exiting the bus 	<ul style="list-style-type: none"> ➤ I am mindful of the safety of others in and around the bus ➤ I obey all safety and bus rules ➤ I keep aisle free of belongings 	<ul style="list-style-type: none"> ➤ I will report any unsafe or inappropriate behavior to bus driver
Bathrooms	<ul style="list-style-type: none"> ➤ I keep facilities neat and clean ➤ I keep hands and feet to myself ➤ I show respect to bathroom property ➤ I use school appropriate language 	<ul style="list-style-type: none"> ➤ I use time wisely ➤ I flush after use ➤ I place my paper towels in the trash can ➤ I report any messes to an adult 	<ul style="list-style-type: none"> ➤ I wash my hands after bathroom use ➤ I report unsafe conditions to an adult or custodian 	<ul style="list-style-type: none"> ➤ I return to class in a timely manner ➤ I use the nearest restroom facility
Cafeteria/Gymnasium	<ul style="list-style-type: none"> ➤ I keep hands and feet to myself ➤ I use appropriate language/tone ➤ I use a reasonable inside voice ➤ I keep my place in line ➤ I say, "Please" and "Thank you" ➤ I am respectful of others' property 	<ul style="list-style-type: none"> ➤ I pay for all food in a timely manner ➤ I stay in assigned seat/area until dismissed ➤ I keep food and drink in cafeteria ➤ I clean up my table and throw away trash 	<ul style="list-style-type: none"> ➤ I go directly to designated areas ➤ I make healthy choices ➤ I listen to adult supervisors ➤ I keep hands, feet, and objects to myself 	<ul style="list-style-type: none"> ➤ I go directly to cafeteria ➤ I use time productively ➤ I ask permission to leave designated area
Hallways/Lockers	<ul style="list-style-type: none"> ➤ I keep hands and feet to myself ➤ I walk at all times ➤ I am aware of people around me ➤ I use appropriate language with peers and adults ➤ I use a reasonable inside voice ➤ I will use my assigned locker 	<ul style="list-style-type: none"> ➤ I store jackets/coats, and backpacks in my locker ➤ I turn my cell phone device to vibrate mode immediately upon entering the building ➤ I keep hallways and locker uncluttered 	<ul style="list-style-type: none"> ➤ I report dangerous situations/bullying to an adult ➤ I give assistance ➤ I keep to the right ➤ I keep my locker combination private 	<ul style="list-style-type: none"> ➤ I walk with a purpose ➤ I have all materials I need for my class ➤ I will store my belongings in my locker
Classroom/Library	<ul style="list-style-type: none"> ➤ I am aware of personal space ➤ I actively engage in discussions ➤ I wait my turn to speak ➤ I listen attentively ➤ I keep discussion to classroom topic ➤ I use appropriate language ➤ I follow directions the first time 	<ul style="list-style-type: none"> ➤ I work the entire class period as directed ➤ I participate in groups ➤ I treat classroom, work area, and materials appropriately ➤ I gather all my belongings before exiting the classroom 	<ul style="list-style-type: none"> ➤ I stay in designated area until dismissed ➤ I use supplies correctly ➤ I keep hands and feet to myself 	<ul style="list-style-type: none"> ➤ I complete and submit all work on time ➤ I am in seat when the bell rings ➤ I bring all necessary materials and assignment book ➤ I seek out assistance
All School Settings (field trips, assemblies, sporting events, clubs, extra-curricular, etc.)	<ul style="list-style-type: none"> ➤ I will be honest ➤ I am aware of personal space ➤ I use appropriate language ➤ I use a reasonable inside voice (volume/tone) ➤ I treat ALL teachers, guests, and peers appropriately 	<ul style="list-style-type: none"> ➤ I know and follow school expectations ➤ I follow dress code ➤ I keep all areas neat ➤ I enter/exit the building immediately 	<ul style="list-style-type: none"> ➤ I use restrooms and water fountains for intended purposes ➤ Report any unusual or suspicious behavior to a trusted adult 	<ul style="list-style-type: none"> ➤ I arrive on time ➤ I am ready to participate ➤ I use restrooms and water fountains during passing time ➤ I assist others
	R Respectful	O Organized	A Always Safe	R Responsible

TESTS AND SCREENING

The Board of Education has approved a system wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic potential, achievement, behavior, and aptitude. The results of these tests provide a continuing record of each child's academic and behavioral progress in comparison to national norms. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction and interventions. Annually, the teachers and staff review this information to identify any students who might exhibit problems that even with individualized instruction continue to interfere with their education. The results of all tests are available to parents/guardians. Parents/guardians with questions about specific tests and their purposes should contact the guidance counselor.

SPECIAL EDUCATION PROGRAM

When local resources are exhausted and for those students who continue to exhibit educational or behavioral problems which individualized interventions have failed to remediate, a referral is made for special education services to Williamson County Education Services, 411 South Court Street, Marion, Illinois 62959.

This referral can be initiated at the request of the parent, teacher, or principal with consent of the parent by contacting the building principal. A signed parent permission form is always part of the referral to special education.

Information is gathered by a multidisciplinary team that generally consists of the psychologist, social worker, speech/language therapist, and any other diagnostician that is needed. Decisions are made regarding whether further special education services are needed.

Invitations are sent to the parents, school personnel, and all members of the multidisciplinary team ten days prior to the day of the conference. Parents may invite other interested parties at their discretion.

At the conference, all participants are invited to present information and test data. A group decision is reached as to the educational needs of the student. A multidisciplinary staff conference declares whether or not the student is eligible for special services. If the student is eligible, an Individual Educational Program (IEP) is developed for services to be provided in the least restrictive environment for that student.

If the decision is made that the student is handicapped and requires special education services and the parents agree with the educational placement and/or services, a permission form must be signed by the parent in order to implement the program.

A full continuum of special educational programs and related services for all handicapped students (learning disabled, physically handicapped, mentally handicapped, behaviorally disordered, speech/language impaired, other health impaired, visually/hearing impaired, etc. for ages 3-21) is provided by Carterville Community Unit School District #5 through the Williamson County Education Services to any student who is determined to be eligible through the diagnostic study and multidisciplinary conference procedures.

EMERGENCY PROCEDURES

Fire drill, tornado, earthquake, lock down and other safety procedures are discussed by our staff. We will have periodic drills during the year. It is very important that you listen closely as your teacher explains the emergency procedures your room is to follow. **NOTE – If any person sees or hears anything that poses a potential threat to school or student safety, please contact any authority (teacher, adult, police, etc.) immediately no matter the time of day.**

BOOK REGULATIONS

All books assigned to you should be kept as clean as possible (library books as well as textbooks). The user will pay for all lost or damaged books.

PROPERTY REGULATIONS

Students are encouraged to leave personal belongings at home. Although lockers, cubbies, etc. are provided for students, occasionally personal belongings will be stolen or damaged by another student. The faculty and staff will make every effort to assist students in protecting their belongings; however, the school will assume no responsibility for lost or damaged items.

1. The school will NOT be responsible for student items lost or stolen at school.
2. Teachers will NOT be responsible for items left in their rooms.
3. Any property that is found should be brought to the office.
4. Students seeking lost items must come to the office to claim such property.
5. Unclaimed items will be placed in the lost and found bin.
6. P.E. students having money or valuables should NEVER leave such items unguarded. It is very strongly recommended that you not bring unnecessary amounts of money to school.

RECIPROCAL REPORTING

The Principal and the Carterville Police Department will arrange meetings between school officials and law enforcement personnel, as needed, to share information regarding criminal activities which involve or affect students. In addition to the information exchanged during the arranged meetings and depending on the nature of a particular situation, the school administration and the police officer may initiate contact with each other with respect to certain acts as follows:

1. Acts involving bodily harm or threats to do bodily harm
2. Acts involving illegal or controlled substances
3. Acts involving weapons of any type
4. Acts involving gang activity
5. Any situation which poses a threat to the safety and security of students, school personnel, or citizens

INTERNET USAGE

Internet access is available to students and teachers in the Carterville Community Unit School District #5 (CUSD#5). Our goal in providing this service to faculty, staff, and students is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

Internet is an electronic super highway connecting thousands of computers worldwide and millions of individual users. Faculty, staff, and students have access to the following:

1. Limited electronic mail communication with people all over the world
2. Information and news from government sources, research institutions, and other sources
3. Public domain software and shareware of all types

4. Selected discussion groups on a wide range of topics
5. Many public and private libraries, the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC)

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials; thus, an industrious user may discover controversial information. We (CUSD#5) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with state and local standards.

Life is a series of choices and consequences. CUSD#5 has chosen to make internet resources available to students, and the consequence is that they will have access to far more information than if they had to rely solely on their school's resources. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the internet. If a CUSD#5 student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges. Students choosing to access internet through district accounts will be requested to read and sign the District's Acceptable Use Agreement and have their parent or guardian do likewise before such activity shall occur. A signed copy of this agreement must be filed with the principal or his/her designee. The signatures at the end of this document indicate each party who signed has read the terms and conditions and understands their significance.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

COMPUTER AND INTERNET TERMS AND CONDITIONS

I. Acceptable Use

The original purpose of the internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the learning standards of CUSD #5. Use of another organization's network or violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

II. Network Etiquette

- A. Be polite. Do not send abusive messages to others.
- B. Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities may be reported to legal authorities.
- C. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff of CUSD #5, including yourself.
- D. Note that electronic mail (email) is not guaranteed to be private. People who operate the system have access to all mail.
- E. Do not use the network in such a way that you would disrupt the use of the network by other users.
- F. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
- G. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Use appropriate language. Messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, or hate.
- H. Student subscriptions to electronic mailing lists are not allowed on CUSD#5 accounts.

- I. From time to time, CUSD#5 system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
- J. Students are not permitted to send email messages or participate in chat rooms (or similar internet based services) unless under the supervision of school personnel or as part of a class assignment.

III. Accuracy of Information

Use of any information obtained via the internet is at your own risk. CUSD #5 specifically denies any responsibility for the accuracy or quality of information obtained through District accounts. Information (including text, graphics, video, etc.) from internet sources used in student papers and reports should be cited the same as references to printed materials.

IV. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a teacher, librarian, or principal. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network. Attempts to gain unauthorized access to system program or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives of CUSD #5 computers is prohibited; all downloads must be to flash drives. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers.

V. Vandalism

Vandalism will result in cancellation of privileges as well as other sanctions cited in the Student Handbook and Board Policy Manual. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, internet, or any of the other networks that are connected to the internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

VI. Inappropriate Use

CUSD #5 teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the CUSD #5 Board of Education. The administration, faculty, and staff of CUSD #5 may request the suspension or termination of computer use of any user who violates these acceptable practices.

Computer Use Termination – Objections to the termination of computer use should be made following the chain of command. That order begins with the classroom teacher, the building principal, district superintendent, and finally the Board of Education.

G SUITE for Education (Google Schools)

Carterville CUSD #5 recognizes that technology and internet resources offer a wide variety of educational opportunities and tools that can enhance learning. As such, we have begun using the important tool, G Suite for Education. G Suite for Education provides educators and students with a multitude of online Google Apps, allowing students and teachers access to collaborative tools for their classroom experience. Use of G Suite is at the discretion of the classroom teacher and will only be used when appropriate for the student's grade level and learning objective.

Carterville Community Unit School District's G Suite for Education domain is different from a personal Google account and is **NOT open to the public**. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. Teachers will have the ability to monitor everything that a student does within G Suite.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. The following is a list of G Suite Tools and their educational uses:

- ❖ **Google Classroom:** Google Classroom allows teachers and students to share assignments by class section, turn in completed homework, and share feedback on assignments.
- ❖ **Gmail:** Gmail allows students and teachers to communicate within the G Suite for Education domain.

- ❖ **Google Drive:** Google Drive is a file storage service created by Google. It will allow students access to all of their saved files in Drive and share them instantly with teachers and classmates as needed.
- ❖ **Google Docs:** Google Docs allows for the creation and editing of documents, spreadsheets, and presentations from any location with internet access. Specific Docs can be shared with individuals or groups, allowing for multiple people to work at the same time, a feature extremely beneficial when working in collaboration with others.
- ❖ **Additional Google Tools include Calendar, Sheets, Forms, Slides, Hangout Meets and Google Hangouts, Vault, Keep, and Sites.**

Student use of G Suite for Education is governed by the Responsible Use and Conduct Policy (6:220) and the CUSD #5 Student/Parent Handbooks. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. There are no ads in G Suite for Education. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.

CUSD #5 encourages parents to obtain their child's login information. This will allow you access to review all content within your child's G Suite account and share in the learning experiences that are offered.

For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust>.

MAKE-UP WORK FOR FAMILY VACATION AND OTHER PARENT-EXCUSED ABSENCES

Students who attend a family vacation, a parent's military leave or deployment, or other parent-excused absence during the school year must pre-arrange their absence. The parent/student should contact the office to obtain a Pre-Arranged Absence Form for completion one week prior to the desired absence. The student and parent are responsible for collecting and completing the missed assignments/tests from the teacher upon return from the absence. The same time frame as the length of the absence will be given to complete all missed assignments and tests. Homework can only be provided prior to absence if parent makes arrangements with child's teachers and if the teacher is able to provide it at the time (there is no guarantee it can be provided in advance). These absences, although pre-arranged, will count toward a student's overall attendance record.

HEALTH AND MEDICAL

NUTRITION AND WELLNESS

Lunchroom:

All CJHS students are strongly encouraged to refrain from bringing carbonated and caffeinated beverages in their school lunches, especially energy drinks (i.e. Red Bull®, Monster®, Rockstar® etc.).

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Students are required to have proof of a physical examination by a licensed health care provider completed on the required **Illinois Certificate of Child Health Examination** form within one year prior to:

1. Entering kindergarten or the first grade;
2. Upon entering the sixth and ninth grades; and/or
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Students are required to show proof of immunizations against preventable communicable diseases as well as screenings as required by the Illinois Department of Public Health (IDPH). The **HEALTH HISTORY SECTION** of the physical form must be completed and signed by a parent or guardian. Please contact the school nurse if you have any questions regarding the IDPH immunization requirements.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

EXEMPTIONS

A parent/guardian may claim religious exemption to these requirements by submitting a completed **Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations** form to the school. This form must be completed and signed by the parent(s) and the health care provider.

A parent/guardian may claim medical exemption to these requirements if a letter is written and signed by a physician, APN, or PA stating the specific reason for the medical objection and it is approved by the Illinois Department of Public Health

EYE EXAMINATION

Any student enrolling in public school for the first time or from out of state needs to present proof of an eye examination performed by a licensed optometrist or eye doctor within the previous year by October 15th of the current school year. Waiver forms are available from the school nurse if you are unable to find an eye doctor that accepts your insurance or it causes undue burden.

VISION AND HEARING SCREENINGS

The Illinois Child Vision and Hearing Test Act (410 ILCS 205) mandates vision and hearing screening programs for preschool and school age children. Screenings are mandated at specific age and grade levels and must be performed by persons trained and certified by the Illinois Department of Public Health. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Vision screening performed by the doctor's office as part of a school physical does not fulfill the mandate. If there is documentation in the student's file of an eye examination having been done by an optometrist within the last 12 months, the

student does not have to be screened. The parent or legal guardian of a student may object to hearing or vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent/legal guardian detailing such objections must be presented to the school district. If you have any questions about vision and hearing screening, please contact the school nurse.

STUDENT MEDICATION

Administering medication during school hours or during school-related activities is discouraged unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours, the parent/guardian must request that the school dispense the medication to the child by completing a **School Medication Authorization** form. Any medication to be given at school must be labeled properly and in its original container. All medication must be brought to the school and picked up from school by an adult. Students are not allowed to possess or transport medications.

No school or district employee shall administer to any student, or supervise a student's self-administration of any medication until a completed and signed School Medication Authorization form is submitted by the student's parent/guardian.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided in this policy and its implementing procedures.

Non-emergency medications will not be administered during a field trip, as the nurse is not present to administer the medication. Contact the school nurse if you have questions.

Self-Administration of Medication

A student may possess and self-administer prescribed emergency medications (e.g., epinephrine, asthma inhaler) provided the student's parent/guardian and health care provider has completed and signed a **School Medication Authorization** form and it is marked that it is appropriate for the student to self-carry and/or self-administer the medication.

The school district shall incur no liability, except for willful and wanton conduct, as a result of an injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and /or medication required under a qualifying plan.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. The procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications(s).

Emergency Aid to Students

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

ASTHMA

The student with asthma should have quick access to his/her inhaler at all times. We encourage students, whose parents and health care provider feel it is appropriate, to self-carry and/or self-administer asthma inhalers.

All students that require medication for the treatment of asthma symptoms must complete the following items each school year:

- **Medication Authorization Form** completed and signed by both parent and health care provider. (At the bottom of the form, the health care provider should select the following options: self administration, self carry, or inhaler to be kept in the nurse's office.)
- **Asthma Action Plan**
- Prescription label containing the name of the medication, prescribed dosage, and the circumstances for which the medication is to be administered.
- Please write the student's name on the inhaler with a black permanent marker so in the event that the self-carried inhaler is lost or misplaced it can be returned to your student.

POLICY AND PROCEDURE OF UNASSIGNED ASTHMA MEDICATION FOR RESPIRATORY DISTRESS

The Carterville Unit 5 School District is voluntarily participating in the unassigned emergency asthma medication program. If a trained individual determines your student is in respiratory distress and does not have access to a quick relief asthma medication, then an albuterol or other short acting bronchodilator inhaler will be administered. This is not to replace any asthma medication that a student with known asthma is to have in the school nurse's office or to self carry. If you do not want your student to receive this life saving measure, a letter must be submitted to the administration stating your objection.

Respiratory Distress means the perceived or actual presence of wheezing, coughing, shortness of breath, chest tightness, breathing difficulty, or any other symptoms consistent with asthma.

Quick relief asthma medication includes albuterol or other short-acting bronchodilators that are approved by the United States Food and Drug Administration for the treatment of respiratory distress. This includes medication delivered through a device, including a metered dose inhaler with a reusable or disposable spacer.

In the event of respiratory distress of a student or faculty/staff member, a trained individual may administer a prescribed or unassigned albuterol or other short acting bronchodilator inhaler according to the following procedure:

1. **Assessment of individual:** If symptoms of wheezing, coughing, shortness of breath, chest tightness, breathing difficulty, or any other symptoms consistent with respiratory distress or asthma are present, administer the unassigned albuterol or other short acting bronchodilator.
2. **Administer unassigned albuterol or other short acting bronchodilator:** Shake the inhaler device. Using a reusable or disposable spacer attached to the inhaler, administer 1 puff of the medication to the

individual. Have the individual breathe in the medication deeply when using the spacer. Wait 1-2 minutes and then administer a 2nd puff of the medication.

3. **Closely monitor the individual:** If respiratory distress symptoms persist or worsen, call 911.
4. **Notify and Document:** Notify parent/guardian immediately. Notify the health care provider who prescribed the undesignated asthma medication of its use within 24 hours after the administration of undesignated asthma medication for a replacement. Document details of the incident immediately as appropriate on the Undesignated Asthma Medication Report Form.

ALLERGIES

Although we are not a “nut-free” school, we do make accommodations for students with food allergies. These accommodations include designated “nut-free” lunch tables. Students are not allowed to bring food or snacks that contain any nut products into the classroom. This also includes items that are manufactured on the same equipment or in the same facility as peanuts/tree nuts.

Parents should report allergies to the school nurse. This includes environmental, food, and/or any other allergies that may cause any reaction.

For student’s with a food allergy that requires a food substitution (i.e. milk, strawberries, etc.) a **Physician’s Statement for Food Substitution** form shall be obtained from the school nurse or from Food Services, completed by the health care provider, and returned to the school.

EPINEPHRINE

The student with life threatening allergies should have quick access to his/her epinephrine at all times. We encourage students, whose parents and health care provider feel it is appropriate, to self-carry and/or self-administer epinephrine.

All students that require medication for the treatment of life-threatening allergies must complete the following items each school year:

- **Medication Authorization Form** completed and signed by both parent(s) and health care. (At the bottom of the form, the health care provider should select the following options: self administration, self carry, or medication to be kept in the nurse's office.) Please complete a form for each medication (e.g.; epinephrine, Benadryl®, etc).
- **Anaphylaxis Emergency Care Plan**
- Prescription label containing the name of the medication, prescribed dosage, and the circumstances for which the medication is to be administered.
- Please write the student’s name on the epinephrine with a black permanent marker so in the event that the self-carried medication is lost or misplaced it can be returned to your student.

POLICY AND PROCEDURE OF UNASSIGNED EPINEPHRINE FOR ANAPHYLAXIS

The Carterville Unit 5 School District is voluntarily participating in the unassigned emergency epinephrine program for anaphylaxis. If a trained person determines your child is having a severe allergic reaction, emergency epinephrine will be administered and an ambulance will be called. This is not to replace the epinephrine that a child with a known allergy is to submit to the school. If you do not want your child to receive this life saving measure, a letter must be submitted to the administration stating your objection.

Anaphylaxis is a severe allergic reaction which can be life threatening. It may occur within minutes after exposure to allergen or up to hours later. Symptoms may include itching, redness, hives, swelling of the lips, face, or throat, wheezing, coughing or chest tightness, shortness of breath, shock, abdominal cramping or nausea/vomiting, or loss of consciousness.

In the event of a severe allergic reaction of a student or faculty/staff member, a trained staff member may administer a prescribed or unassigned epinephrine, according to the following procedure:

1. **Assessment of individual:** If itching or swelling is confined to a localized area, observe the individual closely for development of generalized symptoms. If symptoms (itching, redness, hives, swelling of the lips, face, or throat, wheezing, coughing or chest tightness, shortness of breath, shock, abdominal cramping or nausea/vomiting, or loss of consciousness) are generalized and include two or more body systems, call 911 and administer epinephrine per step 2.
2. **Administer unassigned epinephrine** into the outer middle section of the thigh (through clothing, if necessary). Make sure a second person has called 911 and make note of the time of injection. Use Epi-pen Jr®. for individuals less than 66 pounds. Use Epi-pen® for individuals greater than 66 pounds. If EMS has not arrived and symptoms persist, dose may be repeated every 5-20 minutes after the first dose.
3. **Closely monitor the individual until EMS arrives.** Perform CPR and maintain the airway as needed. Place the individual in a comfortable resting position. Do not give food or water
4. **Notify and Document:** Notify parent/guardian and notify the individual's primary care physician of the anaphylactic reaction within 4 hrs. Document details of the incident immediately as appropriate.

POLICY AND PROCEDURE OF UNASSIGNED NALOXONE (NARCAN®) FOR OPIOID OVERDOSE

Opioid overdose is a life threatening condition that can result in death. Symptoms of opioid overdose may include respiratory depression, unresponsiveness, slowed heart rate, blue lips/fingertips, and/or pinpoint pupils.

It is the policy of Carterville CUSD #5 to provide assistance to any person(s) who may be suffering from an opioid overdose by following the protocols and procedures of the school district. Staff members trained in accordance with the policy shall make every reasonable effort, to include the use of Naloxone Nasal Spray combined with rescue breaths/CPR, to revive the victim of any apparent drug overdose. Naloxone (Narcan®) is a medication that can be used to reverse an overdose caused by an opioid drug.

In the event of an opioid overdose, a trained staff member may administer Naloxone (Narcan®) Nasal Spray according to the following procedure:

1. **Recognize:** Assess individual for signs of overdose: Pale, clammy skin; infrequent speech; respiratory depression; unresponsive to stimuli (calling name, shaking, sternal rub); slowed heart rate; blue lips or fingertips; and/or pinpoint pupils.
2. **Respond:** Call 911/EMS. Place the individual on their back. Assess airway and breathing. Perform rescue breaths/CPR, if needed.
3. **Reverse:** Tilt the individual's head back and administer 1 spray of Naloxone into one nostril. Position the individual on his/her side. Stay with the individual until the EMS arrives. Continue to monitor the individual's airway, breathing, and circulation. Continue rescue breaths/CPR, if needed.
4. **Refer:** Have the individual transported to the nearest medical facility. Notify parents/guardians. Document the details of the incident and complete the Naloxone Administration Report Form immediately, as appropriate.

SUDDEN ILLNESS

According to the guidelines from the Illinois Department of Public Health, students who have fever, vomiting, diarrhea, or contagious disease must stay home from school until the symptoms have been gone for 24 hours. Students must be fever free for 24 hours **WITHOUT** the use of medications before returning to school. ***Our district recognizes a fever as any temperature at or above 100°F.*** Students may return sooner if a physician provides a written statement indicating it is safe to do so. These guidelines are necessary to protect the health of the students and to control the spread of illness.

Due to the high number of rash-like illnesses, excluding the student from school will be at the nurse's discretion. Please refer to the Communicable Disease Guide distributed by the Illinois Department of Public Health or the school nurse for further information.

ACCIDENTS

School personnel will notify parents in the event of a serious accident or injury. If a parent is not at home, school personnel will call the alternate phone numbers listed in the student's emergency contact information. Parents should be sure to include telephone numbers of relatives or friends who can be contacted during the school day. It is essential that all accidents occurring on the school premises be reported immediately to a person in charge, such as the teacher, playground supervisor, school nurse, or principal.

PHYSICAL EDUCATION/SPORTS RESTRICTIONS

If a student is restricted from participating in physical education or sports a note from the health care provider is required. The note must specify the restrictions and the length of the time to be exempt from the activity.

HOMEBOUND/HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, PA, or licensed APN. Instruction or related services for a student receiving special education services will be determined by the student's individualized education program.

The Homebound/Hospital Instruction Program shall be operated according to the policies and procedures established by Carterville CUSD #5 and the Williamson County Special Education District. Parents should contact the building principal for proper authorization to receive these services.

HEAD LICE

Students may be included in routine health lice checks by the school nurse or designee. If live lice are found in the hair, parents will be immediately contacted and the child removed from the school setting. Children will be allowed to return to school after being treated at home and cleared by the school nurse or designee. Students looking to return to school with nits still in the hair will be up to the nurse's discretion.

The following procedures should be followed:

1. Call the school to schedule an appointment with the nurse.
2. An adult must accompany the student to the school nurse's office at CJHS (or other school office location, if directed).
3. A student may not be sent to school on the bus until he/she has been checked and cleared to return to school by the school nurse or designee.

4. A student will be allowed up to two consecutive excused absence days after being identified with head lice. The third day and any day thereafter will be recorded as unexcused. **A parent shall notify the school office daily to report absences.**
5. If students have more than two occurrences per semester, they will be recorded as excused only on the day they are sent home from school. Any additional absences will be recorded as unexcused.
6. The truancy office will be contacted after the third unexcused absence day.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

VISITORS ON SCHOOL GROUNDS

Visitors are welcome in Carterville Unit #5 Schools as long as they have approval from the building principal or the superintendent. Unit #5 asks that visitors notify the office or classroom teacher in advance of their visit. In cases where prior approval has been granted by the principal or superintendent, the visitor should enter the front door of the building and report to the school office and sign in each time they visit. Identification tags should then be obtained from the school secretary or building principal.

Parents or adult visitors must have an appointment to observe in a classroom. If parents wish to become informed about a program or their child's progress, they may choose any of the following activities to become more involved/informed: view their child's report cards, test data, work samples, and homework samples; request a parent-teacher conference; and attend open houses.

Student visitors are not permitted in Carterville Unit #5 Schools unless special permission is granted by the building principal, which is rare.

HOMELESS CHILDREN

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure govern the enrollment of homeless children.

BUS TRANSPORTATION

School bus transportation service is a service offered to the school children of the school district who live too far from school to walk. It is offered to help equalize educational opportunities.

The state law provides that for a student who lives one and one-half miles or more from school, transportation must be furnished.

The bus routes are established at the beginning of each school year to provide transportation services to students who qualify for bus transportation.

The bus routes will follow the public highways, and in no case shall a bus be required to travel a lane or private drive other than one used as a "turn around" for the bus. Buses will not travel on roads that are not safe.

RESPONSIBILITY OF THE DRIVER

1. To provide for the safety and welfare of the students assigned to his/her bus
2. To comply with the motor vehicle laws of the State of Illinois and any regulations established by the Board of Education
3. To see that the bus is kept clean and sanitary
4. To maintain a good time schedule
5. To report to school authorities any misconduct on the school bus
6. The bus driver has the authority to assign students to seats on the bus.
7. To allow no one, other than school officials and regularly assigned pupils, to ride the bus

CO-CURRICULAR AND EXTRACURRICULAR TRIPS

Occasionally students may be transported to various forms of special events, such as sports events and class field trips. On such trips, students are expected to conduct themselves in a courteous manner. Persons in authority are the trip chaperones/coaches and the bus driver. Rules for conduct are, for the most part, much the same as for regular transportation.

No one should attempt to ride buses making such trips unless the persons in charge have approved them. The transportation director, who will notify the bus driver if approval is granted, must approve any other person asking to ride.

FUNDRAISING

Student fund drives for school organizations that are conducted within Unit #5 must receive written permission from the appropriate building principal before publicity is distributed to students. Each school organization is limited to two fund drives per year unless the superintendent grants special permission. This includes fund drives conducted in cooperation with PTO.

INSURANCE FOR STUDENTS

Student accident coverage is provided to the student at no charge to the parents for school time coverage. It protects the child for accidental injuries that occur when they participate in a school activity. The one exception is football. The school time coverage includes travel time directly to and from the residence to attend regular academic school sessions, up to one hour before and one hour after regular classes. It is an excess plan which means if there is other insurance, the primary insurance company must adjudicate their benefits first before our coverage will respond.

DISTRIBUTION OF MATERIALS

The distribution of materials that are not directly a part of Carterville Community Unit School District #5's program shall be approved by the building principal before they are distributed to the students, teachers, or staff members. This includes brochures, announcements, schedules, questionnaires, registration forms, or any other literature not directly produced by the school district.

CARE OF SCHOOL PROPERTY

If a student maliciously and deliberately breaks or damages school property, including textbooks, the parent or legal guardian will be held responsible for the debt incurred. If the child accidentally damages school property, including textbooks, as a result of poor judgment or impulsive behavior, the parent or legal guardian could be held responsible for the debt incurred.

LOST AND FOUND

Lost and found articles will be kept in a designated area in each school. The student may claim these items after identification and proof of ownership.

BREAKFAST/LUNCH PROGRAM

Educational research supports that students maintain a better attention span and, thus, learn more in school if they eat breakfast and lunch. Therefore, students are encouraged to eat breakfast and lunch at school.

Breakfast is served every morning between 7:30 and 8:00 a.m. Late bus riders will be served upon their arrival at school. Students who eat breakfast at school should go directly to the cafeteria to have their name checked off before they go to the serving line.

Free breakfast and lunch applications may be obtained from the office. Those who qualify will be notified in writing.

Students may purchase extra milk for their lunch or snack. The cost of extra milk is \$.20 per container. The menu includes daily breakfast/lunch menus as well as special announcements and school information. Students and parents are encouraged to work together to determine what meal plans should be made. This activity develops good decision-making practices in children.

Type of Meal	Breakfast Prices	Lunch Prices
Student	\$1.75	\$2.50
Reduced Student	\$0.30	\$0.40
Adult	\$2.50	\$3.50

Food may not be ordered by an outside vendor and delivered to the school or cafeteria. It will be refused. If a parent wishes to drop off lunch from an outside source, it is up to the parent-student to arrange this. The school will not call the student down or have the lunch taken to the student. It is the responsibility of the parent-student to arrange this ahead of time.

BOOK FEES

Students will be assessed a fee for workbook/textbook usage. Fees for the current school year are \$45.00. Parents of in-district students or students categorized as homeless who believe they may qualify for a waiver of fees may obtain an application form entitled "Waiver of Fees" from the school office.

WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size that are used for the federal free meals program. Applications can be picked up in the school office.

TELEPHONE USE

Permission for students to use the office phone must be obtained from the office secretary, classroom teacher, or principal. No long distance calls will be allowed on the office phone unless in the case of an emergency. If it is not an emergency, the call should be billed to the home number. Calls should be limited to those matters that cannot be taken care of before or after school. Personal calls or private business calls should be restricted to emergencies. Parents should not call the school except in cases of real need. Students will not be called from class to accept a telephone call unless it is an emergency. Messages will be given to students by the office staff.

PLANNER

Students should carry their planner with them at all times. The planner contains useful and helpful information that students and parents will find helpful in their daily lives in and around school. The planner contains passes that should be completed any time that a student is in the hall, going to his/her locker, the nurse, etc. The planner will also be used as a student's assignment notebook.

Every student in grades 7-8 is highly encouraged to complete the assignment notebook in the planner daily. The planner should be checked nightly by a parent/guardian. We are hopeful that the use of this tool will assist with your child's academic success by increasing communication and collaboration with the home.

Students who lose their planner will be required to purchase another planner for \$5.00.

STUDENT ATHLETIC PASSES

Students may purchase an athletic pass. This pass will gain entry for one to all regular season CJHS and CHS athletic home events except for IHSA or SIJHSAA state tournament/playoff series. The cost is \$20 and can be purchased at any point throughout the year in the office.

NON-DISCRIMINATION

It is the policy of Carterville Unit #5 not to discriminate on the basis of race, gender, religion, sexual orientation or handicap in its educational program, activities, or employment practices.

CHILD ABUSE AND NEGLECT

School personnel are **mandated** by the state of Illinois to immediately report (or cause a report to be made) to the Department of Children and Family Services when child abuse or neglect is **suspected**.

FLAG CEREMONY/MOMENT OF SILENCE

Students will be given the opportunity to participate in reciting the Pledge of Allegiance and saluting the American flag each school day. Students who choose not to recite the Pledge of Allegiance or choose not to salute the flag may do so. However, they should respect the right of classmates who wish to participate in the ceremony. A moment of silence will also be observed in accordance with the IL School Code.

THREATENING WEATHER CONDITIONS AND OTHER EMERGENCIES

In the event of inclement weather conditions or other emergency situations affecting the school schedule, local radio and television stations will be contacted. The television stations include WSIL-TV, KFVS-TV, and WPSD-TV. The radio stations include WCIL, WJPF, and W3D. If inclement weather conditions strike after school is in session and a decision is made to dismiss classes early, the announcement will also be made over local radio and television stations.

Skylert is our district's student/parent notification system. You will receive emergency and/or nonemergency information through your designated contact phone numbers. **It is imperative that you keep your contact information in the Skyward system updated to ensure that you receive the messages.** This can be utilized to notify parents of school closing due to inclement weather, an emergency on campus, or other non-emergency messages.

STUDENT RECORDS

Carterville Unit #5 has on file a policy concerning student records and parents' access to those records. If you desire to view the records of your child, contact the building principal for information. Directory information (name, address, phone number, and athletic eligibility statistics) will be made available to appropriate sources as specified in Board Policies and Administrative Procedures. School district officials may release information contained in a student's record to appropriate authorities as specified in the Boards Policies and Administrative Procedures relating to student records. Otherwise any information contained in a student's record will not be transmitted to any third person or organization without written parental or eligible student permission. In cases of written parental or eligible student request for records, the district has ten business days to provide such documents as allowed by law.

SKYWARD FAMILY ACCESS

Skyward is our district's online Student Information System. You may access Skyward at www.cartervillemions.org and by clicking on Family Access.

First-time users may need to contact the CJHS school office for a login/password information. It is important to keep phone and email information current and accurate at all times. To update email and phone information, click on the Skylert link under General Information on the left side of the screen and then click Edit.

Under General Information, you may access the following:

- Email Notifications (update notification preferences for Attendance/Food Service/Grades)
- Food Service (see cafeteria balances and make on-line payments)
- You can also opt-in for text messages. Contact the office if you want this information.

If your child is a bus rider, you may view bus information in Student Information under the Bus Schedule tab in the top-center of the page. (Please direct bus information changes or updates to Michael Bradford, Transportation Director, at 618-985-5727.)

VIDEOTAPING

Carterville Unit #5 has cameras located throughout district property and on school buses. The videotapes are utilized for security purposes. It is not intended to invade the privacy of the school population and/or guests.

RESTRICTED AREAS OF THE CAMPUS

1. Students are not allowed in the faculty restrooms, workroom, or lounge area. PE storage areas, closets, etc. are also off-limits unless the teacher has given authorization.
2. Students are not allowed to be in faculty parking areas during school hours. This means in the cars or the surrounding areas.
3. The band room and art room are off-limits unless there is an instructor in these areas.
4. Students are not allowed in the supply rooms or closets without permission.
5. Students should not tamper with electrical panel boxes or other power lines and equipment.
6. Only library assistants will be allowed in the audio-visual section of the library.
7. Students are not allowed in the halls or restrooms during class sessions without a pass from the classroom teacher and then only when absolutely necessary.

BEHAVIOR AND DISCIPLINE

There is a growing concern today among parents, students, and school staff members for the necessity to create a calm and productive school environment. We here at Carterville Junior High School feel that it is imperative that you be provided a safe environment, an opportunity to attain basic skills related to your needs, and opportunities to attain social skills. Each of you is expected to show courtesy and respect and to follow the directions of those in charge (whether in the classroom, outside, etc.).

Every student should strive to be considerate of others. Making boisterous noises; door slamming; running in the halls; marking on the desks, walls, floors and lockers; congregating in the halls in groups that block traffic; pushing in or cutting in the cafeteria lines; and talking when someone else is speaking are all examples of behavior that good school citizens should avoid. You could be injured as a result of a few thoughtless moments -- **STRIVE TO SHOW YOU ARE RESPONSIBLE!**

ALL staff members are to be addressed and referred to as Miss, Mrs., Ms., or Mr. and in no instance by just their first or last name.

You are expected to be careful of all school property and in no way mar or disfigure it. Any student defacing school property will be held personally liable for its repair or replacement.

You may converse with your classmates during the regular intervals between classes. However, there should be no need for loud talking while changing classes. It is imperative that we change classes in an appropriate manner. Running is not allowed for obvious reasons of safety. Bumping, crowding, and locking arms together in the halls is not allowed. Conduct of students which in any manner disrupts class work or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion of that student from school. For minor infractions or first offenses, the following disciplinary actions may be employed: verbal reprimand, lunch detention, and/or after-school detention.

In an effort to further promote school safety, all backpacks, coats, and purses must be kept in lockers upon entering the building.

HONOR CODE

The following guidelines encompass the behavioral expectations/honor code the administration, faculty, and staff at Carterville Junior High School have for our students:

1. We expect all students to be honorable. Therefore, lying, cheating, and stealing of any kind will not be tolerated.
2. Students will show respect for teachers, staff, fellow students, and visitors. Physical and verbal abuse will not be allowed.
3. Students will show respect for property: their own, the property of others, and the school's.
4. Students will behave responsibly with regard to their own safety and the safety of others.
5. Students will show respect for the culture and customs of all CJHS students.
6. We expect that students will not possess, consume, or use substances which are illegal or which are harmful to their bodies. Specifically, these substances include illegal drugs, prescription drugs when used abusively, inhalants, alcohol, and tobacco.

DEFINITIONS AND EXAMPLES

CHEATING encompasses but is not limited to the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or deceitful advantage in school work over other students.
- Attempted cheating or any other action intended to obtain credit for work not one's own.
- Some examples are deception; the use of talking, signs, or gestures during a quiz; copying from another

student or allowing the copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; possessing the work of another student; sabotaging the projects or experiments of other students.

PLAGIARIZING encompasses but is not limited to the following:

- Presenting as one's own the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are having a parent or another person write an essay or do a project which is then submitted as one's own work and failing to use proper documentation and bibliography.

LYING encompasses but is not limited to the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Some examples are lying or failing to give complete information to a teacher and feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

STEALING encompasses but is not limited to the following:

- Taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully the school work or materials of another student or the instructional materials of a teacher.
- Some examples are stealing copies of tests or quizzes; illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; and stealing another student's homework, notes, or handouts.

CONSEQUENCES AND DISCIPLINARY ACTION

Progressive disciplinary action, which may range from detention to suspension, can be taken against students who do not comply with the above behavioral expectations. Students may also be removed from positions of honor or integrity within the school.

STUDENT CONDUCT

Public Act 89-731 effective January 1, 1996, states the following: The board may expel a student for a definite period of time not to exceed 2 school years, as determined to have brought a weapon, as defined by Section 921 of Title 18, United States Code, to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the board on a case by case basis. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act.

The provisions of this subsection (d) apply in all school districts, including special charter districts and districts organized under Article 34.

According to Section 921 of Title 18 United States Code, a weapon means the following:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device, which includes
 - (1) any explosive, incendiary, or poison gas
 - (2) bomb
 - (3) grenade
 - (4) rocket having a propellant charge of more than 4 ounces
 - (5) missile having an explosive or incendiary charge of more than one-quarter ounce
 - (6) mine, or
 - (7) similar device
 - (8) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter
 - (9) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy - toward teachers, fellow students, and the officials of school athletic activities
2. Pride - in everything our school endeavors to accomplish and has accomplished
3. Sportsmanship - the ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his or her school and does his or her utmost to keep his or her scholastic and activity standards at the highest possible level.

DEFINITIONS OF DISCIPLINARY ACTIONS

Alternative Classroom or ACR — The student is isolated from his/her peer groups within the school. The student is expected to make up work that is assigned during this period.

Suspension — The student is excluded from the educational setting and school property for a designated period of time not to exceed ten days.

Expulsion — The Board of Education may take action to exclude a student from the educational setting for a period of time not to exceed one year. (Policy #8035 of the Board Policy Manual).

ATTENDANCE

A primary source of public school funding is based on Average Daily Attendance. Therefore, we ask that you consider the following information as you schedule appointments for your child:

1. The amount of time a student can miss and still be counted present will vary slightly from grade to grade based on that grade's scheduled breaks and/or recess. In addition, being absent over one's lunch period is not included when calculating absences.
2. On average, one can miss up to 30 minutes and still be counted present for an entire school day.
3. On average, one can miss 31 up to 180 minutes and be counted present for ½ day.
4. On average, if one misses 181 or more minutes, he/she is counted absent for an entire day.

Students are expected to attend school daily, except in case of illness or death of a family member. The school administration does make the final decision whether an absence is excused or unexcused. It is important to note that school funding relies directly on attendance. If a child is absent, parents are asked to call the office before 8:30 a.m. Parents may call before school hours to leave a message on the office answering machine. The attendance secretary will contact parents/guardians if a child's absence has not been reported.

A student who arrives in his/her classroom after 8:03 a.m. will be considered tardy. Students who are tardy for 1st hour must report to the office before going to class. This rule includes students eating breakfast and excludes students who are late bus riders. Students who arrive late because of appointments or any other reason will be responsible and accountable for work missed prior to their arrival.

These procedures are for student safety and assure the teacher and principal that something has not happened to students on the way to school.

Excessive Absences

At the end of the first grading quarter, we will generate a list of student absences for the current school year. Any student who has missed 5% or more of the school year will have a letter sent home and will be denied extracurricular privileges, such as athletic events, dances, field trips, plays, etc. Every subsequent absence after 5% will require medical documentation of physical or emotional conditions causing an absence. Failure to provide such documentation will result in an unexcused absence being assigned. If a student is absent due to an extended illness or injury and provides sufficient medical documentation, the principal can waive the ten percent rule. The excessive absence list will be updated at mid-terms and at the end of regular grading periods.

TARDINESS

Almost all tardiness is unnecessary. Those students who are not in their rooms when the period bell rings will be marked tardy. Unexcused tardiness counts against a student's perfect attendance record. Each semester students will be allowed two "free" tardies. This means he or she will not receive any consequence for being late on those two occasions. Upon the 3rd tardy and tardies thereafter, consequences will be issued, ranging from lunch detention to after-school detention, Saturday detention, or ACR as necessary. To encourage new beginnings and improved punctuality, students' tardy records start fresh with the second semester. A student is counted tardy if he or she is late to class between passing periods or late to school in the morning (unless a parent has a legitimate reason: flat tire, emergency, etc.). A parent's acknowledgement of the tardy does not automatically excuse it.

DRESS CODE PHILOSOPHY

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should use student/body-positive language to explain the code and to address code violations.

CLOTHING EXPECTATIONS

CJHS expects all students to dress in a way that is appropriate for the school day or for any school-sponsored event. Student attire should not interfere with the health/safety of any student or contribute to a hostile or intimidating atmosphere for any student. Dress code enforcement should not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, sexual orientation, ethnicity, religion, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school.

In regard to modesty and general propriety, the overall goal of CJHS is to ensure clothes are worn in such a way that all private areas are covered for all students at all times. In addition, clothing should support a positive and safe school culture/climate in terms of images and language.

The following list provides specific examples for achieving the aforementioned goals:

- Clothing shall not advertise alcohol, drugs, vaping or paraphernalia or any illegal item or activity.
- Clothing shall not have images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Clothing shall not suggest or depict any type of violence, hate speech, profanity, pornography, or sexual activity.
- Jewelry and/or accessories that are suggestive or degrading or that pose a safety concern for other students shall not be worn.
- Hats, caps, bandanas, hoods, and sunglasses are not to be worn on the head during the school day.
- Headphones and earbuds shall be worn for educational purposes and/or with permission only.
- Clothing shall not reveal visible undergarments or private areas.
 - No shirt or blouse may reveal the waist, midsection, midriff, back, or shoulders.
 - No spaghetti strap tops or loose-fitting sleeveless muscle t-shirts may be worn.
 - No deep v-neck or plunging neckline shirts or tops may be worn.
 - No see-through garments of any kind (lace, knit, mesh, etc.) may be worn unless solid clothing is worn underneath.
 - No shorts that are form-fitting (e.g., spandex, compression shorts) may be worn.
 - No holes in pants/shorts may reveal undergarments or private areas; the administration reserves the right to regulate pants with abnormally large holes, despite their location.
 - No pants are to be worn in a sagging manner.
 - No pajamas or any form of sleepwear may be worn.
 - No skirts or dresses may be above mid-thigh when standing unless pants or shorts are worn underneath.

DRESS CODE ENFORCEMENT

- Students in violation of the dress code will be provided three (3) options:
 - Students will be asked to put on their own alternative clothing, if already available at school, to wear for the remainder of the day.
 - Students will be provided with temporary school clothing to wear for the remainder of the day.
 - If necessary, students' parents/guardians may be called to bring alternative clothing for the student to wear the remainder of the day.

If dress code violation is an ongoing offense, the student will receive consequences. Likewise, refusal to change clothes after a dress code violation will be viewed as insubordination and will result in consequences. Students who are in violation of the dress code due to financial hardship should see a counselor or administrator. Dress code guidelines shall apply to regular school days

and summer school days as well as to any school-related events and activities, such as dress-up days, dances, and promotion ceremonies.

- Students should not be shamed or required to display their body in front of others in school. “Shaming” includes but is not limited to the following:

- Kneeling or bending over to check attire
- Measuring straps or shorts/skirt length
- Asking students to account for their attire in the classroom or in hallways in front of others
- Calling out students about perceived dress code violations in front of others in common areas, hallways, or classrooms
- Accusing students of “distracting” other students with their clothing

GUM AND CANDY

Students are **NOT** allowed to chew gum or eat candy in school or on the bus.

DANCE ELIGIBILITY

Students who have not met the required Work Hard Play Hard PBIS criteria/behavioral expectations are not eligible to attend dances held at the junior high school. Additionally, students considered to have excessive absences (more than 10%) will only be permitted to attend dances and/or other extracurricular events after seeking approval from the building principal. Students may be given the opportunity to earn back Work Hard Play Hard privileges through restorative justice options.

STUDENT/VISITOR BEHAVIOR AT JUNIOR HIGH EVENTS

Students who attend athletic events are expected to behave themselves. They are to follow the rules applicable for each event. It is their responsibility to be familiar with those rules and abide by them. Repeated violations of the rules will result in loss of privilege to attend the events. Students who are at-risk (defined by poor attendance and/or grades) will be denied admittance to extracurricular events at the junior high and high school (including away contests) unless accompanied by a parent. Once it is determined the student has improved his or her status and is no longer at-risk, then he or she will be allowed to attend extracurricular events. This will be done at the end of the first nine-week grading period and at mid-terms and quarterly grading periods thereafter. At-risk is defined by the following question: If the school year ended that day, would the student be promoted to the next grade? If the answer is no, then the student is at-risk.

All students and visitors must follow conditions of good sportsmanship. This includes but is not limited to booing, becoming confrontational, or harassing in any way of officials, coaches, players, and opposing teams. This code of ethics applies to both home and away contests. Failure to follow this code of conduct may result in being denied admission to school events for up to one year, provided the individual receives 10 days written notice of the violating behavior and has the right to a hearing before the school board, if so requested. Nothing prohibits the acting school administrator from immediately removing a spectator from an event for disobeying rules or causing a disruption. (Illinois School Code Section 5/24-24)

STUDENT POLICIES FOR BASKETBALL GAMES

1. Students who do not have their school activity passes will have to pay regular admission to get into the game.
2. If a student leaves the building, that person will not be allowed back into the school.
3. Students are required to sit in the designated Carterville Junior High section or they may sit with their parents.
4. Students are to make arrangements to be picked up after the game by their parents.
5. No passes may be used for conference tournament or regional tournament games.
6. No artificial noisemakers are allowed (i.e., horns, duck calls, bells, etc.).
7. Booing is not allowed by Carterville students.
8. Carterville students are not to walk in front of the players' benches while the games are in progress.
9. Good sportsmanship should be exhibited by Carterville students to visiting teams and their fans.

STUDENT SEARCHES

Students must keep in mind that student lockers are school district property and treat them as such. Officials of the School District have the right to conduct searches of the locker assigned to the student at any time. Additionally, any student's personal property may be searched if the administration has a reasonable suspicion that any item may endanger the safety or well-being of the student or other students or a substance is suspected of being in a student's possession.

SEXUAL HARASSMENT

Students who are the victims of sexual harassment are encouraged to notify the school district through their counselor or principal or, if either of those has allegedly committed the act or acts of sexual harassment complained of, through the superintendent. Such report is requested to be made in writing detailing the specifics of the charges and should be submitted within a reasonable time after the incident. The identity of the parties and the events complained of shall remain confidential to the extent feasible. The responding official shall report his/her findings and any recommendation for action to the superintendent. Acts of sexual harassment depending upon the circumstances of the case may be considered cause for expulsion or such other disciplinary actions as warranted.

GANGS AND GANG ACTIVITY

The Board of Education has determined that gangs and gang related activities would cause a substantial disruption of the schools' ability to maintain a safe and disruption-free environment. The Board of Education has further determined that gangs and gang activities foster behaviors, attitudes, and practices which may endanger the health, safety, and welfare of students. *Gangs* as defined in this policy shall mean individuals who associate with each other primarily for criminal and disruptive activities prohibited by law and/or by the district's rules and regulations. For these reasons, the Board of Education has adopted a policy of *zero tolerance* toward gangs and gang activity.

No student on or about school property or any school activity shall engage in the following behaviors:

1. A student shall not wear, possess, distribute, draw, display, or sell any article of clothing, jewelry, emblem, badge, haircut, symbol, tattoo, sign, or other thing which is intended to identify a student as being affiliated with a gang.
2. A student shall not commit any act, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) which demonstrates affiliation with a gang.
3. A student shall not commit any act in furtherance of the interests of any gang activity including but not limited to the following:
 - a. Soliciting other gang membership

- b. Extorting money or otherwise intimidating or threatening any person
 - c. Inciting or directing others to engage in acts which violate school district policies or civil and/or criminal law.
4. Penalties:
- a. Any student who violates paragraphs one or two of this policy will be required to surrender, cover, dispose of, or otherwise alter any offending clothing, material, or object per the determination of school officials. In addition, the student must attend a parent conference and may receive, depending on the severity of the circumstances, detention, and/or internal suspension, and/or external suspension. Subsequent violation of this policy will subject the student to suspension and/or recommendation for expulsion.
 - b. Any student who violates paragraph three of this policy shall be subject to suspension and/or expulsion for a period not to exceed one full year.
 - c. In all appropriate cases law enforcement agencies will be contacted and charges filed.

BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or

privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Any behavior that includes a physical conflict/fight or the encouragement/provocation of such action is strictly prohibited and warrants a consequence.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member.

Anonymous reports are also accepted by phone call or in writing. CUSD #5 utilizes the anonymous reporting service called Friend Watch, which allows the user to send an anonymous message to a counselor or administrator. This app does not allow for two-way communication (school can't send a reply back to the user). Any message that is sent will be acted on appropriately and/or shared with the appropriate authorities. There is a link to Friend Watch on the district's website.

Complaint Managers:

Keith Liddell, Supt.
306 Virginia Ave., Carterville IL
kliddell@cartervilleschools.org
618-985-4826

Sarah Barnstable, Asst. Supt.
306 Virginia Ave., Carterville IL
sbarnstable@cartervilleschools.org
618-985-4826

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.3

Cross-references:

PRESS 7:20, Harassment of Students Prohibited

PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment

PRESS 7:190, Student Discipline

PRESS 2:260, Uniform Grievance Procedure

SUBSTANCE ABUSE POLICY

I. Definition

As used in this policy, the term “prohibited substance” means alcohol, controlled substances and look-alike substances as defined in the Statutes of Illinois. (Ill. Rev. Stat., ch. 56—1/2, par. 1102 et. seq. and par 1401 et seq.)

II. Conduct Prohibited

No student shall possess, use, distribute, sell or attempt to distribute or sell any prohibited substance.

III. Searches for Prohibited Substances

A. Property Search

Searches of school lockers may be conducted at any time there is a reasonable suspicion that there is a student violation of this Policy.

B. Personal Search

Searches of the pockets and outer garments and purse or other belongings of a student may be conducted at any time there is a reasonable suspicion that there is a student violation of this Policy. Strip searches are prohibited.

IV. Penalties

A. Possession/Under Influence

1. First Offense

- a. Student may be suspended up to ten (10) days.
- b. Conference with the student and parents or guardians.

2. Any Subsequent Offense

Expulsion will be recommended and the student will be suspended pending expulsion proceedings.

B. Distributing, Selling or Attempting to Distribute or Sell

1. First Offense

- a. The student may be suspended from school up to ten (10) days or be recommended for expulsion.
- b. Conference with the student and parents or guardians.

2. Any Subsequent Offense

Expulsion will be recommended and the student will be suspended pending expulsion proceedings.

V. Other procedures

In an emergency requiring medical attention, the student(s) may be removed from school immediately. In a medical emergency, or other instance in which there is indication of violation of this Policy, local law enforcement officials may be contacted. All penalties prescribed in Section IV of this Policy shall be administered in accordance with statutory requirements and procedures governing the Student Discipline in Board Policy No. 8035.

VI. Huffing and Inhalants

Use of any substance that alters a student’s physical or mental function will not be tolerated. Examples include huffing paint, glue, etc. No person shall breathe, inhale, or drink any compound, liquid or chemical, or any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual, or mental process.

UNAUTHORIZED ITEMS

The following items are not permitted in classrooms or on school property and are subject to confiscation when found:

1. Knives, razorblades, sharp objects, etc.
2. Firearms, ammunition, parts / components, etc.
3. Firecrackers or other explosives or devices
4. Slingshots or other projectiles
5. Clubs, blackjacks, pipes, brass knuckles, etc.
6. Ordinary items that have been altered in such a way as to become weapons
7. Obscene literature or items
8. Unauthorized drugs or medication
9. Alcoholic substances
10. Infrared laser pointers
11. Cigarettes or tobacco products (including lighters and matches), e-cigarettes, vapes, vaping liquid, or look-alikes
12. Drawings of gang symbols, wearing of gang symbols
13. Mace, pepper spray, etc.
14. Anything that could cause injury or disrupt the educational process or impact the safety of students
15. Look-alikes of the above items are prohibited as well.

Where warranted, persons found with forbidden items on school property will be prosecuted according to the laws of the State of Illinois and the United States of America.

Personal Electronic Devices

As a school, we want parents and students to be able to have the convenience of cell phone usage. Cell phones and other personal electronic devices are an integral part of our lives; however, they can be a disruption at school. The disruptions can be anything from phones ringing in class, students making calls in bathrooms, camera phones being used inappropriately, posting images/videos/text, listening to music in class, texting, and bullying. In order to ensure that these items are used properly while at school, we have created specific guidelines for when and how they may be used.

CJHS may allow students to use cell phones, earbuds, headphones, and wearable technology on their time (defined as before first bell, lunch, and after school – 3:05 p.m.). Playing games, texting, listening to music, and internet browsing are the only things allowed. **No pictures or video** may be taken, uploaded on social media, or shared without an adult's permission. **No phone calls may be accepted or sent** without an adult's permission.

If a student chooses to bring a cell phone or other personal electronic device to school, it is his or her responsibility to be accountable for it at all times. At no time will a teacher, coach, the office, etc. be responsible for the safekeeping of a cell phone. Cell phones and other personal electronic devices must be stored in a locker on campus during the school day unless the student has received other permission from school personnel. Even in storage, rules/consequences apply for audio violations (e.g., beeping, ringing, alarms). Once the student receives permission from school personnel, he or she may use the cell phone under the direct supervision of the person granting permission. The school day is defined as the time a student boards a bus and/or the time a student arrives on campus and ends at 3:05 (bus riders must follow bus rules). When a school official gives permission, cell phones may be used on buses, in gyms, etc. to secure transportation for extracurricular activities. Because cell phones

are so easy to conceal and use and can easily enable inappropriate actions such as cheating, bullying, posting images, etc., the consequences for improper usage must be strict.

Minor infractions include but are not limited to offenses such as the following: possession (on your person in the building when they are supposed to be locked up), alarm goes off, and accidental ringing. **If these occur, the device will be confiscated and released to the student at the end of the day. A referral will be entered as well with a verbal warning being assigned for a first offense. Subsequent minor offenses will result in detention.**

Major infractions include but are not limited to offenses such as the following: repeated offense of possession (on your person in the building when they are supposed to be locked up), using your phone when you are not authorized, loaning your cell phone to another student to use without permission, and taking/uploading/sharing pictures/videos. Please note that this includes the recording, uploading, and/or sharing of ANY video footage recorded during the school day, including fights occurring on school grounds. **If this occurs, a school official will immediately confiscate it and the parent(s) or guardian(s) will be required to retrieve the phone or device at school. The disciplinary consequences for major infractions will range from a detention (minimum) to suspension and/or expulsion from school depending on the severity of the offense.**

NOTE - Students refusing to hand over a cell phone, earbuds, or headphones at the direction of staff or administration will be subject to additional disciplinary consequences ranging from detention(s) to suspension. They may also be banned from being allowed a cell phone on school property for a period of time.

*IPODs, MP3s, tablets, smart watches, game systems, and other such devices that can send messages, take pictures, etc. fall under the Personal Electronic Devices policy guidelines.

E-BOOK READERS

E-book readers such as the Kindle, Nook, iPod, and iPad will be allowed at school and on buses with the understanding that they are the students' responsibility and the district is in no way liable for any possible damage or theft. **Students should be using these devices to read books and NOT to surf the Internet, play games, take/share pictures/videos, etc. when used in class. They may be used for games on the student's time.**

Minor infractions include but are not limited to offenses such as the following: possession (on your person in the building when it is supposed to be locked up), alarm goes off, and accidental noise. **If these occur, the device will be confiscated and released to the student at the end of the day. A referral will be entered as well with a verbal warning being assigned for a first offense. Subsequent minor offenses will result in detention.**

Major infractions include but are not limited to offenses such as the following: possession (on your person in the building when it is supposed to be locked up) – repeated offense, using your device when you are not authorized, loaning your device to another student to use without permission, and taking/sharing pictures/videos. **If this occurs, a school official will immediately confiscate it and the parent(s) or guardian(s) will be required to retrieve it at school. The disciplinary consequences for major infractions will range from a detention (minimum) to suspension and/or expulsion from school depending on the severity of the offense.**

NOTE - Students refusing to hand over an electronic device at the direction of staff or administration will be subject to additional disciplinary consequences ranging from detention to suspension. They may also be banned from being allowed a device on school property for a period of time.

NO cell phones will be allowed to be used as e-readers.

LOITERING

Students are not allowed to loiter or hang out at school unless properly supervised. Students should have a reason they are here, not just hanging out. If a student is awaiting a ride, he or she must wait outside by the parent pick-up area or if inclement weather, the foyer by the parent pick-up area or the foyer by the main office. At no time should a student be roaming the halls or walking around the outside of the building for extended periods of time.

DETENTION

Detentions may be assigned to students in cases where an Alternative Classroom or suspension is NOT necessary. Detentions will be assigned after school starting at 3:05 p.m. In cases that will require different transportation arrangements, parents will be notified of the detention assignment so transportation arrangements can be completed prior to the detention being served. Detentions may be assigned in but are not limited to the following cases: use of inappropriate language, failure to follow directions and rules, tardy to class, not being in assigned areas. Students must learn to obey the rules of and about the school. Consequences will be progressive in nature, generally beginning with lunch or after-school (1 hour) detentions and progressing toward multiple after-school detentions, Saturday detention, or ACR. Detentions will be served under the supervision of a certified teacher, and students will be expected to complete schoolwork during that time. In cases which students continue to disobey school rules and directions or they have repeatedly failed to serve their assigned detention, multiple detentions will be assigned. Students who fail to serve their assigned detentions may be assigned one day of ACR up to one day of out-of-school suspension and the detention(s) will be made up.

SUSPENSIONS AND EXPULSIONS

Students committing repeated or more serious acts of disobedience or misconduct may be placed on probation, detained during non-school hours, placed in Alternative Classroom or ACR (suspended in school), suspended from school, suspended from riding the school bus, expelled from school, or otherwise disciplined. Students in ACR will complete reflection activities, including meeting with a school counselor or social worker, in order to address underlying causes of poor behavior. In addition, restorative justice practices and re-engagement meetings are tools to aid the student in a successful transition back from the alternative setting.

Students are permitted to make up all schoolwork and examinations missed as a result of a suspension. All homework provided during the suspension must be retrieved from the school, completed and returned the day the student is allowed back to school. Failure to do so will result in no credit being awarded. All quizzes and tests will be administered as soon as possible when the student comes back to school (this may include the first day back).

The principal or his / her designee may place a student on probation, detain after school, suspend in school or otherwise discipline a student. The superintendent or principal is authorized to suspend a student from school or from riding the bus. Only the Board of Education may expel a student. Suspensions and expulsion shall be done in accordance with Article 10-22.6 of the School Code of Illinois.

Suspension may be considered in the following cases:

1. Deliberate refusal to obey a teacher or school official
2. Use of obscene language (including but not limited to racial slurs) or gestures or possession of obscene materials
3. Deliberate failure to attend classes after being present on school property or school transportation
4. An unauthorized walkout from school or a classroom

5. Possession or distribution of unauthorized items/material (see Unauthorized Items)
6. Failures to act with acceptable classroom decorum or behavior so as to disrupt the learning atmosphere present in the class
7. Writing or using any forged document, including absence excuses, school passes, homework, etc.
8. Participating in any gambling activity
9. Possession of cigarettes, e-cigarettes, vapes, vaping liquid or smoking anywhere on school grounds
10. Inappropriate display of affection while on school premises or while in the custody and control of the school or in the course of a school-related activity
11. Any other behavior disruptive to the educational process
12. Inappropriate language or physical aggression (bullying) towards others which is demeaning and has the potential to cause other students to react in a negative way

Suspension/expulsion may be considered in the following cases:

1. Threatening or attempting to intimidate administrators, faculty, staff, or fellow students
2. Intimidating, threatening, or physically abusing (fighting) another student
3. Possession, consumption, or selling of illegal drugs or alcoholic beverages or substances in or on school property including buses
4. Willful destruction of school and employee property
5. Theft of or from school property, staff member, or fellow students
6. Possession or use of fireworks or any other type of explosive on school property
7. There will be zero tolerance in regard to threats of violence towards anyone. All threats will be taken seriously regardless of the student's intent.

A recommendation of expulsion to the superintendent and Board of Education may result in the following cases:

1. Physically striking or abusing anyone on the administration, faculty, or staff
2. Possession of an unauthorized weapon on school property including but not limited to firearms, knives, clubs, or blackjacks; or possession of ordinary items that have been altered in such a way as to become potential weapons
3. Participation in group, gang, or mob violence

Students who repeatedly violate one part of the above items may be subject to the penalty of the next section. When and where there is no change in behavior over a period of time, the school administration will prosecute individuals according to the law of the State of Illinois and the United States of America. At any time a student or parent feels a student has been treated unfairly, the student or parent may request a hearing with the next highest authority.

HEARING PROCEDURES

I. Suspension Procedures

A. Pre-Suspension Conference

1. The authorized administrator shall confer with any student who is under consideration for suspension prior to taking disciplinary action.
2. Prior to or during pre-suspension conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the authorized administrator must follow the procedures set forth in Section IV of the Board Policy Manual.
3. The student shall be advised of the reason for the proposed suspension and the evidence in support of those reasons. The

student shall also be afforded an opportunity to respond.

4. The authorized administrator conferring with the student shall make a written record of the conference.
5. The authorized administrator, after following the above pre-suspension procedures, may then determine whether to suspend the student in accordance with the notification requirements set forth below.
6. When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other student(s), or school property, the student may be summarily removed from school without holding a pre-suspension conference as set forth above. In such event, notice shall be given to the parents. The notice shall request the student to attend a post-suspension conference as soon as practicable after the notice is received. Failure to attend the scheduled conference shall constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parents shall be advised by written notice of any subsequent disciplinary decision.

B. Suspension Notification

1. If the pre-suspension or post-suspension conference results in a decision to suspend, the parents of the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested.
2. The notice to parents shall include the following:
 - a. A statement of the reasons for the suspension, including any school rule, which has been violated;
 - b. An invitation to have a conference with the principal concerning the suspension;
 - c. The dates and duration of the suspension;
 - d. A statement of the parents' right to request a review of the suspension with the School District's Hearing Officer and their right to a subsequent review by the Board of Education;
 - e. A statement that the failure to request such review within five days after receipt of the notice, or eight days after date of the mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing with the Board;
 - f. Notification of the right to be represented at the suspension review hearing by an attorney or other representative; and
 - g. A copy of the suspension review hearing procedures.
3. A request to review the suspension may be oral or in writing, directed to the superintendent's office. Oral notification shall be confirmed in writing by a letter to the parents. If a request for review of the suspension is timely made, the parents of the suspended student shall be given written notification of the time and place at least one week prior to the review with the Board of Education. If the parents, in requesting a review of the suspension, assert that the student is a special education student, then the authorized administrator shall follow the procedure set for the in Section IV of the Board Policy Manual.
4. The superintendent and the Board of Education shall be notified of student suspensions by the authorized administrator, who shall forward a copy of the parental notice of suspension to the superintendent and to the secretary of the Board.

II. Expulsion Procedures

- A. Prior to any recommendation for expulsion the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in Section IV must be followed. If the expulsion is preceded by a suspension, the suspension procedures set forth in Section I must be combined with an expulsion hearing.
- B. Expulsion Notification
 1. The authorized administrator shall send a letter by certified mail, return receipt requested, to the parents of the student notifying them of the expulsion hearing.
 2. The expulsion notice to the parents shall include the following:
 - a. A statement of the reasons for the proposed expulsion, including any school rule, which has been violated;
 - b. The potential maximum duration of the expulsion;

- c. The time and place of the expulsion hearing;
 - d. A statement of the parent's right to be represented as the expulsion by an attorney or other representative; and
 - e. A copy of the expulsion hearing procedures.
- C. Expulsion Re-entry Conference – A conference between the principal, the expelled student, and his/her parents shall be conducted prior to the student's re-entry.

III. General Procedures for Suspension Review/Expulsion Hearings

A. Hearing Structure

- 1. The School District's Hearing Officer shall conduct a suspension review or expulsion hearing. The Hearing Officer shall submit a written summary of the evidence heard to the Board of Education.
- 2. A review of the evidence, as contained in the summary of the expulsion hearing conducted by a Hearing Officer shall be made by the Board of Education in executive session within thirty days of such hearing.
- 3. The Board may take such action after the hearing, as it deems appropriate, including affirming or overruling the suspension or proposed expulsion or conditioning re-entry of the student to school.
- 4. If the Board finds that suspension or expulsion was unjustified, the student's records may be expunged of all notations regarding the suspension or proposed expulsion and any related student absences for disciplinary reasons shall be marked "excused." The student may be afforded an opportunity to make up all lost educational opportunities including but not limited to tests and other class work.
- 5. The decision of the Board shall be final.
- 6. Written notification of the Board's decision with respect to the suspension review or expulsion hearing shall be mailed to the parents. An expulsion may be effective immediately or as specified by the Board.

B. Hearing Procedures

- 1. All student discipline hearings and conferences shall be held in private. Hearing with the Board of Education shall be conducted in executive sessions.
- 2. The student may attend the hearing with his/her parents and may be represented by an attorney or other representative. If the parents or student do not attend, but the authorized administrator has proof of notice given and received, the Hearing Officer may choose to proceed with or reschedule the hearing.
- 3. The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or tape.
- 4. The Hearing Officer shall determine and make findings on the following two issues at the hearing:
 - a. The validity of the charges of gross disobedience or misconduct; and
 - b. The appropriate disciplinary measure, if the charges are to be upheld.
- 5. If the student is a special education student, or asserts during a hearing that he may be a special education student, the Board must also follow the procedures set forth in Section IV.
- 6. The hearing shall be conducted as follows:
 - a. At the commencement of the hearing, either party may request the inclusion of witnesses.
 - b. The authorized administrator and the student may make a short opening statement concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
 - c. The authorized administrator shall first present his/her evidence, including proof of compliance with Section IV of this Policy, if applicable. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator.

- d. The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
- e. The Hearing Officer may, at any time, direct question to the parties or their witnesses.
- f. The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.
- 7. The Hearing Officer may receive all relevant oral or written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in determining the issues.
 - a. If the authorized administrator determines that any of his/her witnesses would be subject to physical or mental harassment or that an emergency exists, the authorized administrator need not present the witness at the hearing, but may present as evidence a written summary prepared by the absent witness of his/her testimony. The summary shall include the reason for the witness's absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the authorized administrator may also present a written statement in which the witness's identity has been concealed.
 - b. The Hearing Officer shall not consider the student's academic or disciplinary records in determining the validity of the charges of gross disobedience or misconduct. The Hearing Officer may review a student's records, however, in determining the appropriate discipline.

Additional Procedures for Suspension and Expulsion of Special Education Students.

- 1. Any exclusion or removal of the special education student from classes prescribed by a student's Special Educational Program, which results from conduct or behavior or a lack thereof, shall be considered a suspension.
- 2. Immediate telephone notice to the Special Education Director at the Special Education Office will need to be made the same day if any removal, exclusion, suspension, or expulsion from classes occurs.
- 3. A copy of all paperwork related to any removal, exclusion, suspension, or expulsion of a special education student shall be forwarded to the Special Education Office.
- 4. An administrator familiar with the reasons for suspension will be required to attend the Multidisciplinary Conference, which shall be held as soon as possible:
 - a. To arrange for interim services if necessary.
 - b. To determine if changes should be made within the present placement.
 - c. To determine if a more restrictive placement is needed.
 - d. To provide a proper behavior management plan, if appropriate.
 - e. To prepare a statement as to the possible relationship of the behavior requiring suspension to the special education eligibility of the student, if applicable.
 - f. To prepare an interim services plan, if necessary.
 - g. To prepare an IEP for interim services as may be required.
- 5. If a student's suspension is extended for more than ten days or the student is expelled, immediate telephone notice shall be given as soon as possible to the Special Education Director at the Special Education Office and an additional Multidisciplinary Hearing may be held with an administrator familiar with the reasons or other matter related to the student's program including court action and Due Process Hearing.

EXTRACURRICULAR HANDBOOK

The Board of Education has authorized the publication of this handbook so that parents will have a better understanding of our extracurricular program and the rules and regulations that guide it. Parental understanding, cooperation, and support are vital to the success of any school program, but are particularly important in the extracurricular area of school activities.

This handbook was written for the extracurricular participants at Carterville Unit #5 so that extracurricular participants and their parents may be better informed of the extracurricular program rules and policies.

Extracurricular activities are privileges extended by the district to students who wish to participate and agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations as established by each sponsor for their activity will result in sanctions as set forth in writing and made fully aware to the participants. Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered. Attendance and participation in extracurricular activities may be denied as a matter of disciplinary policy.

Regardless of how complete a handbook may be, it cannot anticipate all of the different situations that may occur. It is meant rather as a guide to point out the direction of the school. The penalties noted herein shall be considered minimal and in no way imply that more severe action cannot be taken.

Participating as an extracurricular participant for Carterville Unit #5 distinguishes you as an individual with exceptional opportunities. Extracurricular programs will offer to you many worthwhile experiences and associations that non-participants will not have. We offer this program as a privilege and strongly encourage your 100% cooperation in any activity in which you wish to participate.

Carterville Jr. High School participates in the following sports and activities: baseball, basketball, cheerleading, cross country, bowling, scholar bowl, yearbook staff, softball, track and field, volleyball, variety show, Student Leadership Council, student library assistants, marching band, and office workers. The junior high participates as a member of the Big Seven Conference.

There are also opportunities to compete in 5th and 6th grade activities sponsored by the school district. It should be recognized that these programs are an extension of the junior high program.

STUDENT PARTICIPATION IN ATHLETICS

CJHS offers the following sports: softball, baseball, cross country, cheerleading, bowling, boys' basketball, girls' basketball, volleyball, boys' track, and girls' track. According to SIJHSAA rules a student must be making progress toward promotion and not be repeating a grade in order to be eligible to participate in athletics. Unit #5 athletic guidelines require that student-athletes shall be failing no more than 1 class and have a grade no lower than a C- in any other class. Unit #5 requires that all students who wish to try out for a sport must have a current physical on file. Please refer to the unit's athletic handbook for more information.

SCHOOL ACTIVITIES: THE OTHER HALF OF A TOTAL EDUCATION

There are several well-documented examples of the value of sports programs and other activities as an integral part of the total school educational program. National surveys reveal that students participating in high school activities are more likely to have higher academic averages and far better attendance records.

Of the students who drop out of high school, for example, 94 percent have not been involved in any school activities such as athletics, music, speech, student government, etc. The best predictor (as summarized from ACT and SAT studies) of success in later life or in a chosen career is previous participation in school activity programs - not high school or college grade point average, test scores, or rank in class.

Generally, participation in activity programs teaches values that make children happier and better citizens; builds strong minds and bodies; emphasizes that race, sex, and economic status are not obstacles to participation; and instills poise and self-confidence.

THE EXTRACURRICULAR PROGRAM CODE GOALS

The goal of our extracurricular program is to promote and to develop more effective individuals for our democratic society.

Objectives:

1. TO LEARN SPORTSMANSHIP - Accepting defeat is easier knowing that extracurricular participants have done their best. Being a gracious winner in victory or a lady or a gentleman in defeat is a quality which each extracurricular participant should be proud to possess.
2. TO ACCEPT EXTRACURRICULAR PROGRAMS AS PART OF THE SCHOOL - Extracurricular programs are an important part of the total school program and are sponsored by the school for their educational value. The academic achievement and the personal welfare of the student are essential purposes of the program.
3. TO LEARN A SKILL - Extracurricular programs will teach individual skills that may be used to aid each individual in developing a lifelong activity.
4. TO ENJOY EXTRACURRICULAR PROGRAMS - It is important that extracurricular participants have satisfaction in their accomplishments and positive attitudes in their participation. They should willingly give of themselves to develop personally and to improve the total program.
5. TO WIN - Our society is very competitive. Extracurricular participants will not always win, but they will succeed if they continually strive to do so. They can learn to be good losers if assured that they have earnestly dedicated themselves in attempting to succeed.

GENERAL CONDUCT

It is expected of members of the extracurricular teams that they be good citizens about school and in the community. A team member is constantly in the public eye and in a position of influence. Young children, community members, and other school personnel will observe the extracurricular participants, will look to them for leadership, and will expect them to set standards for others to follow. Self-discipline is essential in developing this high degree of social maturity.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.

A participant must remember that coaches and sponsors are not police; violations of the rules cannot be tolerated. Attention is constantly focused on the extracurricular participant, and he or she will be expected to set a good example so that the entire community can be proud of him or her. Participants must avoid situations that bring disrespect to themselves, their teammates, their coaches, their family, or their community. Violations of these rules and policies adopted by the Board of Education that occur will be handled by the administration in a fair and consistent manner.

While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressure that might tend to neglect good sportsmanship and good mental health. At all times the extracurricular program must be conducted in a way that justifies it as an educational activity.

ONLY IF THE STUDENT-EXTRACURRICULAR PARTICIPANT IS READY TO ACCEPT THIS FULL RESPONSIBILITY SHOULD HE OR SHE CONSIDER PARTICIPATING IN THE EXTRACURRICULAR PROGRAM AS A LION OR LADY LION!!!!

ETHICAL AND MORAL STANDARDS FOR EXTRACURRICULAR PARTICIPANTS

Extracurricular programs offer experiences for encouraging desirable habits of discipline, for developing qualities of self-sacrifice and dedication for common goals, and for promoting an atmosphere of acceptable ethical and moral attitudes.

Extracurricular programs, being an elective part of the school program, may not be for everyone. They are available for those students who desire to abide by the conditions established for the program and who desire to derive the benefits available through the program.

The nature of competitive extracurricular programs is such as to provide for individual development of character, personality, and discipline. In order to maintain the overall philosophy of school extracurricular programs, it is necessary to establish guidelines that are consistent with this philosophical view.

This program attempts to reflect the attitude of the school and the community and will be maintained so that appropriate benefits will be available. The individual performers will be expected to behave and to perform in a manner that will inspire pride from the school community. The future of the extracurricular program department will be affected by the conduct of our present teams, since they set the example that will be followed by future teams.

An extracurricular participant's ethical and moral behavior should be exemplary not only during the season or activity, but also during the off-season and summer months as well.

EXTRACURRICULAR PROGRAM GUIDELINES

The following general rules and regulations will be considered as guidelines which extracurricular participants are expected to respect and to maintain:

- (A) School Attendance: Extracurricular participants will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with classes. The extracurricular participant must be in attendance the last 1/2 day on the day of a contest or practice to be eligible, unless authorized by the Athletic or Activities Director and/or the Administration. The head coach or sponsor will insist upon attendance in all academic classes. Any missed class work should be made up immediately after returning to class.
- (B) Participation: Participation in extracurricular programs is available to all students. Every extracurricular participant is expected to attend each practice unless excused by the coach in advance, or except in emergency. Promptness is also imperative if a person is to succeed as a student-extracurricular participant. It is considered an honor to participate in Carterville Community Unit #5 Extracurricular programs. The attitude and conduct of the student-extracurricular participant must coincide with the rules and regulations set forth.
- (C) Appearance: Dressing and grooming regulations will be in agreement with the rules established by the school and particular sports team.
- (D) Commitment: The rules and regulations for extracurricular participant will be considered a commitment between the extracurricular participant and the school. Violations will be handled according to the procedures outlined in this handbook.
- (E) Rest: Extracurricular participants will be expected to maintain regular hours and to restrict outside activities so that their physical performances will not be hampered in any way by improper rest.
- (F) Injuries: Injuries should not be neglected under any circumstances, regardless of how minor. The immediate reporting of injuries to a coach is necessary for proper care.
- (G) Scholarship: The extracurricular participant should arrange study habits so that maximum results shall be derived from classes. Attendance at all classes, an attentive attitude, and an awareness of eligibility rules are necessities for extracurricular participants.
- (H) Tobacco - Alcohol - Drugs - Inhalants: The use and/or possession of these substances are prohibited.
- (I) Other Activities: Involvement in other activities should be considered as to the effect it has on the extracurricular program performance.

of the individual. Any activity that would prevent maximum performance should be evaluated through consultation of the coach.

(J) Spectators at an athletic or extracurricular activity constitute a school event. The hotels, extracurricular program facilities, and transporting vehicles are all considered part of the school activity. Student/extracurricular participant behavior, whether participating or watching, falls under the direction of this handbook and the school handbook as well.

RULES FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS

The following rules are to be followed by those students who participate in extracurricular programs during the season, off-season, and summer.

The Athletic Director and team coach/sponsor are authorized to impose the penalties set forth in this handbook and shall do so based upon personal knowledge of the violation or evidence/testimony from police, school officials, coaches, students, and/or members of the faculty of Carterville Community Unit School District #5.

In order to have the best possible extracurricular program, it is essential that students demonstrate an attitude of respect for discipline and a willingness to observe all school rules described in District Policy and the Student Handbook as well as following rules for extracurricular program participation:

1. An extracurricular participant will be subject to disciplinary action including penalties imposed by the Athletic Director, Principal, and/or team Coach for committing any of the following:
 - a. Falsification of a signature on the parent permission form
 - b. Theft or vandalism of any school property, or property belonging to another student, deemed inappropriate by the principal, athletic director or coach
 - c. Acts of unsportsmanlike conduct during the sport season
 - d. Misbehavior during the school day, intimidation, or acts that directly jeopardize the health, safety, and welfare of school personnel or other students
 - e. Extracurricular participants suspended from school or in ACR for any reason will also be suspended from participating in their respective activity under the following guidelines:
 1. One-half to three-day suspension will result in at least a one-contest suspension
 2. Four or Five-day suspension will result in at least a two-game suspension
 3. If any student-extracurricular participant is suspended for more than five days, a meeting of the Extracurricular Program Disciplinary Committee will be held to discuss and implement the appropriate suspension. These guidelines will be implemented for internal or external suspensions.

Student-extracurricular participants must realize that they must have completed a full day of school following the school suspension. For example, any extracurricular participant suspended on Friday will not be allowed to participate in any contest on Friday, Saturday, or Sunday and will only be allowed to play following a full day of attendance at school on Monday.

As mentioned earlier in our handbook, it is important that our extracurricular participants exemplify good character in and about school. Extracurricular participants who are in trouble with teachers and administration will suffer appropriate penalties from extracurricular programs.

By no means does this handbook address or foresee all types of disciplinary problems that may arise during the school year. Therefore, in those offenses in which an athlete may get involved in which the penalties are not specifically addressed in this handbook, the penalties will be at the discretion of the principal, athletic director, and coach. If the extracurricular participant involved does not feel he or she has been treated fairly, he/she may appeal this ruling to the building principal, to the superintendent, and then to the Board of Education.

2. Each coach/sponsor has the prerogative of establishing additional rules pertaining to his or her activity. These rules may include attendance at practices, detentions, curfew, dress, and general conduct of participants during practices, contests, and trips.

3. Before any team is selected, we will examine each student's most recent nine-week report card. If a student's most recent nine-week grades are in violation of the weekly eligibility requirements, then the student will be ineligible for participation in the extracurricular activity for nine weeks.

SCHOLARSHIP

Extracurricular participants of Carterville Junior High School are expected to achieve in the classroom. The emphasis will be placed on the "Student" portion of extracurricular participant.

Extracurricular participants at Carterville Junior High School shall be failing no more than 1 class and have a grade no lower than a C- in any other class. Any student ineligible for three weeks (consecutive or nonconsecutive) during a season will be ineligible for the remainder of that sport's season. These standards set forth are the minimum standard of scholastic standing for participation at Carterville Junior High School. Weekly eligibility checks will be administered and completed by Friday of each week. If an extracurricular participant is found not to be achieving the minimum standard, he/she will be academically ineligible for participation in extracurricular programs for the following week beginning Monday. Upon the first offense, the extracurricular participant will be allowed to practice and attend contests but will not be in uniform. Upon the second offense, the extracurricular participant will not be allowed to participate or attend any practices or contests. Upon the third offense, the extracurricular participant will be removed from the team.

SUBSTANCE ABUSE POLICY

TOBACCO

Use or possession of all forms of tobacco and tobacco products by an extracurricular participant (a student who has been or is currently participating in extracurricular activity) at any time during the school year on a 24-hour basis or during the summer will result in the following:

During Season

- a. **First Offense** - Suspension from extracurricular program participation for one week and to include at least one interscholastic competition or performance
- b. **Second Offense** - Suspension from extracurricular program participation for the remainder of season
- c. **Third Offense** - Suspension from extracurricular program participation for one calendar year

Out-of-Season

- a. **First Offense** - Suspension from extracurricular program participation for one week to be served at the start of the next season attempted by the student and to include at least one contest or performance after tryouts
- b. **Second Offense** - Suspension from extracurricular program participation for two months to be served at the start of the next activity attempted by the student
- c. **Third Offense** - Suspension from extracurricular program participation for one calendar year from the date of the infraction

ALCOHOL - DRUGS - INHALANTS

Use or possession of alcohol, drugs or inhalants as described in the Extracurricular Handbook and the Student Handbook at any time during the school year on a 24-hour basis or during the summer will result in the following:

First Offense

1. Regular disciplinary actions of the district (if applicable)
2. The student shall be suspended from participation in extracurricular activities for one calendar year. The suspension covers a period of twelve (12) months from the time disciplinary action is taken.
3. A meeting shall be held with the concerned parties, including the athletic director, the parents or guardians, and the student. The student may not attend any practice or event until the parent conference has been held.

4. With the permission of the coach, athletic director, and principal, any student under suspension may practice and may attend contests, but will not be allowed to participate in contests.
5. The student may be offered the option of returning to the extracurricular program after two weeks of interscholastic competition if he/she agrees to undergo a screening process and to follow in a meaningful way all terms, conditions, and recommendations set forth by the screening process. The extracurricular participant will be responsible for any costs incurred throughout the screening process. An extracurricular participant who has been offered the option of returning to the team shall miss the following number of games upon reinstatement:

If the sports season is limited to 10 or fewer regular season contests, the extracurricular participant involved shall not participate in 2 contests. If the regular season includes 11-15 contests, the extracurricular participant involved shall not participate in 3 contests. If more than 15 regular season contests are scheduled, the extracurricular participant involved shall miss 4 contests.

In cases not involving athletics, suspension from participation will be determined on a case-by-case basis depending on the extracurricular activity.
6. If the student at any time fails to follow the recommendations of the screening process, he/she shall be required to complete the remainder of the one-year suspension from participation in extracurricular activities.
7. If the student is found in possession of drugs and/or alcohol, the parents and police will be contacted.
8. If the infraction incurs out of season, the appropriate disciplinary action will be administered at the start of the next extracurricular activity in which the student participates.

Second Offense (A second offense is one which occurs within five years of the first offense.)

1. Regular disciplinary action of the district (if applicable)
2. The student shall be suspended from participation in extracurricular activities for the next 12 months.
3. The police shall be informed.

Third Offense (A third offense is one which occurs within five years of the second offense.)

1. Regular disciplinary actions of the district (if applicable)
2. The extracurricular participant shall not be allowed to participate in any extracurricular activity during the remainder of his/her time as a student in the Carterville Community School District.
3. The police shall be informed.

These sanctions apply to all students whether or not they are actively engaged in the activity at the time of the violation. These penalties may be imposed if charges are filed and/or coaches, police, faculty, and/or school administration have presented substantial evidence. These penalties shall be cumulative beginning at the time the student enters the extracurricular programs and continuing throughout the student's career at Carterville. This policy is in effect throughout the calendar year and does not supersede school district disciplinary policies.

All substance offenses are cumulative.

SPORTS TRANSFER

Athletes should recognize the problems that would exist by allowing a person to quit one sport before the season is completed and to start practice for another sport.

STUDENT TRANSFER

Carterville Community Unit School District #5 will uphold any disciplinary action initiated by another school district if transferring into our district. We will not allow students who are ineligible in one school district to transfer into our schools and gain immediate eligibility.

CARE OF EQUIPMENT

The extracurricular participants will be furnished equipment that should be well-fitted and protective. They should make sure they have adequate equipment or should contact their coach for replacement.

They are expected to care for their own equipment that will need laundering. They are also financially obligated for all equipment issued to them; therefore, they should take every precaution to guard against loss or theft.

The failure to return school equipment without a satisfactory explanation to school authorities may lead to charges outlined in "Enforcement of Policies and Regulations." Any student who fails to return his/her equipment will not be allowed to participate in another sport or activity until the equipment has been returned. Each coach has the discretion to notify the head coach in the following extracurricular activity of any student who has not met this requirement.

It is the responsibility of all concerned to eliminate any abuses of the use of school equipment. Every effort should be made to avoid any pilfering of equipment and to see to it that no one puts school equipment to personal use.

DRESS ON TRIPS

Extracurricular participants will be expected to dress appropriately for all trips. The coach is responsible for advising the team members what they will need for a trip and monitoring the school dress code.

DRESSING ROOM REGULATIONS

A student shall show proper respect for any visitors in the dressing room. "Horseplay" can be dangerous on the slick floors in a dressing room and will not be tolerated at any time. Students should safeguard their equipment, clothing, and valuables at all time. Proper respect for the facilities of our opponents is very important. Vandalism, theft, or the improper use of the facility or its belongings will be considered a violation of this extracurricular program code.

INJURIES

Athletes and parents should recognize the risks of physical injuries from athletic participation. Those risks include the possibility of death along with neck and spinal injuries, brain damage, eye, dental or hearing damage, or internal injuries. Athletes should report every injury to the coach, no matter how minor.

CONCUSSION RULE- Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

Additional information on the policy and requirements to regain admission to competition can be found in the CJHS office or through the coach.

INSURANCE

Students are required to have insurance before being allowed to try out or participate in an extracurricular activity. Parents of uninsured students are encouraged to contact the principal's office for information on insurance.

TRAVEL FOR CONTESTS

Coaches will enforce a policy of mandatory bus riding for all athletes. Parents are required to sign their children out in order to personally take them home. Parents must use travel release forms provided by the coach or school. Similar steps must be followed in order for parents to take children home other than their own. The District urges parents to only take children when there is a valid reason or circumstance.

SEVERE WEATHER & EMERGENCY (SNOW) DAYS

In the event school is dismissed early or canceled due to severe weather conditions, Unit #5 students will not participate in practice sessions for athletic teams or other extracurricular activities; however, exceptions to this may be allowed after consultation and agreement is made with the appropriate sponsor, athletic director, immediate supervising administrator, and the superintendent that conditions are such that practice can be held.

In the event school is dismissed early or canceled due to severe weather or travel conditions, Unit #5 students will not participate in scheduled games or competition; however, exceptions to this may be allowed after consultation and agreement with the appropriate sponsor, athletic director, immediate supervising administrator, and the superintendent.

In the event that the above listed authorities have cleared practice, extracurricular participants will not be punished/disciplined by the coach in the event that they cannot get to a practice session.

ENFORCEMENT OF POLICIES AND REGULATIONS

If an extracurricular participant makes a commitment to the program, then he/she is expected to adhere to those regulations regardless of the activity or sport and also whether the program is in season or not. If a violation of policies and regulations is evident or brought to the attention of the school administrators, athletic director, or coach and proved, then the following guidelines will be used.

1. In the case of an infraction, the student is placed on a probationary status. During this time, the student should attempt to correct the deficiencies in a time frame prescribed by the head coach. They remain as part of the team during this time.
2. The head coach will inform the student of his/her deficiencies and of the ways to correct them. The parents will be contacted about the actions being taken.
3. Upon completion of the probationary period, the student is reinstated if the deficiencies have been corrected. The probationary period may be extended or the student may be suspended if the deficiencies have not been corrected.
4. In the case of a school suspension, the student is not allowed to participate in any extracurricular program until they have been removed from the suspension list.
5. A student may be immediately suspended without any probationary period in case of a major infraction.
6. When a student is suspended, he/she is notified of the status and the reason for the suspension. Parents will be contacted as to the action being taken. The athletic director and principal shall be notified of such action.
7. Reinstatement following a suspension will be requested by the student through the head coach involved. The coach may accept or

reject this proposal. If accepted by the coach, it will be passed on to the athletic director and the principal. Acceptance by these people will be final when the student, parents, and head coach are contacted as to approval or reinstatement.

8. Any disagreement in the above process should follow the proper chain of command as follows: coach, athletic director, principal, superintendent, and Board of Education.

PHYSICALS

Students planning on participating in any sport must have a current and valid physical on file before they may try out or participate in that sport. **Students wishing to try-out or participate in school sports teams must have a current (less than 395 days) sports physical or school physical with the interscholastic sports section marked appropriately.**

CONCLUSION

The primary purpose of our extracurricular program is to develop individuals who would be considered “role-models.” The individuals who are “role-models” will be useful and loyal members of society, will desire to achieve excellence, will strive to live a healthful and purposeful life, have a deep respect for their fellow human beings, and be willing to make personal sacrifices for the benefit of the majority. Probably the most important factor is that a “role-model” is willing to live by high moral codes. Students are challenged in extracurricular programs to become “role-models.” It is hoped that they can accept and successfully meet this challenge.

EXTRACURRICULAR AGREEMENT

I desire to become a member of the Carterville Community Unit School District #5 Extracurricular Program.

I am sincerely interested in contributing my best to the success of the Extracurricular Program.

I am privileged to be a part of the successful organization that will offer me an opportunity to become a better competitor and that will instill traits that will make me a better citizen.

I hereby agree to conduct myself according to the regulations as outlined in the "Extracurricular Handbook."

I understand all rules and regulations of the Extracurricular Handbook.

I understand that the Extracurricular Handbook is in effect for the entire year, including the summer months.

I understand that, if I do not live up to the agreement as outlined in the "Extracurricular Handbook," I am willing to be removed from the extracurricular program according to the procedures included.

ACCEPTANCE OF CONDITIONS OF EXTRACURRICULAR PROGRAM POLICIES

I herein agree to conduct myself according to the policies that I have read and understand. I realize that, in case I do not live up to the policies, I am willing to be removed from the extracurricular activity.

Signed _____
(Extracurricular Participant)

Signed _____
(Parent/Guardian)

Telephone Number _____ Date _____

ATHLETIC INSURANCE AGREEMENT

NAME _____ GRADE _____ PHONE _____

ITEM 1: I request permission to participate in sports.

I have read the information on insurance in the "Extracurricular Participant Handbook" and agree to abide by the plan.

(Athlete's signature)

(Date)

ITEM 2: I approve of my child's request to participate in sports

I have also read and approve the statements covering my responsibilities in the area of insurance coverage.

(Parent's/Guardian's Signature)

(Date)

MEDICAL CONSENT FORM

Extracurricular participant

Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray examinations, and immunizations for the above named extracurricular participant. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named extracurricular participant may be given.

In the event that an emergency arises during a practice session, an effort will be made to contact the parents or guardians as soon as possible. Permission is also granted to the coach to provide the needed emergency treatment to the athlete prior to admission to the medical facilities.

(Signature of Parent/Guardian)

(Date)

Extracurricular participant's name _____ S.S.# _____

Address _____ City _____ Zip _____

Father _____ Bus. Phone _____ Home Phone _____

Mother _____ Bus. Phone _____ Home Phone _____

Family Physician _____ Physician's Phone _____

Physician's Address _____

Extracurricular participant's Birth date _____ Birthplace _____

Year in School _____ Allergies _____