



Cumberland Elementary & Middle School

Student Handbook 2023-2024

Mission Statement

The mission of Cumberland Elementary and Middle School is to provide and ensure a safe and positive learning environment for all learners. Our goal is to help students become productive citizens with a commitment to life-long learning.

School Colors: Columbia Blue, Gold, and Black

School Mascot: Raiders

Elementary Principal, PK-4th Grade: Mr. Daniel Huffman

Middle School Principal, 5th-8th Grade: Mrs. Stacy Keyser

1496 IL Rte. 121

Toledo, IL

62468

Telephone: 217-923-3132

Fax: 217-923-5449

www.cumberland.k12.il.us

Name _____

Homeroom _____

Locker # _____

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Cumberland CUSD #77 Directory

Administration

Mr. Todd Butler, Superintendent	923-3132
Mr. Kevin Maynard, High School Principal	923-3132
Mrs. Stacy Keyser, Middle School Principal	923-3132
Mr. Daniel Huffman, Elementary Principal	923-3132
Mrs. Christine Mock, Special Education & 504 Director	923-3132

Counseling Services

Mrs. Betsy Ryan, District Social Worker	923-3132
Mrs. Sheila Plummer, High School Guidance Counselor & Homeless Liaison	923-3132
Mrs. Stefani Robinson, Grade School Counselor & Homeless Liaison	923-3132
Ms. Ashley Voss, District School Counselor	923-3132

Technology Department

Mr. Steve Wheeler, District Technology Director	923-3136
Mrs. Amy Carr, Assistant Technology and Social Media Director	923-3132

Secretarial Staff

Mrs. Melissa Boldt, School Attendance Secretary	923-3132
Mrs. Laura Light, School Secretary, & Lunch Clerk	923-3132
Mrs. Gail Bierman, Unit Office Secretary	923-3132
Ms. Erin St. John, Unit Office Secretary	923-3132
Mrs. Sherry Parker, Unit Office Secretary	923-3132

Special Services Staff

Mr. George Hensley, Maintenance	923-3134
Mr. Larry Tarr, Maintenance	923-3134
Mrs. Dawn Peters, District Nurse	923-3132
Mrs. Jami Holsapple, Grade School Head Cook	923-3132
Mr. Mike Oakley, Transportation Director - Bus Garage	923-3134

Board of Education

Wes Chambers	Beth Glanzer
Charles Sappington	Josh McElravy
Ben Bland	Bob Blade
Elizabeth Reeder	

Office Hours

The Elementary and Middle School office is open from 7:40 a.m. until 4:00 p.m. daily during the school week. During the summer, secretaries are in the office from 7:00 a.m. until 2:00 p.m. There is voice mail service available for calls outside of the school day or when staff is not immediately available.

Cumberland CUSD #77 School Calendar 2023-2024

Monday, August 14	Teacher Institute Day: 8:00 – 1:00 – No School
Tuesday, August 15	Meet Your Teacher/Open House 6:00 – 8:00
Monday, September 4	First Pupil Attendance Day: 2:20 Dismissal
Friday, September 22	Labor Day – No School
	Half Day In-Service - 12:15 Dismissal
Friday, October 6	Distribute 1st Quarter Midterm Grade Report
Monday, October 9	Teacher Institute Day: 8:00 – 1:00 - No School
Friday, October 13	Columbus Day – No School
Monday, October 16	End of 1st Quarter
Tuesday, October 17	Begin 2nd Quarter
Day	Parent/Teacher Conferences 4:00 – 6:30 – Regular School
Thursday, October 19	Parent/Teacher Conferences 4:00 – 6:30 – Regular School
Day	Distribute 1st Quarter Grade Cards
Friday, October 20	No School
Friday, November 10	Veterans Day Program – Half Day In-Service – 12:15
Dismissal	Distribute 2nd Quarter Midterm Grade Reports
	2:20 Dismissal for Thanksgiving Holiday
Tuesday, November 21	School Resumes
Monday, November 27	Semester Exams – 2:20 Dismissal
Thursday, December 21	Semester Exams – 2:20 Dismissal for Christmas Holiday
Friday, December 22	End of 2nd Quarter
Wednesday, January 3	Teacher Institute Day: 8:00 – 1:00 – No School
Thursday, January 4	Classes Resume – 3rd Quarter Begins
Friday, January 12	Distribute 2nd Quarter Grade Cards
Monday, January 15	Martin Luther King, Jr. Birthday – No School
Friday, February 9	Half-Day In-Service – 12:15 Dismissal
	Distribute 3rd Quarter Midterm Grade Report
Monday, February 19	Presidents' Day – No School
Friday, March 8	End of the 3rd Quarter- Half-Day In-Service – 12:15
Dismissal	Begin 4th Quarter
Monday, March 11	Distribute 3rd Quarter Grade Cards
Friday, March 15	2:20 Dismissal for Easter Holiday
Wednesday, March 27	School Resumes
Tuesday, April 2	Distribute 4th Quarter Midterm Grade Report
Thursday, April 11	Built-in Emergency Day
Friday, April 12	Built-in Emergency Day
Friday, April 19	Built-in Emergency Day
Friday, April 26	Built-in Emergency Day
Friday, May 3	Built in Emergency Day
Friday, May 10	Built-in Emergency Day
Friday, May 17	Semester Exams – 2:20 Dismissal
Monday, May 20	Semester Exams – 2:20 Dismissal – End of 4th Quarter
Tuesday, May 21	Teachers Institute Day: 8:00 – 1:00
	Report Cards will be emailed or mailed home

175 Student Attendance (171 full days, 4 half days using "Banked Minutes," with teacher in-service)
4 Teacher Institute Full Days
1 Full Day Parent/Teacher Conference
5 Emergency Days
185 Total Days

Foreword

At Cumberland Elementary and Middle School, students have rights and privileges as well as responsibilities. While the school system has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that helps to build a climate essential for learning. Students can expect school staff to reinforce positive behaviors.

Equally important to sharing what is expected of students is that school and district policies and practices support character development, the development of self-control, and positive behavior choices. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies. Some of the most important character traits which we have adopted as our **Raider Keys to Success Program are respect, responsibility, and reliability.**

Respect is shown by treating others the way you wish to be treated, using good manners and appropriate language, dealing peacefully with anger, insults, and disagreements, and accepting differences among people. **Responsibility** is demonstrated by always doing your best, thinking about consequences, being accountable for choices, and doing what one is expected to do.

Reliability is built by keeping promises, telling the truth, being dependable, and building a good reputation. It is the sincere wish of the Board of Education, administration, faculty, and staff of Cumberland Elementary and Middle School to provide all students with the most comprehensive educational program possible. Therefore, this handbook has been prepared to acquaint you with the total school program and to serve as a source of reference for questions that might arise during the school year.

We believe that through the students, parents, teachers, and administrators working together, a school can help students achieve their greatest possible growth. If at any time concerns or problems arise, the principal and the teachers will welcome the opportunity to discuss these concerns. Please feel free to call the school if you have questions. We want to make our school the best it can be.

If a student or parent/guardian has a question or does not understand something presented in the student handbook, it is his/her responsibility to see an administrator to clarify their questions.

Video Surveillance

Cumberland CUSD #77 is under district-operated video surveillance. School grounds and hallways are monitored 24 hours a day.

Closed Campus

Cumberland Elementary and Middle School operates a closed campus during the school day. (The campus includes all grounds surrounding the building.) All students will remain on campus from when they arrive in the morning until school is dismissed in the afternoon.

Visitors, Lunch Guest, and Volunteer Procedures

Parental involvement is very important to our school. We would like all parents/guardians to visit the school for special days, volunteer to assist with celebrations and attend family night events. With the safety of our students and staff in mind, the guidelines below ensure everyone remains safe.

1. All visitors must be a parent/guardian. If someone else would like to visit or eat lunch with a child, we will need written permission from the parent/guardian for each visit. If the individual is not a familiar face, a photo ID will be required before admission.
2. If parents/guardians want to visit their child's classroom or eat lunch with them, we ask that they contact their child's teacher by email or a written note in advance so proper accommodations may be arranged. The teacher will schedule a time for the visit that will not disrupt the academic setting. All visitor names will be placed on a guest list in the office, so the office staff and School Resource Officer will be expecting the individuals when they arrive.
3. If parents/guardians have the need to enter the building and talk to a staff member before school, we ask that they sign in at the office window and wait for the staff member in the lobby. If a parent/guardian needs to proceed into the building, they may be accompanied by a staff member.
4. All lunchtime visitors must wait in the lobby area until the designated lunchtime. Visitors will not be allowed in other areas of the school other than the supervised cafeteria or designated eating area unless a staff member accompanies them.

5. Individuals who would like to volunteer in a classroom on a regular basis need to fill out a volunteer packet that may be picked up in the office. Once all paperwork is submitted, and the individual is approved, they may arrange a schedule with a teacher. Volunteering is limited to a certain number of hours each week which the administration will establish.

Student Arrival and Departure

Students should NOT arrive before 7:50 am. No staff is on duty before 7:50 am. All students arriving before 7:50 am should wait at the doors closest to their classroom or main entrance location until the 7:50 am bell rings. When the bell rings, students are to follow the instructions of the duty teachers.

No student is permitted to walk or ride a bike to school without permission from the principal.

A note from the parent or guardian is needed before another person may pick up any student at school. Notes must be on file with the office, transportation director, bus driver, and classroom teacher (study hall teacher if a middle school student). The principal or his/her designee may grant permission given over the phone in emergency situations only. All students must sign out in the office before leaving. If you return to school that same day, you must sign in at the school office before returning to class. Students are not allowed to be let off their normal bus at another stop or location without a note from the parent or guardian.

Parent Drop-off/Pick-up Procedures

We are committed to providing safety and efficiency to our students. We need everyone's help to make this possible. The students will not be released to ANYONE that is not a parent/guardian unless we have a written note from a legal parent/guardian. If special arrangements are necessary and someone else must pick up a student, a note must be sent to school that day or a note must be on file in the office if the situation is a permanent situation.

Morning drop-off procedures

1. Please ONLY drop off students in the five large rectangle areas of the front circle drive by the front sidewalk. Do NOT allow students to get out before they get to those locations for safety reasons.
2. Students will NOT be allowed to get out of cars for drop off unless the car is in the right-hand lane close to the school building.
3. Students need to get out of cars on the PASSENGER side ONLY, please!

Afternoon pick-up procedures:

1. Please pull up in the front circle drive at the grade school and form two lines which will alternate as the vehicles approach the numbered pick-up locations.
2. If there is not enough room to pull in, please do not sit on the highway. The line will circle along the playground toward the south side of campus.
3. There are five large rectangles printed on the pavement where you can pick up your child. The administrators (Mrs. Keyser or Mr. Huffman), a teacher, or paraprofessionals will call the numbers 1, 2, 3, 4, and 5 for your child to proceed to your car. Once all the cars are loaded, please pull out. If your child has NOT arrived by the time those cars are ready to move, you may be expected to pull around and get back in line. We want these cars to all move at once to help expedite the process and keep our students safe while loading.
4. Please do NOT arrive at the school before 2:50 pm to wait for your child. We will have students at recess until then, and parking and/or driving through the circle drive at those times pose a safety concern and a distraction. If you are the first in line, please park behind the first speed bump until 3:05 pm or when a staff member motions for you to advance forward. Encourage your child to promptly leave after they hear the afternoon announcements with no dilly-dallying in the hallway.

Walking up to get your child from the parent pick-up waiting area will NOT be allowed. Students in K-4th grade are not allowed to walk to the parking lot to meet their ride due to safety concerns. Students traveling to the parking lot or high school to meet their rides or employees who work in the high school will be escorted to the high school parking lot or high school by a school staff member. The school resource officer will also assist in this process.

Bus transportation

In order to maintain safety and accountability for students, bus changes will not be allowed. Parents must provide a written permanent transportation plan to the school should their child not ride the same bus in the morning and afternoon.

Middle School Bell Schedule

7:50 am Building open- students are in assigned areas (either inside or outside). Once inside, students should place their belongings in their lockers and report to their homeroom class.

8:05 am Homeroom- students should be in their homeroom period class and seated. School begins with lunch count, attendance, Star Spangled Banner, Pledge of Allegiance, and announcements from the main office.

12:20 pm dismissal

8:05-8:10 homeroom
8:10-8:40 1st hour
8:40-9:10 2nd hour
9:10-9:40 3rd hour
9:40-10:10 4th hour
10:10-10:40 6th hour
10:40-11:10 7th hour
11:10-11:40 5th/6th lunch and recess

11:10-11:40 7th/8th study hall
11:40-12:05 7th/8th lunch–5th/6th Flex

1:30 pm dismissal

8:05-8:10 homeroom
8:10-8:50 1st hour
8:50-9:30 2nd hour
9:30-10:10 3rd hour
10:10-10:50 4th hour
10:50-11:30 6th hour
11:30-12:10 5th/6th lunch–7th/8th study hall
lunch/recess–7th/8th SH
12:10-12:50 7th/8th lunch–5th/6th Flex
12:50-1:20 7th hour
1:20 parent pick up
1:25 5th/6th dismissed
1:27 7th/8th dismissed

2:20 pm dismissal

8:05-8:20 homeroom
8:24-9:09 1st hour
9:13-9:58 2nd hour
10:02-10:47 3rd hour
10:51-11:36 4th hour
12:20-12:58 7th/8th lunch-5th/6th Flex
1:00-1:30 6th hour
1:34-2:04 7th hour

2:05 parent pick up
2:07 5th/6th dismissed
2:09 7th/8th dismissed

3:07 pm dismissal

8:05-8:20 homeroom
8:24-9:09 1st hour
9:13-9:58 2nd hour
10:02-10:47 3rd hour
10:51-11:36 4th hour
11:40-12:18 5th/6th
12:20-12:56 7th/8th lunch-5th/6th Flex
1:00-1:45 6th hour
1:49-2:36 7th hour
2:38-3:07 5th/6th SH-7th/8th Flex
3:01 parent pick up dismissed
3:05 5th/6th dismissed
3:07 7th/8th dismissed

Attendance

Regular attendance is necessary for each student to receive a complete educational experience. Parents/guardians are responsible for seeing that their child/children attend school regularly. Students are required by law to attend school unless they have an excused absence. Any student with an excessive amount of absences will be reported to the regional office of education truancy department. Parents/Guardians are required to explain the absences of their children from school in a timely manner. Because school personnel is concerned for your child's safety and well-being, school officials ask that parents/guardians notify the school by phone the morning the student is absent. If not, the school secretary will reach the parent/guardian by phone regarding the absence. Failure to make contact with the parent/guardian will result in the student receiving an unexcused absence until a sufficient excuse is presented to the principal's office. At that time, the absence will become excused.

The first eight (8) absences of each semester will be considered excused. However, any absence in excess of 8 will be considered unexcused unless the student submits a doctor's note or letter from the court. All other absences in excess of 8 will be considered unexcused. Extenuating circumstances may be considered by the

administration.

Students with absences in excess of 8 days who do not bring a doctor's or court excuse into the office on the day of return to school will be given an unexcused absence. Students at home ill for the entire day cannot attend school functions that evening. Students may use up to five of the eight days of excused absences per semester as "mental or behavioral health days" without having to provide a doctor's excuse. After two "mental health absences", a member of the school counseling staff will reach out to the student's parents or guardians to offer assistance with counseling or additional resources for assistance. Students exceeding 8 absences in one quarter will be referred to the ROE 11 Attendance Specialist and Truancy Program.

If a student is seen out in public during school hours (unless with parent) when supposedly home sick, he/she will be unexcused.

There are two types of absences: EXCUSED and UNEXCUSED.

Absences are EXCUSED for the following reasons:

1. Illness of the student
2. Serious illness within the immediate family
3. Death in the family
4. Doctor or dental appointment (Please bring a note from the doctor when you come back to school.)
5. Unavoidable family emergencies
6. Observance of a religious holiday
7. In-School Suspension

*All other absences will be considered unexcused.

Schoolwork missed during an excused absence may be made up. It is the responsibility of the student to ask the teacher about the work missed. The student will have the same amount of days to complete the missed work as the number of days absent. Example: If a student has two consecutive days absent, they will be allowed two days to complete make-up work upon their return to school.

Homework Request and Return to School:

If homework is requested for an absence, it is expected to be completed on the day of the student's return to school. This policy applies to absences for medical reasons, field trips, vacations, bereavement, and other excused absences pertaining to school activities.

Unexcused Absences:

1. Students are expected to make up all daily work for unexcused absences. Students will receive no credit for the daily work that they complete. Tests and quizzes may be made up for 50% of the credit.
2. Students will receive a zero credit toward the grade average for each unexcused absence.

Tardy:

Students are expected to be at school and in the appropriate room when the bell rings. If a student is late for first hour (homeroom), the student is to report to the office before going to class. All tardies will be considered unexcused because bus service is available to all students in the district. If school personnel delay a student, he/she must obtain a corridor pass to proceed to his/her next class or activity. Repeated tardiness may result in detention and/or suspension.

School Fees

Curriculum Fees: Grades Early Childhood PK- 4th Grade \$25.00

Grades 6th -8th Grade \$25.00 (includes PE lock)

Any parent, who has a financial hardship, may complete a waiver form to exempt them from paying the textbook rental fee. These waiver forms are kept on file for auditing purposes.

When issued textbooks, the student should immediately enter his/her name in the space provided on the inside of the cover. Remember, you must assume full responsibility for all materials issued to you by the school. Students will pay for lost or defaced books. If your book is in poor condition, ensure the teacher realizes this when the book is issued.

When issued Chromebooks, students will be assigned a specific Chromebook and charger, and he or she will be responsible for these items, as well. A sign-off sheet will be collected with parental acknowledgment of the Chromebook's condition upon its receipt.

Lunch Prices:

K-8 lunch: \$2.70 K-8 breakfast: \$1.25 Adult lunch: \$2.75 Extra milk is \$0.35 per serving

Free or Reduced Meals

All parents are given an application form for free and reduced lunches. Student eligibility is based on family income and the total number of family members. All parents are encouraged to complete this form if they feel their children could qualify for free or reduced-price lunches. Cumberland Unit District #77 asks all individuals to keep their lunch balance at a level of negative \$25.00 or less.

Facility Rental Fee:

Monday-Friday-\$25
Saturday- \$25 plus employee charges

Middle School Sporting Activities – Admission Prices:

Students - \$2.00 Adults - \$4.00
Senior citizens age 65 and older will be admitted **Free**
Employees and spouse/significant other- admitted **Free**.
Board members and spouses are admitted for **Free**.
Students working or performing are admitted for **Free**.

Middle School Physical Education Uniforms

Shirt and Shorts \$20.00

Grading Policy

The grading system for Cumberland Unit #77 is designed to give parents and students first-hand feedback on their academic progress based on one common percentage standard. This formal system of communication and progress indicators is an important record of success. The following criteria will be used by the teachers in reporting grades and academic progress to students and parents/guardians. The following letter grades will be the standard grading system for all students in all subject areas:

100%	Excellent	A+
99-90%	Very Good	A
89-80%	Good	B
79-70%	Average	C
69-60%	Passing	D
60-0%	Fail	F
	Promotion	E
	Incomplete	I

1. A letter grade “E” means that the student did not achieve a passing percentage but completed the assignments and put forth maximum effort as determined by the teacher. The principal must approve using the letter grade E each time it applies.
2. A letter grade “I” means that the student has not completed the assignments. Once work is completed, “I” will be replaced with the grade value earned.

Whenever a student is considered to be in danger of failing a course, the teacher will give periodic progress reports to the student’s parent/guardian. Parents are encouraged to request a parent-teacher conference to discuss the problem and outline a plan of intervention. Parents are also encouraged to contact the school if they feel a problem is arising with their child. Mid-term notices will be issued each quarter to parents whose children are experiencing academic problems.

A formal grading report using the standards of this policy will be prepared at the end of each quarter to report grades to a student’s parent/guardian. This will be the basis of the student’s permanent record. Student grades will not be lowered as a form of punishment. In-School suspension will be given credit. Out-of-school suspension and unexcused absences will result in zero (0) credit for the class period(s) missed for the day(s) absent unless otherwise communicated by the administrator. **RIGHT OF APPEAL:** a parent/guardian will have the right to appeal any grade through District Due Process channels.

Homework Policy

Students are expected to turn in all homework on time. Credit offered for late homework will be at the discretion of the grade-level teachers and administrators. It will be outlined yearly in the syllabus provided to the students and parents at the beginning of the school year. Students who are absent are given one day for each day missed to complete assignments. Teachers may modify this policy to fit the needs of a student where special circumstances apply with the approval of the administration and notification to the parents.

Enrollment in Public School from Non-Public School Setting

Students that return to in-person learning from a non-public school setting will be required to provide

proof of learning in the following formats:

1. Portfolio of student work completed
2. Portfolio of assessments completed
3. Example of course curriculum completed
4. Standardized testing results
5. Complete the STAR Reading and Math assessment or equivalent at Cumberland Elementary or Middle School before the enrollment date
6. Fluency assessments, sight word assessments, and/or other interventional strategies use to determine student ability levels

The school reserves the right to request some or all of these sources as proof of re-entry for the student. The school also reserves the right to determine appropriate grade placement based on assessment results and proof of completion of educational standards.

Promotion / Retention Policy

There will be no social promotion at Cumberland School District #77 due to age or other social reasons. Students will be promoted based on overall attendance, academic performance, and objectives obtained at the expected grade level.

Students may be asked or encouraged to stay for an “Academic Opportunity Session” on half-day attendance days to complete missing assignments due to absenteeism, negligence, or other challenges. The parent/guardian will be contacted by the teacher at least 48 hours before the date, and transportation home will be the responsibility of the parent/guardian. Pick up time will be 3:00 pm on these dates.

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

Criteria utilized in this decision:

1. attendance and completion of the curriculum
2. academic performance, ability, and effort
3. achievement of local goals and objectives
4. achievement on performance-based testing
5. yearly averages per subject as follows:
 - a. Any student who receives two failing grades for the yearly average will be retained unless they successfully complete the remediation plan set by the teachers and administration.
 - b. Any student who fails three or more subjects for the yearly average will be retained.

Dropping a Course

A student may drop band or chorus with parent/guardian request in writing under the following guidelines: Within ten (10) days of the beginning of the semester. A teacher may initiate a change/drop whenever it is in the best interest of the student. These cases will be handled individually.

Middle School Honor Roll

The school would like to honor those Middle School students who have accomplished outstanding work in their school subjects. The honor roll will be posted at the end of each quarter. To be on the honor roll, a student must meet the following criteria in all subject areas.

High Honors: Must have at least a 4.8-grade average calculated for each quarter. All high honors grades must be an “A” except one.

Honors: Students must have at least a 4.4-grade average calculated for each quarter. For honors, a student cannot make below a “B” in any academic area.

Emergency Procedures

Fire Drill Procedure: Please follow the fire procedure for each classroom. Stay in a single file line. Do not run. Stay on the side that the room door is on. This will eliminate cross-traffic. Go at least 100 feet from the building, and stay in line until the bell rings to return to the building.

Tornado Drill Procedure: Please follow the tornado procedure for each classroom. Move quietly to your designated hallway, restroom, or locker room area. Students should use the kneel and cover the head method of protection. If available, a book should be placed over the head.

Insurance

Student insurance is optional. It is offered as a supplement accident policy and NOT AS A PRIMARY

ACCIDENT POLICY. Parents have two choices available, a “school-time” plan and a “24-hour” plan, from which to select. Parents may select the plan best suited for their family.

The school assumes no responsibility for any accidents or the filing of claims. Claims must be filed immediately after an accident by the insured, with the signature of the staff member in charge. This claim will be filed in the principal’s office. All medical bills are the responsibility of the parents.

Medicine/Medical Procedure

A full-time nurse is on duty at Cumberland Elementary and Middle School. Parents are encouraged to call the school nurse whenever there is a health-related problem.

The family will be notified if their child has a temperature of 100 degrees or more. Arrangements should be made to take the student home by the parents or emergency contact. Students **MUST** be fever free without medication for 24 hours before returning to school. Students must be free of diarrhea and vomiting for 24 hours before returning to school. Students that return to school prior to the 24-hour symptom-free timeline will be requested to return home until that time frame passes. Students with a suspicious rash will be requested to be picked up at the discretion of the school nurse and will need to return with a doctor’s note for re-entry to school. If a student is experiencing continued discomfort or pain, the family will be notified.

Food allergies: Any student with a food allergy must have a Food Allergy Action Plan signed by a physician on file. The teacher and the cafeteria will be notified of the allergy.

Asthma: Any student with asthma must have an Asthma Action Plan (A.S.M.A.) on file and signed by a physician. Students are allowed to carry a prescribed inhaler with them during the school day only if the student has a note from both his or her parent/guardian and the physician prescribing the inhaler. Both notes must be on file throughout the school year.

Medicine: Any prescribed or over-the-counter medication you wish your child to take must be in the original bottle and accompanied by a physician’s note to be administered by the nurse. When a child takes medication all year long (e.g., asthma, Ritalin, or allergy medication), one note kept on file all year long will be acceptable. Medicine taken at school must be delivered to the nurse’s or principal’s office by a parent/guardian. Medication will not be administered after 2:30 p.m. unless the doctor’s order prescribes this.

Immunization Requirements: Pre-K: lead screening, 4 doses of DTaP (diphtheria, tetanus, pertussis), 3 doses polio, 1 dose MMR (measles, mumps, rubella), 1 dose varicella, 3 doses HepB, 1 dose HIB, and 1 dose pneumococcal Kindergarten: lead screening, 4 doses DTaP, 4 doses polio, 2 doses MMR, 2 doses varicella, 3 doses HepB 6th grade: 2nd dose varicella (if not already received), 1 dose Tdap, 1 dose meningococcal 9th grade: 2nd dose varicella (if not already received), 1 dose Tdap, 1 dose meningococcal 12th grade: 2nd dose meningococcal (1st dose after age 11, 2nd dose after age 16), or 1 dose if not given before age 16.

Medical Exams and Immunizations Needed

Kindergarten: vision exam, physical exam, lead questionnaire and current immunizations, and dental exam

2nd grade: dental exam

6th grade: dental exam and physical exam with current immunizations

9th grade: dental exam and physical exam with current immunizations

12th grade: current immunizations

All physical exams and current immunizations **MUST** be on file with the school nurse **before the first student attendance day of the school year**, or the child can be excluded from his or her classes. Vision exams must be completed by an optometrist or ophthalmologist **by October 15** of the current school year. Dental exams **MUST** be on file with the school nurse before **May 15** of the current school year.

Vision and Hearing Screening

Throughout the school year, vision and hearing screenings will be performed at the school by a certified screener.

Grades mandated for hearing: K, 1st, 2nd, and 3rd.

Grades mandated for vision: K, 2nd, and 8th.

Hearing and Vision screenings are mandated for all IEP students and new students. Teachers may request screenings.

Winter Recess Guidelines

The National Nurses Association guidelines for outdoor recess during winter.

Outdoor Recess: feels like 25 degrees and above (considers wind chill factor)

Abbreviated Outdoor Recess to 5 or 10 minutes: feels like 16-25 degrees (considers wind chill factor)

Inside Recess: feels like 15 degrees or below (considers wind chill factor)

The temperature can change drastically from morning to afternoon; thus students may not always have the proper attire for outdoor recess. It will be left to the recess supervisor's discretion to exclude students from participating in outdoor recess if students are not properly dressed for the weather. This includes the necessary coats, hats, gloves, wearing long pants/leg coverings, and proper footwear. Students that do not have the proper attire to participate in outdoor recess will participate in an alternative supervised indoor setting.

Concussion Protocol

A student's best chance of full recovery from a concussion involves two critical components: cognitive and physical rest. Continued research has shown cognitive rest to be essential in the quick resolution of concussion symptoms. Cognitive stimulation includes: driving, playing video games, computer use, text messaging, cell phone use, loud and/or bright environments, watching television, reading, and studying. These stimuli must be limited and, in most cases, completely avoided for a period of time during recovery. Physical activity such as physical education, athletics, strength or cardiovascular conditioning, and fine arts practices/performances must be completely avoided or regulated while recovering from a concussion. The following outlines the stages of concussion recovery and academic/athletic participation:

1. Complete rest
2. Return to school
3. A full day of school attendance
4. Full academic and athletic participation.

Each concussion case is an individualized process during recovery. A primary care physician must be initially involved in the evaluation and diagnosis of the student. Documentation must be provided to the school nurse and/or athletic trainer. An emergency room/acute care note is only temporary until seen by the student's primary care physician within one week. A student may be referred to a physician specializing in concussion care for further recommendations and eventual clearance for a full return to learning (academic) and return to play (athletics). The student's missed academic work will be reviewed and granted extra time to complete it, in conjunction with the physician's recommendations and the school nurse's guidance.

As the student's recovery progresses through stages 1-3 listed above, teachers should identify essential academic work in each subject and collaborate with administration, as needed, to determine potential adjustments in course workload. The teacher has the option of assigning the student a grade of "incomplete" for the progress mark, final exam, and/or quarter or semester grade. Daily check-ins with the school nurse are expected to monitor symptoms and determine progression to the next stage within the concussion protocol. Once it has been determined that a student has suffered a concussion and has brought that information to the school nurse, he/she will provide that student with a full "return to academic and athletic activity" document that can be found on the school website or from the school nurse or other administrative official at Cumberland Elementary or Middle School.

The athletic trainer and/or school nurse will conduct a follow-up assessment with the student one week after the student returns to full academic and athletic activity. The student is encouraged to meet with the school counselor or other school district personnel to discuss progress, grades and the status of make-up work. The student is encouraged to meet with the athletic trainer, school nurse, or his/her primary care physician to assess any recurring symptoms.

Written clearance from the primary care physician is required to return to physical activity. The following will be "return to play protocol" followed by the coaching and teaching staff: 1. The student must complete the five phases of activity with increasing intensity as outlined below. 2. Each phase will take place 24 hours following the previous step. If symptoms return during any phase, a 24-hour rest period is required before repeating that phase.

3. For the student-athlete: This protocol will be performed under the supervision of the athletic trainer:
 - Stage 1: light aerobic activity
 - Stage 2: increase aerobic activity
 - Stage 3: non-contact activity related to specific sport/skill
 - Stage 4: Full contact activity
 - Stage 5: Return to competition.

Head Lice

Students found to have nits in their hair will be given notice and parents/guardians will be contacted. Students with nits will be sent home at the end of the day; unless it is felt live lice may be present. Students found with live lice or

with nits that appear to indicate live lice will be sent home and parents/guardians are required to treat and bring proof to school no earlier than the day after treatment. The bottle of product used for treatment is the only proof we will accept. We will not accept empty boxes or receipts as proof. The student must be brought to school and be checked and cleared by the school nurse before returning to the classroom. Children cannot be sent to school on the bus. A parent/guardian **MUST** accompany their child in order to be checked. If proof is not brought in, the student will not be checked. No checks will be done on the same day of treatment. Some medications can take up to six hours to kill lice.

Use of Telephone

The phone in the office is a business phone and is to be used by students in emergency cases only. Students must request permission from the office personnel to use the phone. Only one person is to use the phone at a time. The phone in the nurse's office is to be used by medical staff only. Note: To avoid interruptions to the instructional program, students may not be called from the classroom in order to answer a telephone call. The only exception to this is a serious illness or emergency.

Lost and Found

Cumberland Elementary and Middle School do not assume responsibility for lost, stolen, or damaged property. Should an article belonging to someone else be found, it should be taken to the office. Personal items in the *Lost and Found* will be kept for four weeks and then donated to a local charity. Please check the *Lost and Found* regularly for missing items.

Collecting Money

Students are prohibited from collecting money from other students for any reason or selling items (gum, personal items, etc.) at any time unless it is a specific fundraiser approved by the building principal. All outside fundraisers cannot solicit support within the school without the principal's approval. Likewise, homework passes are not-transferable and may not be solicited.

Trading Cards/Toys

Trading cards of any type are not allowed at school or on buses. If a toy becomes a distraction, students will be asked not to bring it back to school.

Snacks, Parties, and Deliveries

Snacks: The teachers will establish snack guidelines for their grade level. In an attempt to avoid peanuts, tree nuts, or other ingredients, all snacks must be store/bakery purchased and sealed in the original packaging with an ingredients label. A classroom may have to be classified as "nut free" in the event of a student in the class having an allergy. The same guidelines apply when snacks/treats are brought to school for holiday parties.

Parties: There are occasions when the school sanctions parties. Students cannot plan classroom parties on their own at any time or for any reason without prior approval by the principal.

Birthdays: Student birthdays are celebrated school-wide once a month. No individual birthday treats or parties are allowed for individual students. This process helps to keep all students equal and optimize instructional time.

Invitations: Personal party invitations cannot be distributed at school for any reason, including if the invitations are given to the entire class. In the past, situations occurred to implement this rule. Students were left out, negative comments about attending the party were intercepted, and general disruptions to the learning environment occurred.

Deliveries: Delivering any flowers, balloons, or similar items is NOT permitted at school.

Field Trips

Any student who goes on a field trip must have a parental consent slip signed and brought to school by the morning of the trip. (NO PHONE CONSENT WILL BE ACCEPTED).

Students are required to ride the school bus to and from field trips and/or athletic events. Students wishing not to ride the school bus home from any field trip or athletic event must ride home with a parent/guardian. The person must present himself/herself to the responsible person with a note stating that they are taking the student from the group. Notes from parents/guardians giving permission for their child to ride with another person will not be allowed unless arrangements have been made through the office beforehand.

Custodial and Non-Custodial Parental Rights and Responsibilities

Cumberland Elementary and Middle School value the role of all adults involved with a child's education. The school encourages parents with custodial agreements to provide the school with a copy of the court-approved paperwork related to the student and their parents. In the event that a court document is not provided, the school will contact parents in the order of information provided at registration for all communication relating to the child as it applies to the academic, medical, disciplinary, and emergency needs of that student. Step-parents and/or other legal guardians must have the written permission of the custodial parent(s) in order to receive communication from the school in regard to student information of any form.

Student Dress

Cumberland Elementary and Middle School encourage students to dress in a neat, clean, and appropriate manner. In school, it is readily observed that there is a very close relationship between dress and attitude. Students who take pride in their appearance take pride in their behavior as well. A good attitude and behavior are prerequisites for a successful learning experience.

Some guidelines include but are not limited to the following:

1. Clothing or jewelry that displays, refers to, or promotes a controlled substance (drugs, smoking/tobacco, alcohol), inappropriate or derogatory saying/phrases, obscene language/symbols/numbers/slogans, sexual innuendos, support violence or hatred, or is gang or cult-related is prohibited.
2. Hats are only allowed at school on special occasion /celebration days announced by the administration.
3. Headphones and ear buds/pods are only to be used for class work.

Excused From Physical Education/Recess

A written statement from a medical doctor must be given to the office to excuse a student from and readmit them to P.E. class/recess. The P.E. teachers/homeroom teachers will be notified when a student returns to his/her physical education class or recess. Our school will honor a parent's excuse from P.E. or recess for a period not to exceed five (5) days per semester. After five days, a doctor's note will be required. Students may be required to complete an alternate activity to make up for missed P.E. grades.

Any student excused from participating in physical education class will also be prohibited from participating in athletic practices and events.

Dressing For MS Physical Education

Students (6th-8th) are expected to dress properly for physical education class in the designated school uniform (shorts, T-shirts, tennis shoes). These clothes are to be worn for P.E. class only. A student improperly dressed will not be allowed to participate without approval from the teacher.

By Quarter

1st Offense – Teacher records and issues verbal warning.

2nd Offense – Teacher records, tells the student and sends note home with the student for parent signature returned the following day. If not returned with the parent's signature, phone contact will be made. Once parent contact is made (or attempted), 3rd – 6th process steps will begin.

3rd, 4th, & 5th Offenses – Letter grade lowered.

6th Offense – Fail quarter.

Raider Key Celebrations

Raider Key Celebrations will be held quarterly for students who meet the following requirements.

1. **Grades-** A student must not have a failing grade in any classes for the quarter.
**The Raider Keys Committee has the right to determine stricter academic guidelines for off campus rewards or celebrations. These guidelines will be communicated with students and their parents/guardians in advance of the celebration or reward.
2. **Behavior-** Must have no major office discipline referrals for the quarter, including removal from class, lunch detentions, after-school detention, or any form of suspension. Restorative practice measures will be considered for the student and the administration will make considerations for

participating in the celebrations.

Middle School Activities

The staff at Cumberland Middle School would like to encourage every student to participate in some school activity other than the regular class schedule.

We hope that each student will want to take part in such activities as school dances, class dramatic presentations, musical presentations, athletics, student government, scholastic team, class and school parties, pep rallies, assembly programs, and any other activity in which students and faculty sponsors show enough interest. STUDENTS MUST BE PRESENT AT SCHOOL ON THE SAME DAY AS AN EXTRACURRICULAR EVENT IN ORDER TO BE ALLOWED TO ATTEND THE EVENT.

Note: Formal attire for any school dance is not recommended.

Interscholastic Sports

Unsportsmanlike conduct and inappropriate behavior (at games or in school) will result in suspension of the participant.

To complete in interscholastic sports, students must meet the following requirements:

1. Must have parental permission
2. Must have a physical examination by a physician
3. Must have a birth certificate copy on file
4. Must have a signed student and parent code of conduct on file in the office
5. Must meet all conference requirements covering eligibility
6. Must be in grades 6, 7, or 8 and will not have passed eighth grade standing
7. Must have insurance (student or parents) and the name of the insurance company on file.
8. Be present the complete day that the contest occurs or have an excused absence (doctor/dental appointments and/or pre-arranged absences)
9. No student will be allowed to participate unless passing work is being done in ALL school subjects (eligibility rules per I.E.S.A.). Eligibility sheets will be distributed and be in effect for one week, Monday through Saturday. The eligibility check will be the same day each week, except when school is not in session; then, it must be taken on the first day of student attendance that week. Grades will be accumulative for the school's grading period.

Note: Ineligible students will not participate. See your coach for details. This allows extra time to improve grades. See Athletic Handbook for more information.

Student Council

The Cumberland Middle School Student Council is made up of twelve student representatives from the 5th, 6th, 7th, and 8th grades. Regular meetings will be held during the homeroom or study hall period.

The objectives of the Student Council are:

1. To develop trust, respect, honesty, cooperation, and responsibility among the students
2. To promote student government
3. To promote and support school-wide participation in all activities
4. To support good student-faculty relationships
5. To develop and maintain good school spirit and loyalty
6. To teach good school and community citizenship among the students
7. To officially represent the student body when requested to do so
8. To function under the rules, regulations, and bylaws included in the Constitution
9. To provide service to the school

School Violence Tipline

Students who hear about impending violence at school often want to intervene but are unsure of what to do. While the best way to prevent violence is to inform a trusted adult, students can now report threats of violence anonymously to the statewide, toll-free School Violence Tipline. In case of staff violence of a sexual nature, reports should be filled with the district superintendent.

1-800-477-0024

School Violence Tipline

IF YOU KNOW SOMEBODY'S GONNA GET HURT AND YOU DON'T CALL, IT'S ON YOUR HANDS, TOO.

Mandated Reporting of Child Abuse

Mandated reporters are professionals who work with children in the course of their professional duties, such as teachers, principals, counselors, nurses, social workers, and psychologists. It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the hotline. Mandated reporters are **required** to report suspected child maltreatment immediately when they have “reasonable cause to believe” that a child known to them in their professional capacity may be an abused or neglected child. It is the state’s early warning system to identify probable abuse early enough to avoid serious and long-term damage to a child. The state’s primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact.

Sex Offender Registration

Please be aware of Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor.

Student Welfare (Article VI, Section 11)

Sexual Harassment

The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty, and staff interferes with a student’s performance, and creates an intimidating, hostile education environment. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the district will not be permitted.

Sexual Harassment Defined

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive working environment.

Bullying Policy

Bullying is a range of behavior that does physical or psychological harm to someone else. See the additional section on bullying on this page. Consequences can range from detention(s) to suspension(s).

Gender Equity

Cumberland Unit #77 does not discriminate on the basis of gender in the provisions of programs, activities, services, or benefits. We guarantee both genders equal access to educational, general, and extra-curricular programs.

Discipline Code

The classroom teacher will handle minor infractions. Once the teacher has determined the infraction to be a major violation, the Discipline Code will be enforced by the administration. The Discipline Code shall apply to all students at all times on school property, including:

1. In school buildings
2. On school grounds
3. In all school vehicles
4. At all school-related activities (field trips, sporting events, etc.)

WITH ALL ADMINISTRATION OF DISCIPLINE, THE ADMINISTRATION WILL RESERVE THE RIGHT TO ALTER PENALTY WHEN THE SITUATION CALLS FOR SUCH ACTION ON THE ADMINISTRATION’S PART.

Bullying: 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 goals.

Bullying on the basis of actual or perceived race, color, national origin, 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, the 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred, and it does not require a district or school to staff or monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* 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.

Students and their families are encouraged to report instances of bullying and cyberbullying to a teacher or administrator as soon as the act is committed. Timely investigation and assistance from an adult in the school setting can help ensure the safety of all students and a minimum disruption to the educational environment.

A. Accumulated detentions: (per quarter)

Consequence: Four (4) detentions in one quarter = one (1) day of in-school suspension. Each additional detention will result in another day of in-school suspension. Six (6) lunch detentions will result in one after-school detention.

B. Accumulated tardies: (per quarter)

Consequence: Four (4) tardies = one (1) detention. Each additional two (2) tardies will result in one additional detention.

C. Cheating: a cheat is a person who is fraudulent or deceptive. One who deceives or defrauds.

Consequence: 1st offense – detention(s).
 2nd offense – 2 detentions
 3rd offense – 1-day suspension

A zero will result for assignment, test, quiz, project, etc., in which the cheating took place.

D. Cell phone/electronic device violation:

The faculty and staff of Cumberland Elementary and Middle School know that methods of communication in various forms can support the educational process of the district. Unfortunately, technology can be a distraction to students and inhibit the educational process. Therefore, all electronic devices must be used appropriately within the following restrictions.

1. Students will not be allowed to have their cell phones and/or smartwatches or similar device on their person during instructional classes and study hall, lunch, and recess. Cell phones/devices should be placed in the student's locker/backpack and turned off or placed on "silent mode" at the beginning of the school day and remain there until dismissal for the day.

Cumberland Elementary and Middle School are not responsible for stolen or damaged cell phones. Students not complying with these rules will receive the following consequences:

First offense: Phone will be confiscated by the teacher or supervisor and returned to the student at the end of the class period. A warning will be documented in the data management system.

Second offense: The phone will be confiscated by the teacher or supervisor and sent to the office for the student to pick up at the end of the day. Two lunch detentions will be served with the principal or other designee.

Third offense: The phone will be confiscated by the teacher or supervisor and sent to the office for parents to pick up during normal business hours (7:40 am-3:40 pm). Student will serve after-school detention with the principal or other designee.

Fourth offense: Phone will be confiscated, parents will have to pick it up during normal business hours, and student will be required not to bring the phone back to school or leave it in the office during the school day.

2. Elementary students (pre-k -4th grade) are not allowed to have any electronic devices at school. If a student brings a device due to going to a different home in the evening, the device must be kept in his/her book bag or locker the entire day.
3. ***Students needing to leave school due to illness or other emergencies MUST see the school nurse and use the school phone to call home.*** Cell phone/electronic device discipline will be applied to anyone violating this usage.
4. Electronic devices are NOT permitted to take photographs or videos in locker rooms, classrooms, bathrooms, hallways, and cafeteria settings.
5. Electronic devices are NOT permitted to take photographs for the purposes of cheating or violating student conduct rules.

Chromebook-specific rules/consequences:

1. Students are not allowed to create personalized screensavers or add extensions without permission on their Chromebooks due to them being the property of the school district. If a student uses a Chromebook for inappropriate searches, information, gaming, or communication, the student will be given one verbal warning per school year. This warning will be communicated to the grade-level team of teachers, parents, and administrators.
2. If a student uses a Chromebook for inappropriate searches, information, gaming, or communication a second time, he or she will be issued an after-school detention, a suspension, and/or lose the privilege of future use. Repeated violations could result in expulsion.
3. If a student damages a Chromebook (beyond accidental damage), he or she will be referred to the administrator, and consequences will depend upon the amount and nature of the damage.
4. Students should keep their Chromebook in their backpacks/school bags while on the bus.
5. Students that fail to bring their Chromebook to school and/or do not have it adequately charged for the day will be issued a “not prepared for class,” and consequences will be assigned accordingly.

E. Disruption: (includes altercations: shoving, kicking, etc.)

Consequence: 1st offense-warning
2nd offense-detention and/or recess
3rd offense-2 or more detentions and/or recess

F. Dress Code Violations:

Consequence: 1st offense – warning and change clothes
2nd offense – parents notified and change clothes
3rd offense – detention

G. Failure to serve detentions:

Consequence: 2 detentions, failure to serve the two detentions will result in one (1) day of in-school suspension.

H. Fighting and physical conflicts (NOT including shoving, kicking, pushing, or hitting that is not part of a fight; SEE PART R):

Consequence: 1st offense – 3-day suspension
2nd offense – 5-day suspension
3rd offense – 10-day suspension

If self-defense as a result of receiving bodily harm can be proven, then no suspension will result for the student attempting to defend him/herself.

I. Flammable Devices:

Any student possessing these items will receive **consequences** ranging from detention through suspension.

J. Gross insubordination/Disobedience: verbal assault to staff members, use of profanity to a staff

member, deliberately disobeying, not following directives, repeated misconduct

Consequence: detentions, suspension, possible recommendation for expulsion

K. No Hall Pass: No student is allowed in the halls without documentation of their leaving and re-entering the middle school classroom. The teacher is responsible for having a current sign-out sheet easily accessible for the students, which includes the date, time (in and out), student name, and location of the visit.

Consequence: 1st offense – warning
2nd offense – detention
3rd offense – additional detentions

L. Harassment/Threats: The principal will issue a warning when warranted.

If proven, **Consequence:** 1st offense – detention
2nd offense – 1-day suspension
3rd offense – 3-day suspension

Certain types of harassment may be deemed serious misconduct.

M. Insubordination/Disruption/Inappropriate Language: Including drawing obscene pictures or writing profanity on school property or buses at school activities and the refusal to comply with a simple request:

Consequence: 1st offense: detention
2nd offense: 1-day suspension
3rd offense: 3-day suspension

N. Internet violation:

Consequence will range from warning to possible suspension. See Part D for reference to electronic devices.

O. Not prepared for class and/or sleeping in class: (per quarter)

Four offenses=one (1) detention. Each additional offense will result in one additional detention.

P. Property Damage/Major Dishonesty/Theft:

Consequence: suspension, possible police involvement (depending on grade level and value of property stolen)

Q. Public display of affection:

Consequence: 1st offense – warning/parent notification
2nd offense – detention
3rd offense – 1-day suspension
4th offense – 3-day suspension

R. Serious Misconduct:

Rules 1-12 of the Discipline Code (Article V, Section 11) will result in detention(s), suspension(s), and/or expulsion.

S. Sexual Misconduct: Engaging in or initiating actions involving serious physical contact of a sexual nature; delivering disrespectful messages of a sexual nature to another person that includes threats, intimidation, obscene gestures, pictures, written notes, and/or obscene/pornographic material.

Consequence: suspension or possible expulsion

T. Substances:

Alcohol/Tobacco: Drinking or possessing alcohol or tobacco products or alcohol or tobacco look-alikes at school, on school grounds, on school-sponsored trips, or in school vehicles.

Consequence: 1st offense – 3-day suspension
2nd offense – 5-day suspension
3rd offense – 10-day suspension,
Possible recommendation for expulsion

Drugs: use, sale, or possession of illegal drugs, look-alike drugs, or drug paraphernalia at school, on school grounds, on school-sponsored trips or in a school vehicle may result in **expulsion** for the remainder of the school year. Any student who has been suspended for alcohol or drug use or possession will be advised to see a counselor at no expense to the school district. Over-the-counter medications are only permitted at school if it is in the original bottle and accompanied by a note from the student's physician to be administered and kept by the nurse.

Consequence: 1st offense – warning

2nd offense – detention
3rd offense – 1-day suspension

Distribution of over-the-counter medications as a result of having them at school will result in more serious punishment.

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U. Throwing Objects: (snowballs, rocks, food, etc.)

Consequence: detention(s), suspension, or possible expulsion

Any student throwing food will be required to clean the cafeteria. Throwing food or other objects at someone or striking something can result in more serious punishment.

V. Truancy:

Consequences: 1st offense-1 after-school detention
2nd offense-1-day in-school suspension
3rd offense-3-day in-school suspension

W. Weapons: Any student possessing weapons, dangerous instruments, or fireworks at school will receive an out-of-school suspension or possible expulsion.

X. Bathroom mischief or vandalism:

Consequences: warning, detention(s), or possible suspension, depending on the severity of the infraction
of destruction or vandalism.

Y. Water bottles may be used for drinking purposes during the school day. Only water is allowed (no flavor packets, drop-ins, Gatorade, soda, etc.). Water bottles should remain in lockers, and drinking should occur during passing periods unless medically necessary.

***Energy drinks are NOT allowed during school or any school sponsored events. The drink will be confiscated and thrown away. Detention(s) can be assigned if student refuses to comply with this practice.

Discipline (Article V, Section 11)

1. **Philosophy:** The ultimate objective of education in the Cumberland schools is effective citizenship. In developing effective citizens, the school will prepare students both to carry on the values of society and to build on and modify them to bring about improvements in society. To realize this goal, the best possible learning environment will be provided for the educational welfare of all who attend the school. Effective discipline, one vital element in achieving this kind of environment, is the product of the relevancy of the program and mutual respect among students, parents, and staff members.

Since an effective citizen in a democracy is a self-disciplined person, the long-range goal of all discipline must be self-discipline. Good discipline begins with the earliest training in the home, and it extends into the school and community. Most young people achieve the desired goals of self-discipline as a normal outgrowth of the training received at home, school, and the community. Some do not, however, and it will be necessary for school officials to discipline those students who, lacking in self-discipline, interfere with the learning environment of the classroom or school. Any conduct disruptive to a good learning environment will not be tolerated.

It is expected, however, that in dealing with offenders, school officials will carefully scrutinize the needs of the offenders and the reasons for their actions so that all discipline can be kept on a constructive basis. Clearly defined channels through which students, parents, and staff members may make their views known will be established and published. These avenues of communication will be structured so that a person or persons with a grievance will receive a prompt hearing and so that a decision, with full explanation, will be rendered speedily and practically.

The rights of students must be continuously respected and protected, but the rights of expression by students do not, as our highest courts have repeatedly held, permit the disruption of the normal operation of the school or interference with the lawful rights of others.

2. **Maintenance of discipline:** Teachers and other certified educational employees will maintain discipline in the school, including school grounds which are owned or leased by the Board of Education and used for school purposes and activities. In all matters relating to the discipline in and conduct of the school children, they stand in the relation of parents and guardians to the pupils. This relationship will extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the

absence of their parents or guardians.

Nothing in this section affects the power of the Board of Education to establish rules with respect to discipline.

The Board of Education may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten (10) day notice of the violation is given to such a person and a hearing had thereon by the Board of Education pursuant to its rules and regulations. The school administration may sign complaints as agents of the school against persons committing any offense at school events.

3. Procedure: The rights of staff and students must be supported at all times. Teachers have a right to teach in a safe and orderly environment, and students have a right to learn in a safe and orderly environment. Maintaining a safe and orderly environment in the classroom is the responsibility of the teacher. In carrying out that responsibility, the following general procedure will be followed:

1. Teachers will establish with students positive, acceptable behaviors that support a safe and orderly environment.
2. Teachers will attempt to resolve disruptive behaviors first by counseling the student(s) involved. Consideration of special intervention should be made at this time.
3. Teachers will discuss the disruptive behaviors by the student(s) with their parents and report such behaviors to the principal.
4. Disruptive behavior can result in the loss of incentives, including field trips.

4. Permissible Discipline: Permissible disciplines of students for unacceptable behavior(s) include:

- A. **After School Detention:** Detention is administered by either the classroom teacher or the principal and is supervised by the administering staff member. Parents need to be informed of detention in writing 24 hours before the date to serve the detention. Parents must furnish transportation home. Administrators may also issue Saturday Detentions for more serious or recurrent infractions.
- B. **Lunch/Recess Detention:** Detention is administered by either the classroom teacher or the principal and is supervised by the administering staff member. Parents are informed within 24 hours of the detention being served.
- C. **Time for Time:** If a student is distracting others or refusing to work in the educational setting, he or she can be given "Time for Time" where he or she works on any missing work during another period of time during the school day or outside of the school day equivalent to the time lost in class.
- D. **Removal from Classroom/Activity:** Teachers have the right to remove a student from the classroom for disruptive behavior. If this occurs, a written report will be filed with the principal, and parents may be notified. Removal from the classroom/activity could result in a suspension as determined by the administrator.
- E. **AER (Alternative Education Room) or In School Suspension:** Students may be assigned to in-school suspension with full rights to their homework and assignments. This will be supervised by the administrator or other designee. Middle school students may be placed at the high school for this setting with prior notification and approval by the students' parent/guardian. As a result of the suspension, the school social worker or member of the counseling staff will meet with the student for a minimum of four 20 minute conflict resolution lessons or lessons on positive interaction with other peers and/or staff.
- F. **Disciplinary Referrals:** Any student receiving three (3) or more minor disciplinary referrals or one (1) major disciplinary referral, including a Saturday detention or suspension, before a scheduled field trip (either academic or athletic), a sock hop, or an assembly may be excluded from that activity. Any student receiving a suspension will be excluded from that scheduled activity.

Each student will have his/her case reviewed by the administrators and teachers involved in the activity to see whether his/her behavior warrants participation. Administrator's and teacher's decisions will be final. A student's behavior record will be cumulative for each quarter. These records will be organized by grade level and kept in a master disciplinary file in the office.

When possible, each student excluded from an activity (during regular school time) will spend his/her time in school writing a report pertaining to the activity. Suspensions and excessive referrals will exempt students from end-of-the-year trips.

- G. **Suspension from Class/Activity and/or School/Expulsion** To suspend or by regulation to authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct at school or on the school bus from

riding the school bus, and no action will lie against them for such suspension. The Board of Education does authorize the superintendent of the district or the dean of students of any school to suspend pupils guilty of such acts for a period not to exceed ten (10) school days. If a pupil is suspended due to gross disobedience or misconduct on a school bus, the Board may suspend the pupil in excess of ten (10) school days for safety reasons. Any suspension will be reported immediately to the parents/guardians of such a pupil, along with a full statement of the reasons for such suspension and notice of their right to a review, a copy of which will be given to the school board. Upon request of the parents/guardians, the school board or a hearing officer appointed by it will review such action of the superintendent or principal, assistant principal, or dean of students. At such review, the parents/guardians of the pupil may appear and discuss the suspension with the Board or its hearing officer. If the Board appoints a hearing officer, he/she will report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate. The initial suspension in a school year will be one (1) to three (3) days at the discretion of the administrator. The second suspension in a school year will be two (2) to five (5) days at the discretion of the administrator. The third suspension in a school year will be five (5) to ten (10) days at the discretion of the administrator and will require the student to appear before the Board with his/her parent/guardian to explain the behavior. Student suspension out of school will result in a grade of zero for all classes missed due to the suspension. All out-of-school suspensions will require parents and students to meet with the administration before the student can come back to school. 2. To expel pupils guilty of gross disobedience or misconduct, and no action will lie against them for such expulsion. Expulsion will take place only after the parents have been requested to appear at a meeting of the Board or with a hearing officer appointed by it to discuss their child's behavior. Such requests will be made by registered or certified mail and will state the time, place, and purpose of the meeting. The Board or a hearing officer appointed by it at such a meeting would state the reasons for dismissal and the date on which the expulsion will become effective. If the Board appoints a hearing officer, he/she will report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon as it finds appropriate. The maximum length of expulsion is two years.

Following the out of school suspension, the school social worker or member of the counseling staff will meet with the student for a minimum of six 20 minute conflict resolution lessons or lessons on positive interaction with other peers and/or staff.

5. Code of Student Conduct: The Board of Education advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of the group. The student should assume the following obligations:

- A. To obey the rules of his/her school
- B. To apply himself/herself to the established course of study
 - a. Be prompt and regular in attendance
 - b. Complete school assignments on time
 - c. Pay attention to teachers
 - d. Be willing to work at self-improvement
 - e. Learn to criticize fairly and to accept criticism
- C. To respect the authority of his/her teachers
- D. To respect school property
- E. To conduct himself/herself properly in school, on school grounds, on buses, and at school functions. Students will never infringe upon the health, life, and safety of any other individual.
- F. To refrain from disruption, demonstrations, violence, and other forms of incitement
- G. To leave the school grounds immediately upon being dismissed, to go to or from school in an orderly manner and without delay, and to refrain from interference with other students on the way to and from school.

The Board of Education cannot reasonably write a code of conduct in such detail as to anticipate every type of misconduct that could possibly occur. Generally, those rules of conduct, which are considered

acceptable in the home, church, and other such places, will be acceptable conduct in school.

6. Code Prohibiting Serious Misconduct-Bullying:

Rule 1) Disruption Of School: A student will not, by use of violence, force, fire alarm, noise, coercion, threat, intimidation, fear, passive resistance, refusal to cooperate, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

All threats are serious, and all students are prohibited from making such statements. Making threats of any kind will not be tolerated. Even if it was a “joke,” it will not be tolerated. No students are to make any statements about damaging our school or harming anyone, students, or staff. This includes bullying and cyberbullying, derogatory and inflammatory speech, or rumors that disrupt the educational process may result in disciplinary action. Such statements will result in the notification of the parents/guardian with possible suspension and/or expulsion.

- A. A student will not participate in a boycott, sit-in, stand-in, or walk-out that is disruptive to school, that involves misconduct, or that is a non-peaceable gathering.
- B. A student will not urge other students to engage in the aforementioned conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption is reasonably certain to result from his/her urgings.
- C. *Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Rule 2) Theft, Damage, Or Destruction Of School Property: A student will not intentionally cause or attempt to cause damage to school property. Even though the damage is small or theft is not of property of substantial value, serious and repeated offenses will be considered serious misconduct. Vandalism will be reimbursed to the school by the guilty party(s).

Rule 3) Damage Or Destruction Of Private Property: a student will not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or even off school grounds. Repeated damage or theft involving private property of small value will also be considered serious student misconduct. Students are expected to reimburse others.

Rule 4) Abuse Of School Personnel: Neither student, parent of a student, nor a person acting for a student may use any form of violence or abusive language to a teacher or school administrator, or other school personnel, or cause damage to be inflicted upon the property of such persons.

Rule 5) Physical Abuse Of A Student Or Other Person Not Employed By The School: A student will not intentionally do bodily injury to any person, 1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by a school group; or 3) off the school grounds at a school activity or event.

Rule 6) Weapons And Dangerous Instruments: A student will not knowingly possess, handle, or transmit on school premises or off the school grounds at any school activity, function, or event, knives, cake cutters, guns, or other weapons, dangerous objects, fireworks, or any other object that can reasonably be considered a weapon.

Rule 7) Narcotics, Stimulant Drugs, And Alcoholic Beverages:

- A. A student will not knowingly possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, or intoxicants of any kind,
 1. on the school grounds during and immediately before or immediately after school hours
 2. on the school grounds at any other time when the school is being used by a school group
 3. off the school grounds at a school activity, function, or event.
- B. Any student who has been convicted of a misdemeanor or felony or is declared a juvenile delinquent for the possession, use, or sale of a dangerous drug or narcotic drug while outside the school MAY be expelled by the Board of Education for the remainder of the current year and no credit will be given

to the student for that period of time.

- C. A student will not knowingly possess, use, transmit, or be under the influence of any alcoholic beverage, on the school grounds during and immediately before or immediately after school hours
 - 1. on the school grounds at any other time when the school is being used by a school group
 - 2. off the school grounds at a school activity, function, or event.

Rule 8) Use Of Tobacco or Look-Alikes: The use or possession of tobacco in any form may be hazardous and harmful to the health of students, and the Cumberland Community Unit #77 School District does not condone the use or possession, 1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by a school group; or 3) off the school grounds at a school activity, function, or event.

Rule 9) Gang Recruitment/ Representation: Any effort to represent, recruit or encourage membership in gangs or gang-related activities will not be tolerated on school grounds (Section 3-1 of the School Code). Wearing of insignia on clothing indicating membership in secret societies shall be considered prima facie evidence of membership. Any symbols placed on personal or school property or gestures signifying gangs are prohibited.

Rule 10) Publications: A student may not produce and/or distribute petitions or other printed documents of any kind, sort, or type that is disruptive to the conducting of school. Students are prohibited from accessing and/or distributing at school any written or electronic materials, including materials from the internet, without the specific approval of the principal.

NOTE: Student participation in the publication of student newspapers, yearbooks, literary magazines, and similar publications is encouraged by the school district as learning and educational experiences. These publications have qualified faculty advisors and strive to meet high standards of journalism. Opportunities for a broad spectrum of opinions will be provided.

Rule 11) Student Lockers: A student will not place, keep, or maintain any article or material in a school-owned locker which is of a non-school nature that will cause or tend to cause a disruptive activity on any school property or at any school-sponsored function.

NOTE: Lockers, as provided by the school district, are purchased and furnished by, and remains the property of, the school district. No charges are made for their use or rental, but a small charge will be made for the use of combination locks for the locker. Only soda and fruit drink bottles/cans that are commercially sealed may be placed in a student locker. Glass containers, opened plastic bottles or cans, and/or open food packages will not be permitted in a student locker. Water is permitted in clear containers.

Rule 12) Repeated School Violations: A student will not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principals, or other authorized personnel during any period of time he/she is properly under the authority of school personnel.

7. **Due Process:** Students will be afforded due process as follows:

- A. Students have a right to know what they are being charged with.
- B. Students have a right to present their response to the charges.
- C. Parents may appeal the charges through district due process as outlined in Article XII, Section 3, Due Process.

8. **Parent-Student Handbook:** This policy will be incorporated in the Parent-Student Handbook. Additional building rules may be written into the Parent-Student Handbook, augmenting the intent and description of this discipline policy.

9. **Search and Seizure:** School authorities reserve the right to search students' lockers, backpacks or other bags, and purses when reasonable cause exists.

Student Grievance Procedure

(Article VI, Section 10)

1. Explanation: A grievance is a difference of opinion raised by a student or group of students involving:

- A. The meaning, interpretation, or application of established policies
- B. Difference of treatment
- C. Application of the legal requirements of civil rights legislation

This procedure is not intended to limit the option of the district and grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure will be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives, such as the Office of Civil Rights (OCR) or the courts. Due process will exist throughout the procedure with the right to;

- A. Representation

- B. Present witnesses and evidence
- C. Confidentiality
- D. Review relevant records
- E. Proceed without harassment and/or retaliation

More detailed information is available in the offices of the superintendent(s), building principal(s), dean(s), coordinator(s) for equal opportunity, and department chairpersons, and also in the learning resource center.

2. Step A: The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

3. Step B: If the problem is not resolved, the grievance should be referred informally to either the grade school principal or the high school principal. A meeting must be held within five (5) days from notification of referral, and an oral response must be made within five (5) days.

4. Step C: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the Superintendent, 1496 IL RTE 121, Toledo, IL 62468, within ten (10) days from the response of Step B. A meeting between parties will be held within ten (10) days, and a written response made within five (5) days. A complete record of this meeting will be kept and sent to both parties for possible future reference.

5. Step D: If the issue is not satisfactorily resolved in Step C, the grievant(s) may appeal the grievance in writing to the Board of Education, 1496 IL RTE 121, Toledo, IL 62468, within five (5) days from the receipt of the written response. The Board will consider the appeal within sixty (60) days, and a written response will be given within five (5) days. The Board may choose to request an appearance of the grievant(s).

6. Step E: May appeal to the Regional Superintendent of Schools or State Board of Education.

CUMBERLAND CUSD #77 OFFICIAL NOTICE OF SCHOOL REGULATIONS AND PROGRAM AS PRESCRIBED BY LAW

Section 1. General Information

- A. **ELIGIBILITY FOR ENROLLMENT:** Children who are five (5) years old on or before September 1 or under twenty-one (21) are eligible to enroll in the public school in the school district in which they reside. Pupils moving from the district during the school year may continue without paying tuition for the remainder of the school year.
- B. **CHILDREN WITH SPECIAL NEEDS:** Education programs for children between the ages of three (3) and twenty-one (21) who have special needs will be provided by the local district in accordance with Rules and Regulations for the Administration of Special Education in the State of Illinois. Contact the Superintendent of Schools for your district for additional information.
- C. **DEFINITION OF RESIDENT includes:** (1) any student eligible above (A) who lives within the district with his/her parents; (2) legally emancipated and self-supporting students; (3) students placed with legally appointed guardians and/or foster parents except for the sole purpose of attending school; (4) students who are in the long-term custody of other than a family member for a purpose other than attending school; and (5) nonresident students may attend school by paying tuition with the approval of the district's Board of Education.
- D. **ATTENDANCE:** All children between the ages of six (6) and seventeen (17) must attend a public school unless (1) he/she attends private or parochial school; (2) he/she is physically or mentally unable (letters from doctors must verify the incapacity); or (3) he/she is attending confirmation classes or otherwise excused by school authorities in accordance with Board of Education policies.
- E. **TRUANCY:** Chronic or habitual unexcused absence is considered truancy, and parents may be found guilty of Class C Misdemeanor (\$500 and/or 60 days in jail) if good attendance is not maintained. Chronic truancy will be reported to the truant officer.
- F. **NONDISCRIMINATION:** All students are provided equal opportunities in all regular, vocational, and special education programs and services, including cooperative, work-study, or apprenticeship programs, without regard to race, color, national origin, sex, or handicap. Should any complaints arise concerning the above opportunities, they should be filed with the Superintendent of Schools, 1496 IL RTE 121, Toledo, IL 62468, or call (217) 923-3132.
- G. **BIRTH CERTIFICATES:** All students must have an original birth certificate in their permanent record on or before the first day of Kindergarten or the first day of starting at our school. The parents' names on the birth certificates will be listed in our student management system unless a parent has legal documentation stating other circumstances.
- H. **PHYSICAL EXAMINATIONS, IMMUNIZATIONS, AND BOOSTERS:** All children entering

kindergarten, first grade (if they did not attend kindergarten), sixth grade, and ninth grade MUST file evidence of a physical examination, immunizations, and boosters with the school district by the first day of attendance of the current school year. The physical examination must be given within one year before entrance to school by a physician licensed to practice medicine in all of its branches. Dental examinations are also required for grades K, 2, and 6. (Physical and dental exam forms are available at the school) Out-of-state students attending an Illinois school for the first time must also file evidence of a current physical examination, immunizations, and boosters. Students MUST have immunizations and boosters for diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella, as required by the Illinois Health Department. Contact your building principal for specific requirements and exceptions to the law.

- I. **ATHLETIC PHYSICAL EXAMINATIONS:** All students who participate in athletics must file a certificate of physical fitness with the principal. The examination must be done by a physician licensed to practice medicine in all of its branches not more than one-year preceding practice or participation in any interscholastic contest or activity. Students must also show proof of insurance.
- J. **SUSPENSIONS AND EXPULSIONS:** Students who are not responsible, violate the rights of others, or present an actual or threatened danger to persons or property may be suspended or expelled from school and school buses. Due process procedures as established by law and the local Boards of Education will govern such actions.
- K. **DISCIPLINE:** Teachers and other certified educational employees will maintain discipline in the schools, including on school grounds and on school buses. In all matters relating to discipline and conduct of the schools and the children, teachers stand in the relation of parents and guardians to the pupils.

Section 2. Students' Records—Notification of Rights of Parents and Students

- A. The student's permanent records consist of basic identifying information, academic transcript, attendance record, accident reports, health records, record of release of permanent information, and other basic information. The permanent record will be kept for sixty years after graduation or permanent withdrawal
- B. The student's temporary records consist of all information not required to be in the student's permanent records, including family background information, test scores, psychological evaluations, special education files, anecdotal teacher records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed after graduation or permanent withdrawal.
- C. Parents have the right:
 - a. To inspect and copy any and all information contained in the student records. There may be a small charge for copies, not to exceed \$0.35 a page.
 - b. To challenge the contents of the records by notifying the principal or records custodian of an objection to the information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. To receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
 - d. To inspect and challenge information proposed to be transferred to another district in the event of a move to another school district.
- D. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records will also be released without parental consent pursuant to a court order or a subpoena or in connection with any emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent of an eligible student.
- E. The following are designated as public information and may be released to the general public unless the parents request that any or all such information not be released: a student's name and address, grade level, birth date, and place, parents' names and addresses, information or participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in school.
- F. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege, or benefit, including employment, credit, or insurance.
- G. Full and complete copies of the laws, rules, and regulations on student records are on file with the

records custodian of each school and the superintendent of the school district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

Rights Under The Family Educational Rights and Privacy Act (FERPA) Elementary and Secondary Institutions:

The FERPA affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are;

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible students believe are inaccurate or misleading. If the District decides not to amend the records as requested by the parent or the eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the district discloses the educational records of the student without consent to officials of another district in which the student intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605.

Section 3. Notification **Asbestos Management Plan**

As you may know, the U.S. Environmental Protection Agency (U.S.E.P.A.) has new regulations regarding asbestos-containing materials in school buildings. These new regulations require that all schools conduct surveys to identify the presence of friable and non-friable asbestos in their building and implement appropriate actions as necessary.

This new regulation goes well beyond the old 1982 "Asbestos-in-Schools- Rule," requiring certain actions to occur in response to any asbestos-containing materials found in our school.

An inspection was performed at Cumberland Grade School in compliance with these regulations. Furthermore, a site-specific asbestos management plan was developed, which will be reviewed by the Illinois Department of Public Health. This plan describes in great detail how any asbestos exposures will be minimized.

You, as parents, teachers, or others, are invited to review the inspection and management plan after August 31, 2007, which will be available Monday through Friday between 8:00 am – 3:00 pm at the school's administrative office. Should you have any questions to desire further information, please address those questions to the principal.

Pest Management Program

Cumberland Unit District #77 has a Pest Management Program where we employ an outside agency to periodically spray our school with pesticides. Any parent with questions about the spraying schedule or procedures should contact the unit office.

Homeless Children Right to Education

Cumberland Unit District #77 has identified a liaison for homeless children and youth. You may phone the administrative office at 923-3132 to contact the liaison. The district enrolls homeless students without delay. Homeless students will not be denied enrollment in the absence of residency proof, legal guardianship documentation, or missing student records. Homeless students will not be charged tuition for their education. The liaison for the homeless will be responsible for ensuring that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools of that local educational agency.
3. Homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by Cumberland Unit #77, and referrals to health care services, dental service, mental health services, and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children. They are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as school, family shelters, and soup kitchens.
6. Enrollment disputes are appropriately mediated.
7. The parent or guardian of a homeless child or youth is fully informed of all transportation services, including transportation to the school of origin.

Middle School Behavior Expectations by Area

Area/Voice Level	Respectful	Responsible	Reliable
Hallway 0-1	<ul style="list-style-type: none"> Keep hands, feet, & objects to yourself Be polite & use good manners 	<ul style="list-style-type: none"> Walk Face forward Stay to the right Single file line If you drop it, pick it up 	<ul style="list-style-type: none"> Walk directly to your destination Have everything you need with you Get to class on time
Locker 0-1	<ul style="list-style-type: none"> Open & close doors gently Give space to your locker mates 	<ul style="list-style-type: none"> Keep your locker clean NO FOOD Make sure all items are secured before closing 	<ul style="list-style-type: none"> Only use your locker for your items Get what you need and go to class
Classroom 0-2	<ul style="list-style-type: none"> Listen to others Use kind words Raise hand to speak Chromebooks for instruction only 	<ul style="list-style-type: none"> Follow staff directions Stay on task Turn in work completed & on time 	<ul style="list-style-type: none"> Walk directly to your destination Have everything you need with you Get to class on time
Chromebook 0-2	<ul style="list-style-type: none"> Take care when using it Only go to sites permitted in classroom Only use the Chromebook assigned to you 	<ul style="list-style-type: none"> Walk carefully with your Chromebook Charge it daily Bring it to class with you 	<ul style="list-style-type: none"> Use it only for school related activities
Restroom 0-1	<ul style="list-style-type: none"> Give privacy to others Use proper hygiene Flush! 	<ul style="list-style-type: none"> Throw paper towels in the trash Only use what you need 	<ul style="list-style-type: none"> Get in and take care of your business and return to class Use only when needed and at appropriate times
Bus 1-2	<ul style="list-style-type: none"> Keep aisle clear Share space Keep hands, feet, and objects to self Use kind words 	<ul style="list-style-type: none"> Follow staff directions Stay in your seat Face forward Remain seated while the bus is moving 	<ul style="list-style-type: none"> Enter & exit in a single file line
Recess 2-3	<ul style="list-style-type: none"> Use kind words Share Include others Use equipment properly 	<ul style="list-style-type: none"> Wait patiently Return equipment Follow staff directions Stay out of standing water & mud 	<ul style="list-style-type: none"> Line up quietly when whistle blows Stay in your designated area
Cafeteria 1-2	<ul style="list-style-type: none"> Be polite & use good manners Wait patiently Single file line Keep hands, feet, food, & objects to yourself 	<ul style="list-style-type: none"> Eat your own food Keep area clean & take everything with you Raise hand for help Follow staff directions 	<ul style="list-style-type: none"> Remain seated until dismissed Have your lunch card ready Walk around the outside of the cafeteria to your seat
Library 0-1	<ul style="list-style-type: none"> Take care of your books Wait patiently & quietly 	<ul style="list-style-type: none"> Return unwanted books to library staff Follow staff directions 	<ul style="list-style-type: none"> Return books on time & in the same condition
Office 1-2	<ul style="list-style-type: none"> Be polite & use good manners Keep hands, feet, & objects to yourself 	<ul style="list-style-type: none"> Make sure all notes and money are given to your teacher Go to the office only when permitted 	<ul style="list-style-type: none"> Return directly to class
Assembly 0-2	<ul style="list-style-type: none"> Eyes on the speaker Listen attentively Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> Stay with your class 	<ul style="list-style-type: none"> Enter/exit with your class Respond appropriately to the presentation
Arrival/Dismissal 1-2	<ul style="list-style-type: none"> Go directly to designated area Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> Walk on sidewalk Stay to right Follow staff directions 	<ul style="list-style-type: none"> Give notes and money to teacher as soon as you arrive

Elementary School Behavior Expectations by Area

Area/Voice Level	Respectful	Responsible	Reliable
Hallway 0-1	<ul style="list-style-type: none"> Hands & feet to self Have good manners 	<ul style="list-style-type: none"> Walking feet Right hand side Face forward Single file line 	<ul style="list-style-type: none"> Get where you need to go Have everything you need with you
Locker 0-1	<ul style="list-style-type: none"> Open & close doors gently Give space to your locker mates 	<ul style="list-style-type: none"> Keep your locker clean NO FOOD Make sure all items are secured before closing 	<ul style="list-style-type: none"> Only use your locker for your items Get what you need and go to class
Classroom 0-2	<ul style="list-style-type: none"> Listening ears Kind words Eyes on teacher Raise your hand to speak Chromebooks for schoolwork 	<ul style="list-style-type: none"> Follow staff directions Stay on task Turn in your work 	<ul style="list-style-type: none"> Be prepared Do your best! Be on time
Restroom 0-1	<ul style="list-style-type: none"> Stay in your own stall Flush the potty Wash your hands Paper towels in the trash 	<ul style="list-style-type: none"> Keep restroom clean Only use what you need 	<ul style="list-style-type: none"> Go directly back to class Only go when given the ok
Bus 1-2	<ul style="list-style-type: none"> Clear aisle Share your space Keep to yourself 	<ul style="list-style-type: none"> Follow directions Stay in your seat ALWAYS Face forward 	<ul style="list-style-type: none"> Enter & exit the bus one at a time
Recess 2-3	<ul style="list-style-type: none"> Kind words Share equipment Include others Use equipment the right way 	<ul style="list-style-type: none"> Wait patiently Return equipment Follow directions 	<ul style="list-style-type: none"> Line up with whistle Stay in your area
Cafeteria 1-2	<ul style="list-style-type: none"> Be polite and use manners Wait patiently Single file line Keep to yourself 	<ul style="list-style-type: none"> Eat your own food Keep area clean Raise your hand for help Clean your area before leaving Follow directions 	<ul style="list-style-type: none"> Stay seated until dismissed Have lunch card ready
Library 0-1	<ul style="list-style-type: none"> Take care of your books Wait patiently & quietly 	<ul style="list-style-type: none"> Return books to librarian Follow directions Sit in your spot 	<ul style="list-style-type: none"> Return books on time
Office 1-2	<ul style="list-style-type: none"> Be polite and have good manners Keep to yourself 	<ul style="list-style-type: none"> Make sure all notes and money are given to your teacher Go to the office only when permitted 	<ul style="list-style-type: none"> Go right back to class
Assembly 0-2	<ul style="list-style-type: none"> Eyes on the speaker Listen attentively Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> Stay with your class 	<ul style="list-style-type: none"> Enter/exit with your class Respond appropriately to the presentation
Arrival/Dismissal 1-2	<ul style="list-style-type: none"> Go directly to designated area Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> Walk on sidewalk Stay to right Follow staff directions 	<ul style="list-style-type: none"> Give notes and money to teacher as soon as you arrive

CUMBERLAND MIDDLE SCHOOL
ATHLETIC and EXTRACURRICULAR HANDBOOK
2023-2024

CUMBERLAND CUSD #77
CUMBERLAND COUNTY, ILLINOIS
GREENUP-JEWETT-TOLEDO
Approved: May 24, 2023



ATHLETIC and EXTRA-CURRICULAR HANDBOOK for CUMBERLAND MIDDLE SCHOOL

I. Purpose

It is the purpose of this handbook to establish guidelines and general regulations governing the Cumberland Middle School athletic department and extra-curricular programs for males and females in grades sixth through eighth. All personnel employed by the Cumberland Unit #77 athletic and extra-curricular department will comply with the letter and the spirit of the guidelines and general regulations herein stated. All athletic and extra-curricular programs will implement the objectives of the athletic department. The Athletic and Extra-Curricular Handbook is meant to compliment any rules and regulations set forth in the Student Handbooks. Students in grades six through eight participating in athletics or other organizations will also be governed by the discipline code, which governs the entire student body. Cumberland Unit District #77 does not discriminate on the basis of sex in employment, assignment of athletic duties or student participation in school athletic programs. Any questions or complaints should be directed to the Athletic Director or Principal.

II. Organization

Ultimate authority for the athletic program rests with the principal of the building in which the program exists. The Athletic Director is in charge of all organized interscholastic athletic programs.

III. Responsibility

A. Athletic Director

He/she has the responsibility for interscholastic athletics and extra-curricular activities. He/ she is responsible for all orders of equipment and materials, procurement of supplies and equipment, scheduling of all athletic events, procurement of officials, supervising athletic department personnel, overseeing and controlling athletic guidelines, and supervising maintenance of equipment and athletic supplies. The Athletic Director makes recommendations for personnel and program changes to the appropriate Cumberland Unit #77 administrators. He/she shall recommend needed changes in the athletic department's physical facilities. He/she shall attend all area conference, IESA and other meetings pertaining to the athletic program. The Athletic Director will assist the Principal in the evaluation of all coaches upon the completion of their respective coaching season. He/she will also assist the Principal by supervising a minimum of 25 home and/or away contests each year. The Principal will designate the dates of these supervisory responsibilities.

B. Head Coach

Shall be responsible for implementing and conducting his/her specific program, and shall be responsible to the Athletic Director for all facets of the program which he/she conducts. The Head Coach will recommend to the Athletic Director items of material and equipment for procurement and any necessary changes in the physical facilities. He/she will keep the Athletic Director informed of any matter, which concerns the program. The head coach shall carry out all guidelines, regulations, and directives pertaining to his/her specific program or its personnel, including any duties assigned or directed by the Athletic Director.

The head coach must be in school on days when practices or games are scheduled. The coach will not be able to come back to school and coach when he/she has been ill. The Principal will evaluate extenuating circumstances. The head coach shall inventory his/her equipment after each season and turn in the updated inventory to the Athletic Director. He/she shall turn in a requisition for the next year's supplies after he completes each season. Training rules other than these listed will be given by the coach on the first official day of practice. A copy will be given to the athletic director at this time.

C. Assistant Coach

Shall be responsible for carrying out those duties and responsibilities delegated him/her by the respective head coach. The assistant coach must be in school on days when practices or games are scheduled. The assistant coach(s) will not be able to come back to school and coach when he/she has been ill. The principal will evaluate extenuating circumstances.

IV. Objectives

- A. Instruct and train volunteer participants in the fundamentals, advanced techniques, and skills of each sport or activity offered by the Athletic Department.
- B. Equip each participant with all equipment necessary to perform safely or adequately while engaged in the sport or activity to which he/she belongs.
- C. Instruct each participant in the rules and customs of his sport or activity.
- D. Instruct each participant in sportsmanship, fair play, and physical conditioning, stressing this not only as part of his sport or activity, but as a way of life.
- E. Stress training, conditioning, skills and techniques, sportsmanship, and participation over winning for the sake of winning.
- F. Offer an interscholastic athletic program in which any dedicated student may participate in at least one competitive sport or activity during the school year.

V. Practices

Practices will be held in all interscholastic sports and activities. Each head coach will draw up a schedule of practice dates and times for his/her sport or activity, which will be followed. One copy will be filed with the Athletic Director and the head coach will keep at least one copy. No practice shall be held until practice dates and times have been filed. All practice dates, times, and procedures are subject to the approval of the Athletic Director.

A member of the coaching staff will supervise all athletic practices. Athletic coaches are responsible for the conduct of the players during practice and games. Each coach will file with the Athletic Director a list of rules governing the players' conduct. No practice shall be held during teacher meetings, or when teachers are engaged in school duties, unless excused by the building principal.

VI. Association and Conference Memberships

Cumberland Middle School is a member of the Illinois Elementary School Association (IESA). The member school shall comply with all rules and regulations of the Illinois Elementary School Association for both males and females in grades six through eight.

Middle School Sports and Extracurricular Activities

Fall	Winter	Spring
Cross Country	Boys Basketball	Boys Track
Boys Baseball	Girls Volleyball	Girls Track
Girls Softball	Scholastic Bowl	Scholastic Bowl
Girls Basketball	Drama	Drama
Quest	Quest	Quest

Banners

Any Conference or State sponsored championship will be added to sports banners located in the gymnasium.

VII. Scheduling

The Athletic Director shall schedule all interscholastic athletic contests. No coach will conclude, without approval from AD and Principal, an agreement or contract with an opposing team representative, but will advise the Athletic Director of any scheduling potentialities. A copy of the finalized schedule shall be given to each head coach involved.

VIII. Purchasing

No item of equipment or materials will be purchased by any person except the Athletic Director. Each head coach will maintain with the Athletic Director a program for purchase and acquisition of materials and equipment as directed. Head coaches will be informed of all items purchased for their sports or activities. No equipment or material purchased by Cumberland Unit #77 will be sold or given away to any person or organization without the express written permission of the Athletic Director and the appropriate building principal.

IX. Physical Examinations, Insurance and Parental Consent

No student will be allowed to participate in any program of the Cumberland Unit #77 athletic department without the consent of his/her parent or guardian. No student will participate in any program

of the athletic department without showing proof of appropriate insurance coverage either by holding school insurance or by producing a letter stipulating coverage by family or other insurance signed by the parent or insurance agent. Such letters are to be kept on file with all other school insurance records. All student athletes will be encouraged to participate in the American Dental Association's Dental Protection Plan through their school. No student will participate in any interscholastic activity, including cheerleading, in Cumberland Unit #77 unless he has had a medical examination by a licensed physician on file with the

Athletic Director prior to the time of his participation. It is the responsibility of the head coach in each sport to enforce the examination, insurance and parental consent policies with his athletes.

X. Injuries & Medical Orders

No player who has been determined by a licensed physician, parent or coach to be unable medically to participate in a sport shall be allowed to participate. Athletes who have sustained physical limitations as determined by a licensed physician shall not be allowed to participate in any athletic activities except those specifically permitted by that physician. All coaches will exercise their best professional judgment regarding the reconditioning of injured athletes.

XI. Recipients of Awards

Each head coach will select the recipients of awards. Recipients will be determined according to criteria of participation, leadership, performance and sportsmanship. A student injured in a sport during a sports season may be considered for a sports award. All extenuating circumstances will be decided by the A.D./ Principal, and coach(s) involved. Awards will be given at awards assemblies only. Awards may be presented at other times under extenuating circumstances. All players participating the entire season will receive a participation award.

Other individual awards are given as determined by the coaches. The athletic director will approve a complete list of recipients of awards and letters. The middle school principal and the athletic director and coach(s) are responsible for planning, scheduling, and conducting the awards night ceremonies.

XII. Student Managers

Student Managers are governed by the same rules as athletes except that they are not required to have physical examinations, nor are they required to carry compulsory insurance, as a player would be required to do. Head coaches will determine the jobs to be performed by their student managers as regulated from time to time by the Athletic Director.

XIII. Fan Buses

Fan buses may be provided by Cumberland Unit #77 for all Middle School sectional and state contests scheduled away from home at a cost to the student. The cost of the fan bus will be determined by the Unit Office according to the cost of fuel and driver fees, providing twenty-five (25) or more paid students sign up on a list posted in the school offices. The posting of athletic attendance lists is the responsibility of the building principal. Sign-up lists will be sent to the Director of Transportation no later than 12:00 PM of the day of the trip. Additional students may ride on a paid first come basis with approval of the principal or chaperone. The building principals shall assign certified personnel from their school to chaperone students to and from each away event; one-way transportation will not be allowed unless written authority for such is given in advance to the assigned chaperone by the building principal. Cheerleaders who are participating at an away event as an organization may ride the fan bus free of charge; if no fan bus is taken to an away event, cheerleaders as an organization may ride the team bus with the approval of the building principal or the Athletic Director.

XIV. Player Buses

All players are expected to ride to and from events on the team bus. Under extenuating circumstances, players may ride to or from the event with a parent(s), if the principal or coach gives prior authorization. Parents or guardians must present themselves to the responsible person when taking charge of a student and provide a note to that effect. If prearranged with the principal, a parent or guardian may designate an adult relative (age 21 or over who normally has supervision responsibilities over the student) to present themselves to the coaches and acknowledge that the student athlete is to ride home with them. The

principal will communicate all pre-arranged permissions with the coach.

XV. Student Participation in Two or More Sports

Participation in more than one sport during the school year is approved and encouraged.

Fall Sports: Baseball, Softball, Cross-Country, Girls Basketball

Winter Sports: Boys Basketball, Volleyball, Cheerleading/Dance, Drama

Spring Sports: Boys Track, Girls Track, Scholastic Bowl

During one season, participants in one sport shall not be permitted to drop their participation in order to go out for another sport after the first regularly scheduled interscholastic competition has taken place in the sport being dropped unless permission is given by coaches of both sports, the parents, and the Athletic Director. Middle school dance team members and cheerleaders will be allowed to participate in sports.

All student athletes must have all equipment turned in from the previous sport before they will be allowed to begin the next sport.

XVI. Cumberland Middle School Cheerleaders

Students may be involved in a sport and cheerleading during the same season. Cheerleading practice or cheerleading events will not have priority over sporting events or sporting practices unless a pre-arranged agreement has been made with the sporting coach, cheerleading sponsor and principal/AD. All cheerleaders will understand and comply with extended season play as a requirement of their participation on the squad. This includes conference tournaments, regional, sectional and state tournaments. Failure to complete the season may prohibit the cheerleader from participation on the squad in the future seasons.

XVII. Attendance

An athlete must be in attendance all day in order to practice or play in a game that day. Exceptions are excused absences such as doctor, dentist, funeral, etc. A note from the doctor or dentist is required for the student to participate. On days of pre-arranged absences athletes cannot participate unless absence is unavoidable. Athletes must be in school on time the day after a game in order to participate that day.

XVIII. Extracurriculars—Extension of the Classroom

If a student receives any form of suspension (in school or out of school), he or she is ineligible to participate in the next contest or event of their extracurricular activity. If a student receives an after school or lunch detention for disruption of the classroom, he or she will spend time for time with the teacher/supervisor who assigned the detention instead of attending practices. Repeated disruption to the educational environment by a student in extracurricular activities can warrant a dismissal from the team.

XIX. Training Rules

In establishing these guidelines, an attempt has been made to include all areas, problems, and circumstances that might arise during a particular season at Cumberland Unit District #77 schools. However, it is realized that all situations cannot be anticipated and many of those decisions and policies will have to be considered as they occur. Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only when that individual is willing to sacrifice his time and effort toward a conditioned training program which will help discipline his or her daily habits during the athlete's lifetime.

The following code will be followed by all athletes at Cumberland Unit District #77 schools effective immediately. This also includes all persons connected with the various teams, such as cheerleader, managers, mat-maids, etc. This is expected if they wish to participate in any form of athletics.

While participating, we ask that you keep these thoughts in mind:

1. You are participating by choice and you owe it to yourself to do your best for yourself, your family, and your school and community.
2. Act in your best interest, but when uncertain, consult your coaches, the Athletic Director or a faculty member for advice.
3. Everything you do while a member of a team is important to the athletic department, your family, the community and the overall excellence of the total educational program.

Drinking, smoking and the use of drugs in any form are regarded as detrimental habits for all persons, not just athletes. We hope that by putting restrictions on the use of these things, that the habits established here will be a profitable way of conduct, an example for all others to follow, and that it may have a carryover value in one's life after school is finished. We also hope this type of conduct will serve as an example to all the younger people who follow. Abstinence is a twelve-month a year job.

XX. Athletic Eligibility

All student athletes participating in interscholastic athletic competition for Cumberland Middle School are automatically under the jurisdiction of the Illinois Elementary School Association. Their rules and regulations are our guide and they must be followed.

In accordance with 105ILCS 5110-20.30, as amended by P.A. 90-548 all schools maintaining a school, grades 6-12 must have a "no pass-no play" policy. At Cumberland Middle School, all students must be passing all classes to be eligible to participate in sports or extracurricular activities. Eligibility will be checked the first school day of each week. Any student with an "F" in any subject will be ruled ineligible for the following week. All students participating in extracurricular activities held accountable by eligibility will be issued one warning week prior to becoming ineligible for the season. Students who are declared ineligible for the third time during any sport season will be dropped for the remainder of that sport season. At the end of quarters, report cards will be examined. Any student found to be failing one or more subjects would be ineligible for any sport for the next semester. (These guidelines were established at the beginning of the 2016-2017 school year.)

1st week ineligible = warning week

2nd week ineligible = No participation in games or meets

3rd week ineligible = No practice/rehearsals or participation in games, meets or performances 4th week ineligible =Removal from the sport/activity for the remainder of the season

Students participating in the CMS cheerleading/ dance, drama and scholastic bowl programs will also follow these same academic eligibility rules.

XXI. Suspension from Extracurricular Activities if Negative Behavior is Exhibited at School

Students that receive a suspension (either in school or out of school) will not be eligible to participate in practice or contests/meets on the day of the suspension in the academic setting.

XXII. Athletic Suspension Policies

Practice during the period of suspension will be up to the individual coach involved. However, an athlete may begin practice prior to ten days before the end of the suspension in order to get the ten days of practice in before the first game. At the discretion of the coach, the athlete/individual may practice in the sport or activity more than the minimum ten days required for the activity. Cause of suspension will be by: established charges of law enforcement officials or agencies; observation by members of the athletic staff, building faculty, or administration; general school policies; or by the individual's admission.

If charges are filed against an athlete for other than a minor offense (minor traffic, etc.) he/she will be suspended until the violation is resolved.

Any theft that has a connection to an interscholastic contest will be dealt with by the coach as well as in accordance with Middle School policy.

Intentional damage or destruction to property at Cumberland Unit #77 or on any school property where Cumberland Schools may be represented, before, during, or after any competition will be considered serious misconduct. A student(s) involved in this type of serious misconduct will be suspended from any further participation in that event for the remainder of the school year.

Any display of poor sportsmanship resulting in fights or violence, before, during or after any school event will be considered serious misconduct. The coach in accordance with student discipline procedures will discipline an athlete involved in this type of serious misconduct.

The following suspension will be in effect:

Skipping Practice

- a. Being absent from practice without notifying the coach.
- b. Being absent without just cause as determined by the coach.

- c. Does not apply if you have been absent all day (excused).
- 1st Offense - 1 Game
- 2nd Offense - 3 Games
- 3rd Offense - Rest of individual sport season.
- On or Off Campus Policy for School Year and All School Related Activities.

Tobacco and/or Alcohol Possession and/or Use.

1st Offense: Suspension for 25% of season for each athletic activity in which the athlete is currently participating. Suspension will be for 1/8th of the season if the athlete enrolls in and completes a certified, district approved substance abuse counseling program. The cost of the program is at the athlete's expense.

**Failure to complete the substance-abuse program will result in a suspension for 25% of the season. If there is less than 25% of the season remaining, then the athlete will serve that suspension from the next sport's season in which the athlete participated within the previous calendar year.

2nd Offense: Suspension for the remainder of the season. If less than 50% of the season remains, then athlete will also be suspended from 25% of that sport's next season.

3rd Offense: Suspension for an additional 365 days from the date that the offense occurs.

On or off Campus Policy for the school year and all school related activities. Offenses for breaking these policies will carry over from year to year. Example: Student A breaks an alcohol possession guideline as a 6th grade student. Student A is given a 1st offense consequence for his/her actions. Student A then breaks a drug paraphernalia guideline their seventh grade year. Student A would then be given a consequence for a second offense. In student A's eighth grade year, he/she is found to have tobacco at school, Student A would then receive consequences as a 3rd offense.

Possession and/or use of Inhalants, Drug Paraphernalia and/or Drugs:

1st Offense: Suspension for the remainder of the season. If less than 50% of the season remains, then athlete will also be suspended from 25% of that sport's next season.

Suspension will be for 50% of season if the athlete enrolls in and completes a certified, district approved, substance abuse counseling program. The cost of the program is at the athlete's expense.

**Failure to complete the substance-abuse program will result in a suspension for the next full season in which the athlete participated within the previous calendar year.

2nd Offense: Suspension for 365 days from the date that the offense occurs.

3rd Offense: Suspension for an additional 365 days from the date that the offense occurs.

Students are additionally subject to regular school student handbook policy.
Multiple offenses or extreme circumstances during athletic career may be subject to additional punishment.

On or off Campus Policy for the school year and all school related activities. Offenses for breaking these policies will carry over from year to year. Example: Student A breaks an alcohol possession guideline as a freshman. Student A is given a 1st offense consequence for his/her actions. Student A then breaks a drug paraphernalia guideline their sophomore year. Student A would then be given a consequence for a second offense. In student A's senior year, he/she is found to have tobacco at school. Student A would then receive consequences as a 3rd offense.

All of the above (tobacco, drinking, drugs) must be reported by a faculty member or proper authority and apply to use or possession. If a person is in violation of one of these policies (tobacco, drinking) during the school year, but not during a sport season in which the athlete is an active participant, the penalty will be imposed during the athlete's next season of participation that school year.

Any suspension may be appealed to the Athletic Council (A.D. and four head coaches). Further appeal would follow the district student grievance procedure.

XXIII. Coaches Responsibilities

Each coach still establishes his or her own rules related to training, practice, curfews, and to any rules not covered by the previous guidelines.

With the administration of athletic code provisions, the administration shall reserve the right to alter consequences and make decisions when the situation calls for such action on the administration's part.

XXIV. Sports Awards Ceremonies

Cumberland Middle School Sports Award Ceremonies have been developed to honor the accomplishments of individual athletes and their teams. The administration and coaching staff will finalize the planning of this event and provide written and verbal notice of the event at least one week prior to the event. At a minimum, all participants will be given a participation certificate and other awards may be awarded based on administrative and coaching approval and authorization.

XXIII. Awards

All awards won in the name of Cumberland Unit #77 will be presented to the building principal by the team members within one (1) week of winning that award so that public display of the award can take place. This is inclusive of all awards won in ANY competition, past or present

Cheerleading Policies and Guidelines

Twelve (12) cheerleaders will be selected from 6th, 7th and 8th grade. The number selected per grade may be adjusted due to lack of students trying out or upon sponsor recommendation to the principal/athletic director. Selection will be made on merit as determined in tryout procedures.

All cheerleaders will understand and comply with extended season play as a requirement of their participation on the squad. This includes conference tournaments, regional, sectional and state tournaments. Failure to complete the season may prohibit the cheerleader from participation on the squad in the future seasons.

Those chosen will be expected to exhibit proper attitude and sportsmanship of the highest quality at all times, particularly when representing Cumberland Elementary and Middle School.

Requirements:

1. Must have parental permission
2. Must have a physical exam by a physician
3. Must have a signed student and parent code of conduct on file in the office
4. Must have insurance (school or parents) and the name of the insurance company on file
5. Must be present at school the entire day that an event or contest occurs or have an excused absence (doctor/dental appointments and/or pre-arranged absence)
6. Unsportsmanlike conduct and inappropriate behavior (at games or in school) will result in suspension of participant
7. Cheerleaders will be obligated to be present at all games.
8. At all home games, cheerleaders should be in the gym at least 30 minutes before the game starts. Cheerleaders must go to and return from away games on the fan bus, if one is taken, or the players' bus if no fan bus is utilized. Cheerleaders may ride home from the game with a parent if written consent is signed by the parent and given to a supervisor prior to the game. Cheerleaders and all other girls (managers, statisticians, players, etc.) will ride in the front section of the players' bus.
9. All cheerleaders will make an effort to maintain a spirit of unity within the squad.
10. Each cheerleader must focus her entire attention to the game and the crowd.
11. Good grooming is essential (e.g. Neatness: outfits clean and pressed, etc.)
12. Cheerleaders may be involved in a sport and cheerleading during the same season. The sport would be the prime area of concern. The coach would have to allow cheerleading practices to have priority (once a week) over sport practice. Cheerleading practice would not have priority over sporting event. *There will be NO MASCOTS for any group performing for the school. *All other IESA rules/requirements will be followed.