

# **CUMBERLAND HIGH SCHOOL**

**1496 IL RT. 121**

**TOLEDO, IL 62468**

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## **2019-2020 HANDBOOK**

We hope that you will carefully read the student handbook we have provided. If you familiarize yourself with the school policies in this handbook and act accordingly, you should have a successful year and a fine educational experience. Carefully review the disciplinary policies, as there are some changes and additions for this school year.

At Cumberland High School – Respect + Responsibility + Reliability = Success. All students and staff are asked to promote and encourage these ideals.

## **CUMBERLAND HIGH SCHOOL**

### **MISSION STATEMENT**

Cumberland High School is dedicated to meeting the educational needs of students in a positive and progressive manner. We aim to foster the development of students who will become responsible and productive adults.

## **CUMBERLAND SCHOOL SONG**

Go out and fight for dear old Cumberland  
Bring on our colors gold and blue and white  
We'll have to work if we have victory  
So Pirates fight with all your might to win this game  
So that the grand old name of Cumberland  
Throughout the halls of glory will remain  
The team and school that's praised as always fair,  
always square, CUMBERLAND.

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## 2019-2020 Cumberland Calendar Summary

Wednesday, August 14	Teacher Institute Day: 8:00 – 1:00 – No School Meet Your Teacher/Open House 6:00 – 8:00
Thursday, August 15	First Pupil Attendance Day: 2:20 Dismissal
Friday, August 16	2:20 Dismissal
Monday, September 2	Labor Day – No School
Thursday, September 19	Distribute 1 <sup>st</sup> Quarter Midterm Grade Reports
Friday, September 20	Half Day In-Service – 12:15 Dismissal
Friday, October 11	Teacher Institute Day- No School
Monday, October 14	Columbus Day – No School
Friday, October 18	End of 1 <sup>st</sup> Quarter
Monday, October 21	Begin 2 <sup>nd</sup> Quarter
Tuesday, October 22	Parent/Teacher Conferences 4:00 – 6:30 – Regular School Day
Thursday, October 24	Parent/Teacher Conferences 4:00 – 6:30 – Regular School Day Distribute 1 <sup>st</sup> Quarter Grade Cards
Friday, October 25	No School
Monday, November 11	Veterans Day Program – Half Day In-Service – 12:15 Dismissal
Friday, November 15	Distribute 2 <sup>nd</sup> Quarter Midterm Grade Reports
Tuesday, November 26	2:20 Dismissal for Thanksgiving Holiday
Monday, December 2	School Resumes
Thursday, December 19	Semester Exams – 2:20 Dismissal
Friday, December 20	Semester Exams – 2:20 Dismissal for Christmas Holidays End of 2 <sup>nd</sup> Quarter
Friday, January 3	Teacher Institute Day: 8:00 – 1:00 – No School
Monday, January 6	Classes Resume – 3 <sup>rd</sup> Quarter Begins
Friday, January 10	Distribute 2 <sup>nd</sup> Quarter Grade Cards
Monday, January 20	Martin Luther King, Jr. Birthday – No School
Friday, February 7	Distribute 3 <sup>rd</sup> Quarter Midterm Grade Reports
Friday, February 14	Half-Day In-Service – 12:15 Dismissal
Monday, February 17	Presidents' Day – No School
Friday, March 13	End of the 3 <sup>rd</sup> Quarter- Half-Day In-Service–12:15 Dismissal
Monday, March 16	Begin 4 <sup>th</sup> Quarter
Friday, March 20	Distribute 3 <sup>rd</sup> Quarter Grade Cards
Wednesday, April 8	2:20 Dismissal for Easter Holiday
Tuesday, April 14	School Resumes
Friday, April 17	Distribute 4 <sup>th</sup> Quarter Midterm
Friday, May 15	Semester Exams – 2:20 Dismissal
Monday, May 18	Semester Exams – 2:20 Dismissal – End of 4 <sup>th</sup> Quarter
Tuesday, May 19	Teachers Institute Day: 8:00 – 1:00 Report Cards will be emailed or mailed home
May 20, 21, 22, 26, 27	Emergency Days

## DISTRICT #77 ORGANIZATION

Mr. Todd Butler, Superintendent/Transportation Director.....	923-3132
Mr. Kevin Maynard, H.S. Principal.....	923-3133
Mrs. Stacy Keyser, Middle School Principal.....	923-3135
Mr. Daniel Huffman, Elementary Principal.....	923-3135

## BOARD OF EDUCATION MEMBERS

Mr. Bob Blade, President

Mr. Wes Chambers, Vice-President	Mr. Steve Layton
Mrs. Pam Ross, Secretary	Mr. Ben Bland
Mr. Howard Markwell	Mrs. Anita Hayden

## SPECIAL SERVICE PERSONNEL

Ms. Sheila Plummer, High School Guidance Counselor and Homeless Liaison.....	923-3133
Mrs. Stefani Robinson, Mid. School & Elem. Guidance Counselor and Homeless Liaison.....	923-3135
Mrs. Gail Bierman, Office Manager.....	923-3132
Mrs. Sandy Miller, Secretary to HS Principal.....	923-3133
Mrs. Gail Wampler, Athletic & Attendance Secretary.....	923-3133
Mrs. Diana Ozier, Secretary Elem & M.S. Principal.....	923-3135
Mrs. Janel Haga, Secretary Elem & M.S. Principal.....	923-3135
Mrs. Erin St. John, Transportation Secretary.....	923-3132
Mrs. Katherine Wetherell, School Nurse.....	923-3135
Mr. Steve Wheeler, Technology Coordinator.....	923-3136

## OFFICE HOURS

The Cumberland High School office is open from 7:45 a.m. until 3:45 p.m. daily during the school week.

## CLOSED CAMPUS

Because Cumberland High School is located in the country and lunch time is so short, we cannot allow students to leave at noon. There would be too many potential traffic hazards.

## VISITORS

Cumberland High School welcomes interested parents and adults to visit our school. Please call before coming so that we may be ready for you. All visitors must report to the office when they enter the building. Misconduct by visitors may result in removal from school grounds. Student visitors are not allowed except in special circumstances as approved by the principal.

**School Visitation Rights Act:** The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

## VIDEO SURVEILLANCE

Cumberland students, faculty, and visitors should be aware that the grounds and buildings are covered by video surveillance equipment 24 hours per day.

## RESIDENCY

- A. When enrolling in Cumberland High School, families will be asked to provide proof of residency, birth certificate, and if transferring from another state, an Illinois doctor's physical will be required.
- B. Cumberland High School ensures the enrollment of homeless students and is not impeded due to scheduling issues, residency requirements, and the lack of legal guardianship or student records.
- C. If a pupil's change of residence is due to military service obligation of the person with legal custody of a student, the student can maintain his/her residency as determined prior to the military obligation.

## PIRATE KEYS TO SUCCESS PROGRAM

### STUDENT EXPECTATIONS

*We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.*

**Celebrations:** Pirate Key celebrations will be held quarterly for students who meet the requirements for "GAB":

1. **"G" Grades** = A student must not have a failing grade in any classes for the quarter.
2. **"A" Attendance** = A student must not have any unexcused absences for the quarter. Extenuating circumstances may be considered by administration.
3. **"B" Behavior** = A student must have no major office referrals for the quarter including: lunch detention, after school detention, or suspension.

	Hallway/Locker Travel 0-1 Passing 2	Classroom 0-3	Restroom 1	Bus 2	On/Off Campus/ Events 0-1	Parking Lot 2-3
<b>PIRATE KEYS...</b>						
<b>RESPECT</b>	Keep to right; Keep moving  Use appropriate language  Listen and follow directions  Keep hands, feet, and objects to self	Appreciate differences  Wait until acknowledged to speak  Use appropriate language  Maintain personal space  Listen and follow directions  Respect equipment and materials	Respect others' privacy  Use appropriate language  Keep hands and feet to self  Use school property appropriately  Throw away trash	Keep aisle clear Share space  Keep hands, feet, and objects to self  Use kind words	Listen and follow directions  Use appropriate language  Wear appropriate attire for occasion  Be Courteous	Park in assigned areas  Use appropriate language  Keep hands, feet, and objects off others' property  Be patient  Display parking pass
<b>RESPONSIBILITY</b>	Be on time  Resolve conflicts with maturity  Food prohibited  Use only your assigned locker  Carry planner at all times	Be accountable for your actions  Resolve conflicts with maturity  Use time wisely  Clean-up after yourself	Conserve paper, water, etc.  Use proper hygiene	Follow staff directions  Stay in your seat  Face forward at all times  Remain seated while bus is in motion	Participate appropriately  Be a good representative of the school  Go directly to the appropriate area	Drive safely/slowly  Lock car  Be aware of those around you  Enter building promptly
<b>RELIABILITY</b>	Go directly to destination  Ask for planner/pass to be signed	Attend school every day and stay awake  Eat breakfast  Be on time  Bring needed materials  Study/complete homework on time	Use nearest restroom  Use restroom during passing time  Use a restroom pass during class time for emergencies only	Enter and exit in single file	Pass quickly through hallways  Take seat promptly  Be on time  Return completed permission slips on time  Bring money and needed materials	Allow time for safe driving  Take all needed items

<b>Cafeteria 2</b>	<b>Arrival/Dismissal 1-2</b>	<b>Library 0-1</b>	<b>Office Areas 2</b>	<b>Gym/Locker Room 2</b>
Wait turn in a single-file line Be polite and patient Move quietly in the hallway when classes are in session	Listen and follow directions Wait patiently Use appropriate language	Use all library materials/equipment appropriately Wait patiently and quietly for assistance Keep current settings on computer	Wait patiently Use appropriate language Be courteous Maintain personal space	Listen and follow directions Demonstrate good sportsmanship
Clean your area Place items in designated area Resolve conflicts with maturity	Keep hand, feet, objects to self Take all safety precautions coming into/leaving the building	Turn in books on time Keep area clean Reshelf books correctly Food and drinks prohibited around computers	Return forms, permits, etc. on time Get a pass to go back to class Return directly to class	Lock-up personal items Demonstrate good hygiene Resolve conflicts with maturity Use equipment appropriately
Have student ID Be in the cafeteria when the bell rings	Be on time Have needed materials Before 8:00 bell, go directly to cafeteria Have a pass to be in hallway before 8:00	Have student ID ready to sign out books Know, and log in with only your password Follow acceptable use policies	Turn in notes from home and lunch money before school begins Go directly to the office when permitted	Have P.E. uniform every day Be on time Change clothes quickly

## **ARRIVAL/DISMISSAL**

Students arriving early must report to the cafeteria area. Students are not allowed in the main halls until after 8:00 a.m. All students must sign out in the office before leaving early. If you return to school that same day, you must sign back in at the school office before returning to class.

**Junior/Senior Privileges:** Juniors & Seniors may be excused from Flex if they have a 75% or better in all classes with parent permission. Grades will be checked on a bi-weekly basis by office. Privileges will be revoked for unexcused late arrivals to school, any tardies for class throughout the day, and major discipline issues (as described in Lumens). Late arrivals, class tardies, and major discipline will be checked on a daily basis.

## BELL SCHEDULE

Regular School Day	Early Dismissal	½ Day In-Service
1st Hour 8:15 -- 9:01	1st Hour 8:15 -- 8:54	1 <sup>st</sup> Hour 8:15 – 8:40
2nd Hour 9:05 -- 9:51	2nd Hour 8:58 -- 9:37	2 <sup>nd</sup> Hour 8:44 –9:09
3 <sup>rd</sup> Hour 9:55 -- 10:41	3rd Hour 9:41 – 10:20	3 <sup>rd</sup> Hour 9:13 – 9:38
4 <sup>th</sup> Hour 10:45 -- 11:31	4 <sup>th</sup> Hour 10:24 – 11:03	4 <sup>th</sup> Hour 9:42-10:07
5A Class 11:35 -- 12:21	5A Class 11:07 -- 11:46	6 <sup>th</sup> Hour 10:11- 10:36
5A Lunch 11:31 – 12:06	5A Lunch 11:03 -- 11:38	7 <sup>th</sup> Class 10:40-11:05
5B Class 12:10 -- 12:56	5B Class 11:42 -- 12:21	5A Lunch 11:05-11:35
5B Lunch 12:21 -- 12:56	5B Lunch 11:46 -- 12:21	5A Class 11:09-11:39
6th Hour 1:00 -- 1:46	6th Hour 12:25 – 1:04	5B Lunch 11:39-12:09
7th Hour 1:50 -- 2:36	7th Hour 1:08 -- 1:47	5B Class 11:39-12:09
Flex 2:40 -- 3:10	Flex 1:51 -- 2:09	

\*STUDENTS ARE REMINDED THAT THEY ARE DISMISSED BY THE TEACHER. (NOT THE BELL)

### ATTENDANCE PROCEDURES

- A. Regular attendance at school is essential to assist students to maximize their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Parents are required to explain the absences of their children from school in a timely manner. Because we are concerned for your child's safety and well-being, we ask that you notify the school by phone the morning the student is absent. If not, then the school secretary will attempt to reach the parent/guardian by phone, regarding the absence.
- B. There are only two types of absence: EXCUSED AND UNEXCUSED. Any absence in excess of six (6) days (per semester) will be considered unexcused, unless the student submits a doctor's note or letter from the court within ten (10) school days. Students are unexcused for vehicle problems as bus transportation is offered each school day. Extenuating circumstances may be considered by the administration.
- C. Students are required to be in attendance at school unless they have an excused absence. Any student, who accumulates unexcused absences that results in the student missing more than 15% in any class for the semester, will not receive credits toward graduation for that class for the semester.
- D. Students with absences in excess of 8 who do not bring a doctor's or court excuse into the office on the day they return to school will be given an unexcused absence. This excuse needs to be brought in to the office between 8:00 and 8:15 a.m. on the morning they return. The excuse must be turned in to the office within 10 days following the absence date.
- E. Students at home ill all day cannot attend school functions that evening.
- F. **Unexcused Absences**
  - a) Students permitted to make up work for no credit.
  - b) Students will receive a zero credit toward grade average for each unexcused absence.
  - c) One detention per unexcused period may be assigned.
  - d) Repeated violations will result in suspension.
- G. In grades 9-12, any time a student is absent, the parents/ guardians should notify the school in advance by phone or send a signed, written note to school with the student upon return. If parents/ guardians do not contact the school, the school is responsible for making a reasonable effort to promptly telephone and notify the parent/guardian of the child's absence if the child is absent without valid cause. Parents/ guardians are required to give the school a primary and secondary phone number for notification purposes.

- H. **Tardy:** Students are expected to make every effort to be at school when classes begin. Students are expected to be in the room when the bell rings. If a student is delayed by school personnel, he/ she must obtain a pass from that staff member to present to the receiving staff member. Repeated tardies may result in detention and/or suspension. See Tardies under discipline code. Students late to first hour class will be sent to the office to determine if they are tardy and/or unexcused. Students driving to school will not be excused for car trouble.
- I. **Chronic Absenteeism:** Absences that total 10% or more of school days of the most recent school year, with and without valid cause.
- J. **Chronic Truant:** A student who is absent without valid cause for 5% out of the 176 consecutive school days. Students who reach chronic truant status will be referred to the Regional Office of Education Truancy Program.
- K. **Suspension:** Out-of-school suspension will result in zeros for all classes missed. In-school suspension will allow a student to do all their work and be graded on it accordingly. In-school suspension is a study hall situation where the student is separated from regular classes but is still supervised by a staff member. After school, night, Saturday detention or suspensions would not affect a student's attendance situation.

**CUMBERLAND HIGH SCHOOL FEES**

**Lunch Prices:** (To apply for free or reduced lunches, contact the school office.) **Cumberland Unit District #77 asks all individuals to keep their lunch balance at a level of negative \$25.00 or less.**

Students \$2.60  
 Adults \$2.65

*\*Replacement lunch cards are \$5.00.*

*\*Negative balance of more than \$7.50 will result in restriction of the purchase of ala carte items.*

**Ala Carte Items:**

Main Dish/Sandwich \$1.25  
 French Fries \$0.75  
 Cookie \$0.30  
 Milk or Juice \$0.35

**Athletic Admission:**

	Students	Adults
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Basketball/Volleyball/Football		
Varsity	\$2.00	\$4.00
Fr./So.	\$2.00	\$4.00
Fan Buses:25 student minimum	\$2.00	

*\*Fan buses will be scheduled if enough students sign up and pay in the office by the deadline.*

Free:

- Senior citizens age 65 and older
- Employees and spouse
- Board members and spouse
- Students working or performing

Annual pass sold at 75% of home game sports schedule, exclusive of tournaments.

**Use of School Buildings and Grounds**

\$40.00 fee Monday – Friday  
 \$25.00 fee Saturday (plus employee charges)

**Book Fees:** \$55.00\*

Student Handbooks will be provided to each student. Handbooks will be used as a student's hall pass. A \$7.00 fee will be charged to replace a lost or damaged Student Handbook. Handbooks are non-transferable.

**Course Fees:\***

Alternative Education Class	\$125.00
Art	\$25.00
Band Uniform	\$10.00
Biology 100	\$150.00 (Dual Credit Fee & Lab Fee)
Biology I	\$15.00
Biology II	\$15.00
Ceramics I	\$15.00
Ceramics II	\$15.00
Ceramics III	\$15.00
Ceramics IV	\$15.00
Chemistry I	\$15.00
Chemistry II	\$15.00
Composition I	\$150.00 (Dual Credit Fee)
Composition II	\$150.00 (Dual Credit Fee)
Design and Draft	\$300.00 <u>per semester</u> (Dual Credit Fee)
Driver Education	\$150.00
Earth Science	\$15.00
Ecology	\$15.00
Foods	\$10.00
Health Occupation	\$300.00 <u>per semester</u> (Dual Credit Fee & Lab Fee)
Ind. Arts	\$16.00
Lake Land Auto	\$300.00 <u>per semester</u> (Dual Credit Fee)
Math Dual Credit Classes	\$150.00 (Dual Credit Fee)
P.E. Lock	\$ 6.00
Phys. Science	\$15.00
Physics	\$15.00
Sculpture	\$15.00
Speech Dual Credit	\$150.00 (Dual Credit Fee)
Vertebrates	\$15.00
Welding	\$10.00
Student Parking	\$25.00

\*The Board of Education shall loan textbooks to students whose parents are unable to rent them. (Section 10-20-13 of the school code). Request an application from the school office.

**Dual credit course fees must be paid before the first day of attendance. If payment has not been received, students will be dropped from the dual credit course.**

**COURSE INFORMATION**

**Required Courses:**

Careers	½ Credit
Civics	½ Credit

Computer Concepts	½ Credit
English	4 Credits*
*(plus 2 years of writing-intensive courses, one must be an English language arts course and the other may be provided as part of any subject area)	
Fine Art/Vocational Ed	1 Credit
Health Education	½ Credit
Math	3 Credits*
*(at least 1 year of Algebra I and one year of a course that includes geometry)	
Physical Education	3 ½ Credits
Science	2 Credits
U.S. History I & II	1 Credit
US History III	½ Credit
Electives – to complete 24 credits	

Each student must pass the Illinois and United States Constitution examination. Consumer Education is now part of Civics, and Civics is a required course for seniors to be able to graduate

**Course Credit:** An academic class meeting daily during the regular school year carries one-half unit of credit for each successful semester. Agricultural summer projects carry ½ unit of credit for the approved project records. P.E. classes will receive ½ unit of credit per semester. CWT class awards 1 credit per year for classroom and 1 credit for successful completion of on-the-job work. Any on-the-job credit above one will be accumulated as academic credit. These students will still need 24 credits during high school to graduate. Students, who fail a course and need course credit, should contact the school guidance counselor.

Credit is based upon successfully completing the semester. Failure for one of two semesters taken in a single course of study means this semester must be repeated in order to receive credit for that semester.

After the courses have been selected, the student's parent or guardian must approve the official course request form. A course request does not mean a course is guaranteed. Courses may be changed for various reasons; for this reason, alternative course choices are strongly recommended. Priority will be given based on need for credits to complete graduation for seniors and the order in which pre-registration forms are received. Scheduling conflicts or class sizes may determine final schedules.

**Class Load:** Except for fifth year seniors, in order to be considered as full-time, a student of Cumberland High School must carry a minimum of 6 units for an academic year.

Fifth year seniors will be allowed to take as many units as necessary to graduate. Half-time status for seniors may be granted for certain extenuating circumstances.

**Independent Study:** Independent study courses will be approved by the principal for those students showing the maturity to handle the responsibility. These requests must come from the teacher involved first, before they will be considered for administrative approval. No more than ½ credit per semester may be earned in independent study approval. Independent study course will be on a pass/fail basis with credit given towards graduation, but not figured into their GPA. No semester exam will be required with an independent study course. Weekly teacher lesson plans are required for any independent study course.

**Correspondence/Off Campus Credits:** Cumberland High School students may apply as many as three credits from Lake Land College or a State approved correspondence school towards high school graduation under the following:

1. Course(s) may be taken during summer.
2. Course(s) may be taken concurrently as long as the student carries the minimum load of five academic classes in addition to physical education per physical education policy.
3. Course(s) may be taken after a student's planned graduation date, as a fifth year student.
4. Pre-approved courses may be taken to complete graduation requirements at Cumberland if a student has fallen behind in credits.

5. Proposed Lake Land courses must be pre-approved by the counselor and principal before Lake Land registration.
6. A three (3) semester hour course at Lake Land College is equal to ½ credit at Cumberland High School.  
Grades from the following schools will not be counted towards students' GPA: TLC, summer school, and/or alternative school. All grades from these schools will be accepted on a Pass/Fail basis.. Pass/fail grades are not counted towards a student's GPA.
7. A maximum of three (3) credits may be taken by correspondence and/or at a junior college for high school credit, these grades will be accepted on a pass/fail basis and will not count toward GPA.
8. Students taking correspondence courses their senior year are recommended to complete their correspondence course (s) by March 1st. Transcripts from correspondence school must be received before a student will be allowed to graduate.

**Guidelines for the Alternative Education Classroom:**

This program was put in place to prevent students from dropping out of school or attending a different alternative program. Some students function better in an independent learning environment, while others may have behaviors that may be disruptive to a regular classroom. This program will aid such students in graduating from high school. There will be a fee of \$125.00 for any student entering the Alternative Education classroom. Students admitted to the program must meet one or more of the following criteria:

1. A Sophomore or Junior or Senior student may be admitted to the class if they are behind in credits and will not graduate on time without this program. Extenuating circumstances may be considered by administration and staff.
2. A student must have displayed an effort in the regular classroom setting as determined by administration and staff. The student must maintain at least a 92% attendance rate for continued participation within the alternative education classroom. Extenuating circumstances may be considered by the administration and staff.
3. Students with an I.E.P. must have the approval of the Principal, Alternative Education Classroom teacher, and the I.E.P. case manager

Once a student in the program meets the graduation requirements, they will be exited from the program. Classroom incentives will be managed by the classroom teacher with the approval of the principal.

**Acceptance of Transfer Credit to Cumberland High School:**

**Public School:** Accept all courses credit for credit. Still must meet CHS graduation requirements. Will accept courses we don't have and still give them the appropriate amount of credit.

**Parochial School:** Accept only courses that we have credit for credit. They still have to meet CHS graduation requirements.

**Alternative School:** Accept credit clock hour for clock hour. We accept credits they have finished, not clock hours toward credit. All Alternative School credit must be pre-approved by CHS.

**Home Schooling:** CHS will give the student our semester exam for each semester of course completed. The student will be given a semester of credit for each exam passed. No grades will be assigned to these courses. The school reserves the right for placement to be based upon students' age, past public school performance, results of semester exams and other relevant factors.

\*If a school counts P.E. one-fourth credit for all year, we'll count it one credit as we do here. We'll handle all courses in a similar fashion.

*\*All transfer grades will be pass/fail except those from another public school.*

**Schedule Changes:** If a change is to be considered, the change request must be completed no later than the first five (5) days prior to the first day of the semester. This includes submitting a properly completed course change request form.

**Course Drop:** A student may drop a course with parent/ guardian request in person under the following guidelines:

- a. Within five (5) days of semester (or quarter, if a quarter class) beginning. No record on transcript. A

new class will be added during the first five (5) days if possible, after five days a study hall will be added in place of the dropped class.

- b. After the first five (5) days of semester (or quarter, if quarter class) beginning and thereafter through final exam. Withdrawal grade shall be "F" with no credit received. Withdrawal F shall be recorded on student's transcript and shall be figured in the grade point average.
- c. A teacher may initiate a change/ drop whenever it is in the best interest of the student. These cases will be handled individually.

**Physical Education Requirements:**

- 1. Students will dress appropriately in order to participate in Physical Education. Appropriate dress is:
  - a. tennis shoes when the activity is in the gym or weight room
  - b. appropriate socks and a SCHOOL APPROVED PE UNIFORM can be purchased in the office. School approved uniforms must be kept clean, untorn, and labeled with the student's name. Additional words written on the uniform will not be permitted.
- 2. Any student unable to participate in physical education is required to have a note from a doctor stating dates to be excused and reason why. These notes must be turned in to the office. Students on an extended doctor's medical excuse will be required to do written reports in place of class participation in the study hall. Those students that are excused for less than 5 days will dress and participate as possible or will do no-dress reports daily for credit.
- 3. Weight lifting is an elective option of physical education. Weight lifting will only be offered during an hour in which two physical education teachers are scheduled and a minimum of 15 students are registered for weight lifting. If fewer than 15 students are registered for weight lifting, no weight lifting will be offered that hour and both teachers will team teach a regular physical education class.
- 4. A student may replace PE with an academic class provided that enrollment in the class is required for admission to an institution of higher learning, and failure to take the class may result in being denied admission to the institution.
- 5. Refusal to dress for PE classes will be considered insubordination and appropriate disciplinary actions will be taken.
- 6. A student of senior level may replace PE with an academic course required for graduation, if the student needs this course to graduate. A dual credit course (equaling 3 dual credits or Health Occupation plus an additional dual credit course) or a senior level course (student must have at least a 3.2 or higher GPA) may also be added in place of PE with the approval of the administration.

**GRADING POLICY**

The grading system for Cumberland Unit #77 is designed to give parents and students first hand feedback on their academic progress in school based on one common percentage standard. This formal system of communication and progress indicator is an important record of success. It is important that the system of grading be consistent across the entire district. Therefore, the following criteria shall be used by the professional staff in reporting grades and academic progress to students and parents.

The following letter grades shall be the standard grading system for all students in all subject areas. The use of + or - does not influence G.P.A. All grades will be rounded up at .5%

<b>QUALITY</b>	<b>LETTER</b>	<b>NUMERICAL VALUE</b>	<b>%SYSTEM</b>
Excellent	A+	4.00=A	100.00
	A		91 - 99
	<u>A-</u>		<u>90</u>
Good	B+	3.00=B	89
	B		81 - 88
	<u>B-</u>		<u>80</u>
	C+	2.00=C	79

	C		71 - 78
	<u>C-</u>		<u>70</u>
	D+	1.00=D	69
Pass	D		61-68
	<u>D-</u>		<u>60</u>
Promotion	E	0.00=E	Assignments completed
Incomplete	I		to be determined
Fail	F	0.00	Below 60.

1. A letter grade "E" is to be used in very rare circumstances. It is to be used for extremely hard working students who turn in all assignments, take all tests, seek help, are conscientious and show great responsibility during the entire semester. These students will be graded by our standard grading policy each nine weeks and on the semester exam. Their grades will be turned in and computed like all other students. Once grades are completed for the semester, and the student has failed, the teacher and principal will make a final decision on whether the student receives an "E" or not. Of course, communication between teacher and principal should begin occurring when the teacher feels they have a potential "E" student.
2. A letter grade of "I" means the student has not completed the assignment, but is allowed to complete the assignment or make-up work in an allotted amount of time. The time is to be set by the teacher and principal. Students who have an excused absence will be allowed the extended time of the excused absence to make up missed work.
3. Any time a student is considered to be in danger of failing a course the teacher shall give written warning to parent/guardian and request a parent-teacher conference to discuss the problem and outline a plan of intervention for success.
4. A formal grading report using the standards of this policy shall be prepared at the end of each 9-week period in reporting grades to parent/guardian. This will be a basis of student progress.
5. Grades shall not be lowered as a form of punishment.
6. Student grades will be based on achievement toward Board approved Illinois Learning Standards.
7. Unexcused absence shall result in zero "0" credit for that class period(s) or day(s) after the eighth (8th) absence per semester.

8. **Formula for Semester Grade:**

$$\frac{Q_1(x2) + Q_2(x2) + S.E.}{5} = \text{Semester Grade}$$

5

$$\text{Example: } \frac{80 \times 2 + 160 + 75 \times 2 + 150 + 77}{5} = C$$

5

A student must have a passing percentage when averaging both 9 weeks grade and semester exam. Each 9 weeks count 2/5 and semester exam counts 1/5.

*Right of Appeal: Parent/Guardian shall have the right to appeal any grade through district Due Process channels.*

**Semester Exams:** Quarter exams may be given at the end of each quarter grading period, but they are not required. Semester exams will be given at the end of each semester. Exam grades are to equal 20% of semester grade and each quarter grade will count 40% of the semester grade. Exams will be scheduled over a two-day period. Time schedules will be determined at a later date. The semester exam policy is approved by the Board of Education. All students – Freshmen, Sophomores, Juniors, and Seniors will take final exams both semesters each year. Seniors may be exempt from exams during their 2<sup>nd</sup> semester if they meet the following criteria: 1) no more than 3 absences during the 2<sup>nd</sup> semester, days out for surgery do not count against the student's 3 absences (extraordinary cases will be considered by administration), 2) an 80% or higher in the class, 3) no suspensions or major office referrals. Seniors may elect to take finals in any class if they so choose.

**Class Rank:** The numerical values under "A" above will be used to determine Class Rank is calculated at the end of each semester in grades 9-12. Each student is ranked with his/her class with the student with the highest grades being number 1 and the second highest student ranked number 2, etc., until every student in that class is ranked according to the academic class grades earned for the semester average grade. The top 10% is figured each semester by rounding off to the next number if .5 or over. We carry this out three places. (.000) GPA is based upon number of classes that student has taken and grades earned in those classes. The valedictorian/class rank will be determined by the person(s) who has the highest weighted grade point average. The formula used to determined GPA for weighted courses is:

$WGPA = \text{Number of weighted courses} \times 0.02 + \text{cumulative GPA} = \text{Overall GPA}$

**Weighted Courses:** Weighted courses taught at Cumberland High School are:

Dual Credit: CP Pre-Calculus, Calculus, Health Occupations, Bio 100, Speech, Composition I, Composition II

Non-Dual Credit: Chemistry II, Pre-Calculus, Physics II, Honors English III, Honors English IV, Spanish III and Spanish IV.

**Honor Roll:**

**High Honor Requirements:** Must have at least a 3.8 grade average calculated for each quarter. All high honors grades must be an "A" except one.

**Honors:** Students must have at least a 3.4 grade average calculated for each quarter. For honors, a student cannot make below a "B" in any full credit subject.

Honors awards at awards night are based on a student being on honors or high honors for the first 3 quarters. Top 10% is based on rank after the 1st semester of the current school year.

## GRADUATION

**Early Graduation:** Some students may be able to finish high school graduation requirements early. If the student has met all of the Cumberland High School graduation requirements, he/she may go through graduation ceremonies at the next commencement exercise. Intent to graduate early must be declared by September 1, by completing proper paperwork.

Date of graduation on transcript will be the date the student finished school; end of third year, end of 7th semester, or end of 8th semester. All ranking will be as of end of 8th semester. All students will be eligible for top 10% and valedictorian and salutatorian honors. If a student withdraws before end of school any W/F grades will figure in the student's grade point average and ranking.

**Graduation Exercises:** Seniors will attend the graduation ceremonies at the end of the year. Mid-year and third year graduates are welcome to participate also. These activities are a privilege, not a right. A senior completing graduation requirements is entitled to his/her diploma, but participation in these ceremonies may be denied for disciplinary reasons if applicable. Student records (transcripts) will not be released until all books and fees have been returned and paid.

**Right of Students with IEP's to participate in graduation ceremonies:** All students with a disability who will have completed 4 years of high school may participate in the graduation ceremony of the student's high school graduating class and receive a certificate of completion if the student's individualized education program prescribes special education, transition planning, transition services, or related services beyond the student's 4 years of high school (105 ILCS 5/14-16).

## HIGH SCHOOL ACTIVITIES

**Assemblies:** Assembly programs will be scheduled from time to time. These programs will be educational or they may be entertaining to help break the regular routine of school. Continuation of these programs will depend upon how well Cumberland High School students receive these assemblies.

**Dances:** The two major social events of the year are Homecoming and Prom. Homecoming is a combined effort of the Student Council. Many activities will be planned culminating in the Homecoming game and. Prom may be off-campus for juniors and seniors, and their dates. The junior class is in charge of setting

up the dance and banquet (if possible). Students will register the name of their date, if the date is not currently attending Cumberland High School. These names must be turned in to the sponsors before the dance. Prom is a formal dress-up event. Students who wear non-formal attire... jeans, shorts, tennis shoes, inappropriate shirts, T-shirts or tops will not be permitted into prom activities. No K-8 dates, or dates that are 21 years old or older, will be allowed at any high school dances.

**Dance Dress Code:** Appropriate attire for all school activities is the same as defined in the student handbook under Dress Code except for the following guidelines:

Girls:

- ✓ Dresses should be of an appropriate style for a school function.
- ✓ Halter dresses and strapless dresses are permitted.
- ✓ Extremely low cut dresses (front, back, side), backless, laced-up, and with high slits must have an underlay of solid material.
- ✓ All underwear and midriffs must be covered.
- ✓ Dresses of a transparent material are not permitted.

Boys:

- ✓ Suits, dress shirts, pants, and ties are acceptable attire.
- ✓ No jeans (denim material) are allowed.

Cumberland High School has the right to allow or disallow certain apparel and accessories.

Students will not be admitted to the school activity if dressed inappropriately.

**Clubs and Organizations** are sponsored by interested faculty members to add a more complete knowledge of a particular subject or activity. At Cumberland we have the following clubs and organizations:

**Educational**

**Art Club**

**FFA**

**History/Science Club**

**Industrial Arts Club**

**S.A.D.D.**

**Spanish Club**

**Student Council**

**Competitive**

**Cheerleading Squad**

**Dance Squad**

**Eco Team**

**National Honor Society**

**Scholastic Bowl Team**

**Varsity Club**

**Yearbook Staff**

**WYSE**

**Athletics:** Cumberland is a member of the Little Okaw Valley Conference. Our competitive sports are:

**Fall:** Football (Varsity, Fr./So.); Cross Country (Varsity); Volleyball (Varsity, JV)

**Winter:** Boys Basketball (Varsity, JV, Fr./So.); Wrestling (Varsity); Girl's Basketball (Varsity, JV)

**Spring:** Track (Varsity); Baseball (Varsity); Softball (Varsity)

Any student may participate in our athletic program provided he/she has a physical exam prior to the first day of practice for that sport. No student will practice without a physical.

**Eligibility:** All students participating in/or on a field trip or any other extracurricular activity provided by the CUSD #77 School District are required to meet the eligibility requirements set forth as those who participate in athletics. The Cumberland School District policy states: **eligibility is based on a no pass no participation policy.**

**Field Trips:** Except where we have no control over scheduling (state events, etc.) there will only be two extended time field trips allowed per month. Clubs and organizations will pay for all expenses involved in their field trip.

Students who ride to game/event on the school bus must return on the bus or with their parents. Students will be permitted to return with their parents or appointed adult only by special permission of the principal

or superintendent. Parents will be responsible for notifying the bus chaperon in the event their children are not returning on the bus. All participants will ride to the event on the bus unless arrangements are made to ride with a parent due to extenuating circumstances.

**Class Meetings:** Will be held only as needed to take care of business pertinent to the whole class, such as homecoming class elections, class rings, or graduation procedures.

### **FOREIGN EXCHANGE STUDENTS:**

The District accepts foreign students who reside within the District as participants in an exchange program by organizations screened by administration. The Board of Education may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

### **MILITARY RECRUITERS**

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

### **EMERGENCY PROCEDURES**

**Fire and Disaster Procedures:** Procedures are posted in each room of the building. The fire alarm will consist of a continuous wail of the alarm. The disaster alarm is a pulsating or interrupted wail of class bells plus verbal announcement if time permits. At the sound of the alarm, students will arise from their seats and exit the room under the direction of the teacher. Purses or other pertinent valuables will be carried by the owner. All other items will be left in the classroom.

Under no circumstances will there be any talking during the exit from the room and the building, or in proceeding to the disaster area. Obey the orders of your teacher. Listen for instructions on the public address system. Do not panic. Do not engage in horseplay, but do exactly as you have been instructed.

From time to time, fire or disaster drills will be held. Whenever the emergency alarm is heard, it is to be considered the real thing. If it is a drill, students will be returned to their rooms on the direction of the public address system and the regular school bells.

**Accident Reports:** Any accident that occurs in school or in connection with a school sponsored activity is to be reported immediately to the teacher in charge. If medical attention is required and you have school insurance, a claim form must be filed in the office. Accidents involving injury or possible injury must be recorded on the school accident report and filed in the office at the time of injury.

**Class Safety:** Each shop and laboratory teacher will inform his students of all safety rules and regulations for that class. Students must comply with these rules and wear appropriate clothes or safety glasses as deemed necessary by the instructor. It is imperative that all students understand the use of any machine or equipment before they are allowed to operate it.

### **PEST MANAGEMENT:**

An outside agency is employed by Cumberland Unit #77 to exterminate pests in the schools. Contact the unit office if you have questions concerning this process.

### **NURSE**

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

**Physical Exams:** All incoming freshmen and new students must have a physical exam on file to attend school. Students entering 12<sup>th</sup> grade are required to have a second dose of the Meningococcal vaccine.

**Asthma and Allergy:** 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. Any student with asthma must

have an Asthma Action Plan (A.S.M.A) on file and signed by a physician.

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

**Dental Exam:** All students entering ninth grade are required by the State of Illinois to have a dental examination

**Vision & Hearing Screening:** Throughout the school year vision and hearing screenings will be performed.

- Mandated grades for hearing are: K, 1st, 2nd, and 3rd.
- Mandated grades for vision are: K, 2nd, and 8th.
- Both screenings are required for all special education, teacher referrals and new students.

**Medication Procedures:** Medication must be brought to school in the container with pharmacy doctor's label. The label must contain the student's name, name of medication, the dosage, frequency, and the doctor's name. All medication must be brought to the Attendance Office as soon as the student arrives at school. Medication will only be distributed to students once the district approved school health office form has been completed by a physician and parent.

**Head Lice:** "A child who has been determined to have head lice or nits will be sent home immediately for the appropriate treatment and may not return to school until he or she has been checked by the school nurse and is found to be nit-free. Parents must accompany their child for re-entry and must show proof of treatment. Proof of second treatment after 7-10 days is also required for continued enrollment." This policy went into effect on Monday, November 18, 1996.

*Any new student entering the district will be checked upon enrollment.*

**Infectious Diseases:** If a student, upon examination, is believed to have an infectious disease (i.e., measles, etc.) at school, the parent will be notified and arrangements will be made to pick the student up from school as quickly as possible for the student's well-being and to prevent further infectious contact with others. Proper procedures (gloves, cleaning, decontamination, and reporting) will be followed.

## **INSURANCE**

Student insurance is entirely optional. The school has an arrangement with a group plan providing for fine low-cost coverage. Parents have two choices available, a "school-time" plan and a "24 hour plan," from which to select. Parents may select the plan best suiting the family needs.

Claims must be filed immediately after an accident by the insured, with the signature of the staff member in charge. This claim shall be filed in the principal's office with the secretary. All medical bills will be charged to the parents. It must be noted that this policy is NOT a primary policy. It is a secondary or supplemental policy. Everyone should carry their own primary accident policy for students both for regular school and football coverage.

## **LIBRARY PRIVILEGES**

Students are encouraged to use our library facilities. However, if their grades are in jeopardy they will only be allowed in the library for research materials.

1. One F or warning letter and student is out until next grade period.
2. Grade periods are either mid-term or quarter.

3. Students who are restricted from the library because of one F or one warning letter CANNOT take magazines and/or newspapers from the Library to the Study Hall without prior approval from a classroom teacher.
4. Study Hall students who commit infractions in the Library will be restricted from the Library for one week for the first offense; two weeks for the second offense and the remainder of the semester for their third offense.

## **GUIDANCE AND COUNSELING SERVICE**

Some of the services offered to Cumberland High School students and from which all students can benefit are:

1. Planning and scheduling a program of studies.
2. Testing
3. Post-high school entrance and scholarship and financial aid information.
4. Careers and occupations information
5. Recommendations for employment, colleges, scholarships and service academy appointments (Air Force Academy, West Point, Annapolis and Merchant Marine Academy).
6. Transcripts for college admissions, nurse's training, trade and technical schools.
7. Home visits, when necessary and helpful.
8. Counseling is the process through which a student can discuss any problem of concern to him/her with a trained, professional counselor. The goal of counseling is not to tell a student how to resolve his problem, but rather to increase self-understanding to the student and may help solve problems now and as they arise in the future. Each student has the ultimate responsibility for conducting his own life and making better and more satisfying use of his intellectual and personal resources. There will be times when a student is faced with a problem or decision which he would like to discuss with someone apart from his family or friends. The opportunity to do this with a counselor who has had experience helping others with many of the same concerns is available through this service. Anything that caused you to feel anxious or uncomfortable may affect your academic performance as well as your personal life. With your counselor you may discuss freely, and in confidence, any feelings or problems that are important to you.

## **DRESS CODE**

Cumberland High School encourages students to dress in a neat, clean, and appropriate manner. High standards of dress, grooming, hygiene, and cleanliness are proper and help create a good atmosphere for learning. 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:

1. Clothing or jewelry that display, refer to, or promotes a controlled substance (drugs, smoking/tobacco, alcohol), inappropriate or derogatory saying/phrases, obscene language/symbols/numbers/slogans, sexual innuendos, supports violence or hatred, or is gang or cult-related is prohibited.
2. Halter-tops, spaghetti strap shirts, excessively low necklines, bareback, and bare midriffs are unacceptable. When a shirt exposes the abdomen or back region, that shirt will be considered unacceptable. No tank tops for boys or girls. Shoulders must be covered. All undergarments must also be covered. "Muscle" T-shirts also need to be covered.
3. Outerwear such as hats, jackets, coats, backpacks, visors, and sunglasses are not to be worn during school hours unless part of a school sponsored activity.
4. No pants/shorts/skirts of inappropriate/immodest condition or length. Pants length should be 1-2 inches above the ground to prevent the student from tripping and becoming a safety hazard to themselves or other students. Shorts, skorts, and skirts should be no shorter than mid-thigh. Students'

clothing needs to cover their underwear at all times. Pants and shorts may not display writing on the rear end as to draw attention to that area. Pajama pants and house slippers are not considered to be proper dress for school.

5. Form fitting apparel that is worn at and below the waist must be covered down to mid-thigh. Form fitting is any clothing worn tight and shows the outline of the body. Administration will have discretion over what constitutes appropriate dress in the school and at all school functions.
6. Any clothing or accessories that may damage furniture, or be used as a weapon (i.e.: chains/wallet chains, pointed or studded jewelry, studded clothing, etc.) are prohibited.
7. No face, hair paint, colored hair gel, non-permanent hair color, or excessive makeup are to be worn or applied during school hours or at school activities unless approved as part of the school activity.
8. Dress and/or personal appearances which are deemed to be disruptive to the learning environment or distracting from educational purposes will not be permitted.
9. Pens, pencils, other writing implements should not be used to mark arms, hands, legs, face, etc.

Students who choose to violate these standards of dress will be given opportunity to change clothing/grooming prior to calling home. P.E. clothes are not to be worn to any class other than physical education unless approved for the day by the administration. Administration will have discretion over what constitutes appropriate dress in the school and at all school functions. This includes Homecoming and Prom, as well as any other extracurricular activity in which the student represents the school district.

### **USE OF MOTOR VEHICLES**

Students driving motor vehicles to school are subject to the following regulations:

1. All vehicles must be parked on the school grounds in the parking lots. Cars parked behind the gym or parked illegally will be towed away at owner's expense.
2. In the West parking lot, parking should be in double rows only from south to north. Vehicles are not to be moved, without permission from the principal at any time, after arriving at school or before the dismissal bell. The principal will assign students to the East Parking Lot. Only assigned students will be permitted to park in this area.
3. A 15 mile per hour speed limit exists on all school grounds. A 20 mile per hour limit exists within a block each way prior to reaching school grounds.
4. Students are not to be in automobiles or on motor vehicles at any time after arriving on the school grounds prior to dismissal time except students in a work program or on the way to Auto Mechanics class.
5. All students are to drive carefully. Reckless driving, spinning of wheels while starting or braking your car or other forms of recklessness will not be tolerated.
6. All rules apply at any time students are driving on the school grounds. All vehicles that are motor driven, require a driver's license therefore, you must be at least 16 years of age.
7. Students who fail to comply with motor vehicle regulations will on the first offense lose their driving privileges for one week. Students not abiding by the driving restrictions will be turned into law enforcement officials. A second offense will result in a student being reported to a law enforcement office and his driving privileges cancelled for the rest of the semester or 2 months, whichever is longer.
8. Any parking lot accident must be reported to the office immediately.
9. Use special caution when pulling onto the highway.
10. No parking on south end of gym will be allowed. Cars in this location will be towed away at owner's expense.
11. The administration reserves the right to search student vehicles if there is probable cause.
12. The Principal will make student assignments in the East Parking Lot. Only assigned students may park in that lot.
13. A \$25.00 fee will be charged to all students parking in the school parking lots.

## DISCIPLINE CODE

Consequences for the majority of discipline issues are managed by the teacher first. These consequences may include but are not limited to detention, verbal and/or written warnings, call to parents, etc. Should it become necessary for the teacher to refer the student to the office (usually with the fourth occurrence of the same offense or due to severity of the incident), administrative assigned consequences may follow the procedures of offenses as outlined in the Discipline Code.

The Discipline Code shall apply to all students at all times on school property including:

- In school buildings
- On school grounds
- In all school vehicles
- At all school sponsored activities (field trips, sporting events, etc.)

**A. Accumulated tardies/Unexcused late arrivals (per quarter) = Unexcused late arrivals to be disciplined with the same methods as tardies.**

**Consequences:**

3 tardies = 1 detention

4 tardies = 6 nights ½ hour detentions/in-school suspension

5 tardies = 1 day suspension

6 tardies = 2 days suspension

7 tardies = 3 days suspension

**B. Backpacks are to be kept in lockers for safety purposes.**

**Consequences:**

1st offense – verbal warning & take to locker

2nd offense – detention

3rd offense, etc. – additional detentions

**C. Bus Misconduct**

**Consequences:**

1st offense – written warning to student/parents

2nd offense – 3 days off the bus

3rd offense – 5 days off the bus

4th offense – 10 days off the bus

**D. Cell phone/electronic device violation: Cell phone usage is prohibited during instructional time at Cumberland High School. Cell phones should be set to silent mode or turned off upon entering the school building. It is permissible for students to use cell phones before school, during passing periods, or during student's lunch period. On occasion, teachers may allow students to utilize cell phones for educational purposes. Cumberland Unit District #77 is not responsible for lost or stolen cell phones or other electronic devices. STUDENTS NEEDING TO LEAVE SCHOOL DUE TO ILLNESS OR OTHER EMERGENCY MUST USE THE SCHOOL OFFICE PHONE TO CALL HOME. FAILURE TO USE THE SCHOOL PHONE WILL RESULT IN THE STUDENT RECEIVING CELL PHONE/ELECTRONIC DEVICE VIOLATIONS AND WILL BE SUBJECT TO DISCIPLINE BASED ON THE CELL PHONE/ELECTRONIC DEVICE CODE. Electronic devices are not permitted to be used to take photographs in locker rooms, bathrooms, cheating, or otherwise violate student conduct rules. Cell phones are not permitted in physical education classes and students are not allowed to have them in their possession during physical education classes.**

**Consequences:**

1st offense – written warning and confiscation of item until the end of the day

2nd offense – detention and parent required to pick up item

Additional offenses – in-school suspension and parent required to pick up item

**E. Cheating: A cheat is a person who is a fraud or deceptive.**

**Consequences:**

1st offense – detention(s)

2nd offense – 1 day suspension

3rd offense – Saturday detention(s)

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

**F. Disruption – Running, rough housing, being boisterous in school/having laser pointers, water devices/dispersing water on anyone or anything, etc.**

**Consequences:**

1st offense – written warning (serious offenses go to 2nd offense)

2nd offense - detention

**G. Dress Code Violation**

**Consequences:**

1st offense – written warning and change clothing

2nd offense – detention and change clothing

Additional offenses – suspension (in-school or out-of-school as determined by administration) and change clothing

**H. Failure to serve Detentions**

**Consequences:**

1st Offense – 2 Detentions

2nd Offense – In-school suspension

**I. Fighting/Physical Aggression**

**Consequences:**

1st offense – 3 days suspension

2nd offense – 5 days suspension

3rd offense – consideration for expulsion

If self-defense as a result of receiving bodily harm can be proven, then no suspension will result for the defender.

**J. Open bottles or cans and Food in Lockers – Water is allowed in the classroom and hallways. Water bottles should be clear and the liquid inside the bottles must be clear.**

**Consequences:**

1st offense – written warning

2nd offense – detention

Additional offenses – detention

**K. Gross Insubordination/Disrespect – verbal assault to staff member or use of profanity to a staff member**

**Consequences:**

1st offense – 3 days suspension

2nd offense – 5 days suspension

3rd offense – consideration for expulsion

- L. **Hall Pass** – No student is allowed in the halls without a hall pass or handbook. Handbooks must be signed by a staff member.

**Consequences:**

1st offense – warning

2nd offense – detention

3rd offense – additional detentions or in-school suspension

- M. **Bullying/Cyberbullying/Harassment/Hazing/Threats**

**Consequences:** Discipline may range from a warning to suspension based upon the infraction.

- N. **Insubordination/Disrespect/Inappropriate Language/Profanity**

**Consequences:**

1st offense – detention

2nd offense – 1 day suspension

3rd offense – 3 days suspension

- O. **Internet Violation**

**Consequences:** Discipline may range from warning to suspension based on infraction and possible loss of internet and computer privileges.

- P. **Not prepared for class**

**Consequences:** Flex Detention after 3<sup>rd</sup> occurrence in a quarter.

- Q. **Physical assault upon a teacher**

**Consequences:** suspension, possible recommendation for expulsion

- R. **Property Damage/Major Theft**

**Consequences:** suspension, possible involvement of law enforcement agency

- S. **Public display of affection**

**Consequences:**

1st offense – warning

2nd offense – 3 detentions

3rd offense – 1 day suspension

4th offense – 3 days suspension

- T. **Sexual Misconduct**

**Consequences:** Suspension to possible expulsion

- U. **Substances:**

**Alcohol** – Use, possession, or under the influence of alcoholic beverages or look alikes at school, on school grounds, on school sponsored trips or on school vehicles is strictly prohibited.

**Consequences:**

1st offense – 3 days suspension

2nd offense – 5 days suspension

3rd offense – 10 days suspension and possible recommendation for expulsion

**Drugs** - Use, sale, possession, or under the influence of illegal drugs or drug paraphernalia or look alikes at school, on school grounds, on school sponsored trips or on school vehicles is strictly prohibited may result in expulsion for the remainder of the school year.

**Tobacco** – Smoking or possession of tobacco products or look alikes (**including e-cigarettes or vapor machines**) by students is not permitted at school, on school grounds, on school sponsored trips, or on school vehicles.

**Consequences:**

1st offense – 3 days suspension

2nd offense – 5 days suspension

3rd offense – 10 days suspension and possible recommendation for expulsion

*\*Any student who has been suspended for alcohol or drug use or possession will be required to see a drug/alcohol counselor at no expense to the school. Any student repeatedly caught with tobacco products may also be required to see a counselor at no expense to the school.*

*\*A student may voluntarily turn himself/herself in for infractions of substances and submit to a set number of counseling services (at no expense to the school) in lieu of disciplinary action on a one time only basis. If the counseling is not completed the disciplinary action will be enforced.*

**V. Throwing objects** – snowballs, paperwads, etc.

**Consequences:** In class handled by teacher. Elsewhere, referred to office for discipline.

**W. Truancy**

**Consequences:** In-school suspension and report to Regional Office of Education. Any student absent for five (5) days without parental contact will be referred to the Regional Office of Education's Truancy officer.

**X. Weapons/Dangerous Instruments:** Any student possessing weapons, dangerous instruments, or fireworks at school will receive an out-of-school suspension or possible expulsion

***With all administration of discipline, the administration will reserve the right to alter penalty when the situation calls for such action on the administrator's part.***

**DISCIPLINE**

**(ARTICLE V, SECTION 11)**

**A. Philosophy:** The ultimate objective of education in the Cumberland schools is effective citizenship. In developing effective citizenship the schools will prepare students both to carry on the values of the society and to build on and modify them to bring about improvements in the society. To realize this goal, the best possible learning environment, is the product of relevancy of 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 desirable goals of self-discipline as a normal outgrowth of the training received in the home, the 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 of a good learning environment will not be tolerated.

Reasonable rules and regulations developed by the Board of Education and enforced by the administration, teachers and students are necessary for the orderly operation of the school for the maintenance of a good learning environment, and for the ultimate development of self-discipline. School officials will discipline appropriately all pupils who do not conduct themselves in accordance with the rules and regulations established or those who hinder the normal progress of other pupils. 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, shall be established and publicized. These avenues of communication shall be structured so a person or persons with a grievance will receive a prompt hearing and so that a decision, with full explanation, will be rendered as speedily as practical.

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

- B. Maintenance of Discipline: Teachers and other certificated educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall 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 to establish rules with respect to discipline.

The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than two years, and provided that written 10 days of notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

- C. 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 shall be followed:

- Step A) Teachers will establish with students positive, acceptable behaviors that will support a safe and orderly environment.
- Step B) Teachers will attempt to resolve disruptive behaviors first by counseling with student(s) involved. Consideration of special intervention should be made at this time.
- Step C) Teachers will discuss the disruptive behaviors by student(s) with their parents and report such to principal.
- Step D) Principal, teacher, parent/guardian, and student, along with resource staff will meet and write a behavioral plan that all parties will sign. The behavioral plan will be filed in the student folder with copies distributed to all parties.
- Step E) It shall be the duty of school staff and parents/ guardians to contact each other as questions or disruptive behaviors arise.
- Step F) The behavioral plan will be reviewed annually by all parties to determine its merit and modifications.

- D. Permissible Discipline: Permissible discipline of students for unacceptable behavior(s) include:

1. Detention: Detention is administered by either the classroom teacher or the principal and is supervised by the administering staff member. Parents will be informed of detentions beforehand when possible.
2. 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 notified within 24 hours of the incident. Removal from the classroom/activity could result in an in-school suspension or out-of-school suspension as determined by the administrator.
3. Reasonable force: Teachers and staff may use reasonable force to protect themselves, the student, and others in the interest of safety.
4. Suspension from classroom/ activity, and/or school expulsion:
  - a) 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, or to suspend pupils guilty of gross disobedience or misconduct on the school bus, from riding the school bus, and no actions shall lie against them for such suspension. The board does authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of such acts for a period not to exceed 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 10 school days

for safety reasons. Any suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be given to the school board. Upon request of the parents or guardian the school board or a hearing officer appointed by it shall review such action of the superintendent or principal, assistant principal, or dean of students. At such review the parents or guardian of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is appointed by the board he shall 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 shall be 1-3 days at the discretion of the administrator. The second suspension in a school year shall be 5-10 days at the discretion of the administrator and require the student to appear before the board with his/her parent/guardian to explain the behavior. Student suspension shall result in a grade of zero for all classes missed due to the suspension.

- b) To expel pupils guilty of gross disobedience or misconduct, and no action shall lie against them for such expulsion. Expulsion shall 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 request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board he shall 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. Maximum length of an expulsion is two years.
- c) The Department of Mental Health and Developmental Disabilities shall be invited to send a representative to consult with the board at such meeting whenever there is evidence that mental illness may be the cause for expulsion or suspension.

*\* Corporal punishment will not be used as a form of discipline at Cumberland CUSD #77.*

- E. 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 welfare, but in working with the individual, must at all times be concerned with the welfare of the group. Too much time spent on a few results in neglecting the majority.

The following obligations should be assumed by the student:

- 1. To obey the rules of his/her school.
- 2. 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.
- 3. To respect the authority of his/her teachers.
- 4. To respect school property.
- 5. To conduct himself/herself properly in school, on school grounds, buses, and at school functions. Students shall never encroach on the health, life and safety of any other individual.
- 6. To refrain from disruption, demonstrations, violence, and other forms of incitement.
- 7. To leave the school grounds immediately upon being dismissed, go to or from school in an orderly manner and without delay, and 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 in other such places will be acceptable conduct in school. The board retains the right to modify the code per the district and student needs during the school year.*

F. Code Prohibiting Serious Misconduct:

Rule 1 – Disruption of School

A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

- a. A student shall not participate in a boycott, sit-in, stand-in or walk-out that is disruptive to the conducting of school, or that involves misconduct or that is a non-peaceable gathering.
- b. A student shall 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 or obstruction is reasonable certain to result from his urgings.

Rule 2 –Theft, Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to valuable school property, or steal, or attempt to steal school property. Even though the damage is small, or theft is not of property of substantial value, repeated offenses will be considered serious misconduct.

Rule 3 – Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to valuable private property, or steal, or attempt to steal valuable private property either on the school grounds or during a school activity, function or event off school grounds. Repeated damage or theft involving private property of small value shall be also considered serious student misconduct.

Rule 4- Abuse of School Personnel

Neither student, parent of a student, or 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 shall 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 shall 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, Alcoholic Beverages, look-alike drugs or alcohol, inhalants, and drug paraphernalia.

- A. A student shall not knowingly possess, use, transit or be under the influence of any narcotic drugs, hallucinogenic drugs, look-alike drugs, amphetamine, barbiturate, marijuana or intoxicant of any kind (1) on the school grounds, during and immediately before and immediately after school hours, (2) or the school grounds at any other time when the school is being used by any school group, or (3) off the school grounds at a school activity, function or event.
- B) Any student who has been convicted of a felony, or if a juvenile is declared a 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.
- C) A student shall not knowingly possess, use, transmit or be under the influence of any alcoholic

beverage (1) on the school grounds, during and immediately before and immediately after school hours, (2) on the school grounds at any time when the school is being used by any school group or (3) 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 use or possession (1) on the school grounds, during and immediately before and immediately after school hours, (2) on the school grounds at any other time when the school is being used by any 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 or 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. A student shall not produce and/or distribute any petitions or documents of any kinds or sort on school premises during the school day without the specific approval of the principal. Students are prohibited from accessing and/or distributing at school, any written or electronic material, including material from the Internet.

*NOTE: Student participation in the publication of student newspapers, yearbooks, literary magazines and similar publications is encouraged by the Cumberland Community Unit #77 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 shall be provided.*

#### Rule 11 – Student Lockers

A student shall not place, keep or maintain any article or material in a school owned locker which is of a non-school nature that shall 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, furnished and maintained by the school district and remain the property of the school district. No charges are made for their use or rental, but a refundable deposit is required for the use of combination locks for the locker.*

Glass containers, opened plastic bottles or cans will not be permitted in a student locker.

#### Rule 12 – Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principals or other authorized school personnel during any period of time when he is properly under the authority of school personnel.

G. Due Process: Students shall 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 of students may appeal the charges through district due process procedures.

H. Parent- Student Handbook(s): This policy shall be incorporated into the Parent- Student Handbook(s). Additional building rules may be written into Parent-Student Handbook(s) augmenting the intent and description of this Discipline Policy, subject to Board approval. One Student Handbook will be provided to each student. Handbooks will be used as a student's hall pass. A fee of \$7.00 will be charged to replace a Student Handbook.

I. Search and Seizure: School authorities reserve the right to search student's lockers, purses and autos when reasonable cause exists.

## STUDENT GRIEVANCE PROCEDURE

### (ARTICLE VI, SECTION 10)

#### A. EXPLANATION

A grievance is a difference of opinion raised by a student or group of students involving (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the options of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which 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 shall exist throughout the procedure with the right to (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

More detailed information is available in the offices of: superintendent, building principal, dean(s), coordinator(s) for equal opportunity, department chairpersons and in the learning resource center. Time limits refer to days when school is in session or weekdays except for legal holidays.

#### B. Step I

The student(s) and/or parents(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.

#### C. Step II

If the problem is not resolved, the grievance should be referred informally to the appropriate: Grade School Principal or High School Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

#### D. Step III

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent, 1496 IL. RT. 121, Toledo, Illinois 62468, within ten(10) days from the response of Step II. 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 shall be kept and sent to both parties for possible future reference.

#### E. Step IV

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

#### F. Step V

May appeal to Regional Superintendent of Schools or State Board of Education.

## 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 and intimidating, hostile educational environment. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the District shall not be permitted.

Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of 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.

Students who are the victims of sexual harassment are encouraged to notify the School District through their Principal (Mr. Hall) or, if the Principal has allegedly committed the act or acts of sexual harassment complained of, through the Superintendent's office (Mr. Ragon). Such report is requested to be made in writing detailing the specifics of the charge and should be submitted within a reasonable time after the incident. The identity of the parties and the events complained of shall remain confidential to the extent feasible. The Principal shall report his/her findings and any recommendation for action to the Superintendent. Acts of sexual harassment, depending upon the circumstances of the case, may be considered cause for expulsion or such other disciplinary action as is warranted.

**Gender Equity:** Cumberland Unit #77 does not discriminate on the basis of sex in the provisions of programs, activities, services or benefits and we guarantee both sexes equal access to educational, general activity and extracurricular programs.

### **BULLYING/HARASSMENT**

Each student has a right to expect a non-threatening school atmosphere in which to study and mature.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power--such as physical strength, access to embarrassing information, or popularity--to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Types of Bullying - There are three types of bullying:

- Verbal Bullying is saying or writing mean things. Some examples of Verbal Bullying include, but are not limited to:

Teasing  
Name-calling  
Spreading rumors about someone  
Taunting/Mocking  
Inappropriate sexual comments

Threatening to cause harm

- Social Bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Some examples of Social Bullying include, but are not limited to:

Excluding someone on purpose  
Telling other children not to be friends with someone  
Spreading rumors about someone

Embarrassing someone in public

- Physical Bullying involves hurting a person's body or possessions. Some examples of Physical Bullying include, but are not limited to:

Hitting/Kicking/Pinching  
Spitting  
Tripping/Pushing  
Taking or breaking someone's things

Making mean or rude hand gestures

[105 ILCS 5/27-23.7](#) (2010) defines bullying and prohibits it in the school environment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. No student shall be subject to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the bus, at schools-sponsored or school-sanctioned events or activities, or through the transmission of information from a school computer, school computer network or other similar electronic school equipment. Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

#### **CYBER BULLYING**

[105 ILCS 5/27-23.7](#) (2010) prohibits bullying (as defined in the statute) in the school environment and includes in its definition of bullying electronic communications. Bullying is specifically prohibited through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

#### **HAZING**

[720 ILCS 120/5](#) (1996) defines hazing as a person who knowingly requires the performance of an act by a student or other person in a school, college, university or other educational institution, for purpose of induction or admission into any group, organization or society associated with or connected with that institution, if the act is not sanctioned or authorized by the institution and the act results in bodily harm.

Any person who feels he/she is a victim of or a witness to harassment, bullying, or hazing should file a written or online complaint with the building principal, any staff member, or turn in the complaint at the designated location for each wing/school.

## **CUMBERLAND COMMUNITY UNIT #77 OFFICIAL NOTICE OF SCHOOL REGULATIONS AND PROGRAMS AS PRESCRIBED BY LAW**

### **Section I. General Information**

- A. **Eligibility for Enrollment:** Children who are five (5) years old by September 1, or under twenty-one (21) are eligible to enroll in the public schools in the district in which they reside. Pupils moving from a district during the school year may continue without paying tuition for the remainder of the school year.
- B. **Children with Special Needs:** Educational 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 the Rules and Regulations for the Administration of Special Education in the State of Illinois. Contact the superintendent of schools of 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 student, 3) students placed with legally appointed guardians and/or foster parents except for sole purpose of attending school, 4) students who are in long term custody of other than family member for purpose other than attending school, 5) nonresident students may attend a school by paying tuition with the approval of the district's board of education, and 6) a homeless child living in any district school's attendance area may attend that school.
- D. **Attendance:** All children between the ages of seven (7) and seventeen (17) must attend 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), and 3) he/she is attending confirmation classes or otherwise

excused by school authorities in accordance with the board of education policies.

- E. **Truancy**: Chronic or habitual unexcused absence is considered truancy and parents may be found guilty of a 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. **Non Discrimination**: All students are provided equal opportunities in all regular education, vocational, and special education, extracurricular programs and services including cooperative, work study or apprenticeship programs, without regard to race, color, national origin, religion, sex or handicap. Should any complaints arise concerning any above opportunities, they should be filed with the Superintendent of Schools, 1496 IL Rt. 121, Toledo, Illinois or call 923-3132.
- G. **Physical Examinations, Immunizations, and Boosters**: A student's parent(s)/ guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules: 1) within one year before entering kindergarten or the first grade; 2) upon entering the fifth and ninth grades; and 3) whenever a student first enrolls in a District school, regardless of the student's grade. Parent(s)/ guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required. Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.
- H. **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 its branches not more than one year preceding practice or participation in any interscholastic contest or activity. Students must also show proof of insurance.
- I. **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.
- J. **Discipline**: Teachers and other certificated educational employers shall maintain discipline in the schools, including on school grounds and in school buses. In all matters relating to the discipline and conduct of the schools and the children, teachers stand in the relation of parents and guardians to the pupils. A discipline committee will meet at least once a year to evaluate procedures and additions/deletions of policy or handbook. The Principal will establish the time and report recommendations to the Superintendent.
- K. **Homeless Students in Schools**: Children and youth who are homeless are automatically eligible for Title I, Part A, services, whether or not they attend a Title I school or meet the academic standards required of other children for eligibility. This automatic eligibility acknowledges that the experience of homelessness puts children at significant risk of academic failure, regardless of their previous academic standing.
- L. **Drop Outs**: If it should become necessary for a student to drop out of school, the student, parent and/or guardian should:
  - 1. Seek counseling through the school and perhaps find a solution to the problem(s) that would make it possible for the student to continue their public school education.
  - 2. If the problem is unable to be resolved. The counselor will discuss alternative education programs with the student, parent and/or guardian. Such as..."Pathways", "Bridges", Job Corp., Lincoln Challenges, etc...

## **Section 2. Students' Records – Notification of Rights of Parents and Students**

- A. The student 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 temporary records consist of all information not required to be in the student permanent records, including family background information, test scores, psychological evaluations, special education files, teacher anecdotal 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:
    - 1. 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.
    - 2. To challenge the contents of the records by notifying the principal or records' custodian of an objection to 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.
    - 3. To receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
    - 4. 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 of 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 release of information requires the informed written consent of the parent of an eligible student.
  - E. The following is 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 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 Family Educational Rights and Privacy Act (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 education 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 student believes are inaccurate or misleading. The parents or eligible student may ask Cumberland School District to amend records that they believe are inaccurate or misleading. They should write the

school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents 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 records, 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 responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- 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 Avenue, SW Washington, DC 20202-4605

### **Section 3. Notification**

#### **Asbestos Management Plan**

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 response 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 material found in our school.

An inspection was performed at Cumberland High School in compliance with these regulations. Furthermore, a site specific asbestos management plan was developed, will be reviewed by the Illinois Department of Public Health, and will soon be implemented. 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 30, 2005, which will be available Monday through Friday between 8:00 a.m. – 3:00 p.m. at the school's administrative office. Should you have any questions or desire further information please address those question to the principal.

## **PARENT NOTIFICATION**

### **AYP Notice to Parents:**

The district shall promptly provide to a parent or parents (in an understandable and uniform format and, to the extent practicable, in a language the parents can understand) of each student enrolled in the elementary school or secondary school identified for school improvement. The explanation shall include the following:

1. an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational

- agency and the State educational agency involved;
2. the reasons for the identification;
  3. an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
  4. an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem;
  5. an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
  6. an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child.

#### **INSPECTION OF INSTRUCTIONAL MATERIALS BY PARENTS OR GUARDIANS:**

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

#### **PARENTS RIGHT TO KNOW:**

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers.

#### **PHYSICAL EXAMS:**

**Local policies concerning student privacy, parental access to information, and administration of certain physical examinations to minors are as follows:**

1. A local educational agency that receives funds under any applicable program shall develop and adopt policies, in consultation with parents, regarding the following:
  - A. The right of a parent of a student to inspect, upon the request of the parent, a survey created by a third party before the survey is administered or distributed by a school to a student; and
  - B. Any applicable procedures for granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received.
2. No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning (including the right of a parent of a student to inspect, upon the request of the parent, any survey containing one or more of such items):
  - A. Political affiliations or beliefs of the student or the student's parent.
  - B. Mental or psychological problems of the student or the student's family.
  - C. Sex behavior or attitudes.
  - D. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - E. Critical appraisals of other individuals with whom respondents have close family relationships.
  - F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
  - G. Religious practices, affiliations, or beliefs of the student or the student's parent.
  - H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Parental rights
  - A. The parent of a student has the right to inspect, upon the request of the parent, any instructional material used as part of the educational curriculum for the student; and
  - B. Any applicable procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.
4. The administration may oversee physical examinations or screenings that the school or agency may

administer to a student.

5. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.
  - A. The right of a parent of a student to inspect, upon the request of the parent, any instrument used in the collection of personal information before the instrument is administered or distributed to a student; and
  - B. Any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

**Transportation Reimbursement Eligibility:** Schools shall notify custodians of the eligibility criteria set forth in Section 29-5.2 of the School Code and Section 120.210 of this Part by November 1 of each year. This notification shall include the fact that claim forms will be available, as well as informing custodians of the existence of the dispute resolution procedures contained in Section 120.250 of this Part.

**Notice of Birth Certificate (Missing Children Records Act):**

If the Department has reason to believe that a missing person has been enrolled in a specific Illinois elementary or secondary school, it shall notify the last such known school as to the disappearance at which time the school shall flag the missing child's record (birth certificate). School must receive a birth certificate within ten (10) days of a new student enrolling, or the school must report the student to the state police.

**Safe and Drug Free Schools Education**

Upon receipt of written notification from the parents or legal guardians of a student, the local educational agency shall withdraw such student from any program or activity funded under this part. The local educational agency shall make reasonable efforts to inform parents or legal guardians of the content of such programs or activities funded under this part, other than classroom instruction.

**Parents with Disabilities**

Parents with disabilities may receive accommodations at parent conferences, school programs and school board meetings.

**Notice of Special Services Available**

If the child is deaf, hard of hearing, blind, or visually impaired and he or she might be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired, the school district shall notify the parents, in writing, of the existence of these schools and the services they provide and shall make a reasonable effort to inform the parents of the existence of other, local schools that provide similar services and the services that these other schools provide. This notification shall include without limitation information on school services, school admissions criteria, and school contact information.

**Transfer of Rights at Age of Majority for Students with IEP's**

When a student who is eligible for special education reaches the majority age of 18 years, all rights accorded to the student's parents transfer to the student, except as provided in this Section. Nothing in this Section shall be construed to deny a student with a disability who has reached majority age the right to have an adult of his or her choice, including, but not limited to, the student's parent, assist the student in making decisions regarding the student's individualized education program. (105 ILCS 5/14-6.10)

**Religious Holidays**

Any child enrolled in a public school who is unable, because of the observance of a religious holiday, to attend classes on a particular day or days or at a particular time of day shall be excused from any examination or any study or work assignments on such particular day or days or at such particular time of day. It shall be the responsibility of the teachers and of the administrative officials of each public school to make available to each child who is absent from school because of the observance of a religious holiday an equivalent opportunity to make up any examination, study or work requirements which he has missed

because of such absence on any particular day or days or at any particular time of day.

## **ATHLETIC HANDBOOK FOR CUMBERLAND UNIT DISTRICT #77**

### **I. PURPOSE**

It is the purpose of this handbook to establish guidelines and general regulations governing the Cumberland Unit #77 Athletic Department. All personnel employed by the Cumberland Unit #77 Athletic Department will comply with the letter and the spirit of the guidelines and general regulations herein stated. All athletic programs will implement the objectives of the athletic department. The Athletic Handbook is meant to compliment any rules and regulations set forth in the Student Handbooks. Students participating in athletics 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**

Has the responsibility for interscholastic athletics. 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. 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, IHSA 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 coaching season. He/she will assist the Principal by supervising a minimum of 25 home and/or away contests each year. The Principal will designate the dates of these supervisions.

#### **B. Head Coach**

Shall be responsible for implementing and conducting his specific program, and shall be responsible to the Athletic Director for all facets of the program which he conducts. He will recommend to the Athletic Director items of material and equipment for procurement and any necessary changes in the physical facilities. He will keep the Athletic Director informed of any matter which concerns his program. He shall carry out all guidelines, regulations, and directives pertaining to his 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 they have been ill. Extenuating circumstances will be evaluated by the Principal.

The head coach shall inventory his equipment after each season and turn in the updated inventory to the Athletic Director. He 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 by the respective head coach. The assistant coach must be in school on days when practices or games are scheduled. The assistant coach(es) will not be able to come back to school and coach when they have been ill. Extenuating circumstances will be evaluated by the Principal.

#### **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 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 sport or activity which he will follow. One copy will be filed with the Athletic Director and at least one copy will be kept by the head coach. 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.

All athletic practices will be supervised by a member of the coaching staff. Athletic coaches are responsible for the conduct of his players during practice and games. Each coach will file with the Athletic Director a list of rules governing his 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 High School is a member of the Illinois High School Association. All rules and regulations of the Illinois High School Association shall be complied with by the member school.

#### **High School Sports**

- Fall- Varsity Football, F/S Football  
Varsity Cross Country  
Varsity Girls Volleyball
- Winter- Varsity Boys Basketball, F/S Basketball  
Varsity Wrestling  
Varsity Girls Basketball
- Spring- Varsity Boys Track  
Varsity Girls Track  
Varsity Baseball  
Varsity Girls Softball

#### **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 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 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, excluding 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 AND LETTERS**

Each head coach will select the recipients of awards and letters. Recipients will be determined according to criteria of participation, leadership, performance and sportsmanship. A student athlete must complete the entire sports season and the post season to be considered to receive a letter. 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(es) involved. Awards will be given at awards assemblies only. Awards may be presented at other times under extenuating circumstances.

### **High School Sports Awards**

*William S. Cody* - Outstanding Athlete

-All athletes with three varsity letters during a year will be placed on the ballot.

-If no athletes have three varsity letters, then all athletes with two varsity letters would be placed on the ballot, etc...

Athlete will get one letter per year during high school. Each athlete gets same award he/she will get a bar to indicate another year of participation.

Other individual awards are given as determined by the athletic council. A complete list of recipients of awards and letters will be approved by the Athletic Director. The High School Principal and the Athletic Director 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 take physical examinations nor are they required to carry compulsory insurance, as in the case of other sports. 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 will be provided by Cumberland Unit #77 for all High School athletic trips scheduled away from home at a cost per student of \$2.00, providing twenty-five (25) or more paid students sign up on a list posted in the respective 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 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 given unless written authority for such is given the assigned chaperon by the building principal in advance. Cheerleaders who are participating at an away event as an organization may ride the fan bus free; 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. Adult fans may ride if room permits.

#### **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 prior authorization is given by the principal or coach. Parents or guardians must present themselves to the responsible person when taking charge of a student and sign designated form. If pre-arranged with the principal, a parent or guardian may designate an adult relative (21 and over who normally has supervision responsibilities over the student) to present themselves to the coach and acknowledge that the student athlete is to ride home with them. The principal will communicate all pre-arranged permissions with the coach.

#### **XV. BASKETBALL HALL OF FAME CRITERIA - BOYS OR GIRLS**

Selections made by head coach and athletic director or head coach and principal. Must always be two different adults.

Player had to be a three year varsity letter winner and had to complete the senior year with no severe disciplinary problems.

Criteria to be considered:

1. All around outstanding player on offense, defense, and as a team player.
2. Picked to several all-tourney, all conference, all area teams.

#### **XVI. STUDENT PARTICIPATION IN TWO OR MORE SPORTS**

If a Cumberland High School athlete would like to participate in two different sports that take place in the same season, there are certain requirements that must be met. Those requirements are as follows:

- 1) Both coaches must agree to let the student participate in the two sports.
- 2) The student must make a decision at the beginning of the seasons to which sport he/she will select if a conflict should arise.
- 3) The student must submit in writing a letter to the principal stating that he/she would like to participate in two sports and which sport he/she has selected if a conflict should arise. This letter must be submitted to the principal at the beginning of the season for the two sports.
- 4) The letter to the principal must be signed and dated by the student, the student's parents or legal guardian, and the head coaches of the two sports.
- 5) The student is expected to adhere to the rules of each individual sport as expressed by the individual head coaches and their assistant coaches.

**Fall Sports:** H.S. Cross Country, H.S. Football, H.S. Volleyball

**Winter Sports:** Basketball, H.S. Wrestling

**Spring Sports:** Track, H.S. Softball, H.S. Baseball

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. High school pom-pom girls, will be allowed to participate in sports. All student athletes must have all equipment turned in from previous sport before they can begin the next sport.

**In cases where a student is involved in multiple school activities, state series competition will take precedence over regular season play. The student will not be reprimanded for participation in the state series.**

#### **XVII. CUMBERLAND HIGH SCHOOL CHEERLEADERS**

May be involved in sport and cheerleading during same season. The sport would be 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.

## **XVIII. 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. Students who are in "In-School Suspension" or "Out-of-School Suspension" during a game day, will not be allowed to participate in the IHSA athletic event for that day.

Students participating in IHSA events must take priority to attend the IHSA activity over any outside non-school related activity. If a student fails to follow these guidelines, a mandatory one game suspension will take place.

On days of pre-arranged absences athletes cannot participate unless absence is unavoidable. (College day, driver's license, etc.)

Athletes must be in school on time the day after a game in order to participate that day.

## **XIX. TRAINING RULES**

In establishing these guidelines, an attempt has been made to include all areas, problems, and circumstances which 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 their 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 to follow. Abstinence is a twelve-month a year job.

## **XX. EXTRA CURRICULAR ELIGIBILITY**

All student athletes participating in interscholastic athletic competition for Cumberland High School are automatically under the jurisdiction of the Illinois High 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 High School all students must be passing all classes to be eligible to participate in sport activities. Eligibility will be checked the first school day of each week. Any student with an "F" in any subject will be given a warning week per season to improve grades. After the warning week, a student athlete with an "F" will be ruled ineligible for the following week. Eligibility will be continuously checked throughout each semester. Students who are declared ineligible for the third time during any sport season will be dropped for the remainder of that sport season. Students who are ineligible may be allowed to practice with the team if the coach and administration agree to allow participation.

Students participating in the CHS cheerleading, Pom Pon, and all other extra-curricular activities will also

follow these same academic eligibility rules.

## **XXI. 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 high school policy.

Intentional damage or destruction to property either 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. An athlete involved in this type of serious misconduct will be disciplined by the coach in accordance with student discipline procedures.

The following suspension will be in effect:

### **Skiping 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 – This policy is to cover athletes in season and out of season including any school breaks such as summer and/or Holiday breaks. This policy includes physical possession and or physical proof that an athlete violated this practice.**

**1st Offense:** Suspension for 25% of season for each athletic activity in which the athlete is currently participating in.

Suspension will be for 1/8th 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 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 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.

## **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 in their sport season, the penalty will be imposed during their 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.

## **XXII. COACHES RESPONSIBILITIES**

Each coach still establishes their own rules as 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.

## **XXIII. SPORTS AWARDS CEREMONIES**

Cumberland High School Sports Award Ceremonies have been developed to honor the accomplishments of individual athletes and their team. The administration and coaching staff ask that each student athlete dress appropriately for this prestigious activity. Athletes will be expected to wear dress clothes: no hats or bandannas will be allowed. Coaches will not present awards to a student athlete who has improper attire.

Student athletes will be asked to remain seated in the cafeteria /gym for the entire program. This will show proper respect for other sports activities that have taken place during their season. Any athlete who must leave because of an extenuating circumstance (sickness, death in the family, etc...) must have this approved in advance by their coach and the principal.

## **HIGH SCHOOL AWARD REQUIREMENTS FOR JV OR VARSITY LETTER**

**CROSS COUNTRY:** ¼ of Cross Country Invitationals (finishing in the top 7 on the CHS team) (Or) Qualifies for Sectional or State Series

(Or) Finishes in top 7 on CHS team in all dual meets

(Or) Senior out for all four years.

**SPECIAL AWARDS:** Mental Attitude, Most Valuable Player

**BOYS TRACK:-** Competes in ¼ of all varsity track invitationals or: medal/ ribbon winner at LPC or IHSA Sectional meet.

**SPECIAL AWARDS:** Most Improved, MVP

**BOYS BASKETBALL:** - Plays in 1/4 of total quarters (or) Senior out all four years

**SPECIAL AWARDS:** Most Rebounds, Best Free Throw %, Most Improved, Defensive Award, Pirate Award, and MVP.

**WRESTLING:** Wrestles in ¼ of all duels and ¼ of all invitationals (Or) Sectional qualifier: 1st place, 2nd place, 3rd place, alternate in Regional. (Or) Senior out for all four years

**SPECIAL AWARDS:** Rookie of the Year, Super Sophomore, Mental, Attitude, and MVP.

**VOLLEYBALL:-** Plays in ¼ of games played, Senior out all four years

**SPECIAL AWARDS:** Offense Award, Digs Award, Assists Award, Aces Award, and MVP Award

**GIRLS TRACK:** Competes in ¼ of all varsity track invitationals (Or) Medal/ ribbon at LPC or IHSA Sectional Meet (Or) Senior out all four years

**SPECIAL AWARDS:** Most Improved, MVP, and Coaches Award.

**GIRLS BASKETBALL:-** Plays in 1/4 total quarters (or) Senior out for all four years.

**SPECIAL AWARDS:** Most Rebounds, Best Free Throw %, Best Field Goal %, Most Improved, Lady Pirate, Defensive Award, and MVP.

**FOOTBALL :** Plays in ¼ quarters, Senior out all four years

**SPECIAL AWARDS:** Most Improved, Back, Lineman, Mental Attitude, Tackles, Scout Team Player, Bobby Sowers Special Team Player, and MVP.

**BASEBALL:** Plays in 1/4 of total innings (or) Senior out all four years

**SPECIAL AWARDS:** Batting, Pitching and MVP

**SOFTBALL:** Plays in 1/4 of total innings (or) Senior out all four years

**SPECIAL AWARDS:** Batting, Pitching, and Most Improved.

**CUMBERLAND UNIT DISTRICT #77**

**XXVIII. MEDICAL CONSENT FORM**

Athlete: \_\_\_\_\_

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

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

Signature of Parent or Guardian \_\_\_\_\_

Phone numbers where parents can be reached:

Home \_\_\_\_\_

Work \_\_\_\_\_

Other \_\_\_\_\_

Name of Family Physician \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

## Concussion Policy and Procedure for CUSD #77

**Purpose:** To establish a standard of care for the management of concussions and traumatic brain injuries for CUSD #77. This protocol will be reviewed on a yearly basis.

**Concussion Oversight Team:** Schools will name a Concussion Oversight Team (COT) as outlined in IHSA rules. It will consist of the School Nurse, Athletic Director, Certified Athletic Trainer and each School's Administrator. All members must be in compliance with the education requirements. Each school will appoint a person who is responsible for implementing and complying with Return to Learn (RTL) and Return to Play (RTP) protocols.

**Injury Definition:** A concussion is a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns and which may or may not involve loss of consciousness. This definition was obtained from the Youth Sports Concussion Safety Act.

**Symptoms of a Concussion:** Headache, "pressure in head", nausea, vomiting, neck pain, balance problems, dizziness, vision problems, sensitivity to light noise, feeling sluggish or slowed down, feeling foggy or groggy, drowsiness, change in sleep patterns, amnesia, "don't feel right", fatigue or low energy, sadness, nervousness or anxiety, irritability, more emotional, confusion, concentration or memory problems, repeating the same question/comment.

**Signs Observed by Teammates, Parents and Coaches:** Appears dazed, vacant facial expression, confused about assignment, forgets plays, is unsure of game or score or opponent, moves clumsily or is uncoordinated, answers questions slowly, slurred speech, shows behavior or personality changes, can't recall events prior to hit, can't recall events after hit, seizures or convulsions, any change in typical behavior or personality, or loses consciousness.

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice and shall not return to play until cleared by a Certified Athletic Trainer or the treating Physician. If treating physician releases athlete, they still must complete the RTP Protocol with the ATC, found later in this document.

### **Emergency Action Plan (EAP), Management, and Referral Guidelines**

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:

- Any student-athlete with witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
- Any student-athlete who has symptoms of a concussion, and who is not stable (worsening of signs and symptoms), is to be transported immediately to the nearest emergency department via emergency vehicle.
- Any student-athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle;
  - Deterioration of neurological function
  - Decreasing level of consciousness
  - Decrease or irregularity in respirations
  - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
  - Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation

o Seizure activity

2. A student-athlete who is symptomatic but stable, may be transported by his or her parents/guardians. The parents/guardians should be advised to contact the student-athlete's primary care provider, or seek care at the nearest emergency department, on the day of injury.

**Guidelines and Procedures for Coaches:**

***"Recognize – Remove – Refer"***

*Recognize*

All coaches should become familiar with the signs and symptoms of concussion that are described above.

1. Annual training will occur for coaches of every sport
2. All coaches will read the IHSA and/or IESA Concussion Information Sheet.
3. All coaches will read CUSD #77 Concussion Protocol

*Remove*

1. Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as LOC, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest/practice and shall not return to play until cleared by the Certified Athletic Trainer or the treating Physician.
2. The coach shall notify the athletic director/administrator as soon as possible.

***"When in doubt, sit 'em out."***

*Refer*

1. The coach is responsible for notifying the student-athlete's parents of the injury.
  - a. Contact the parents/guardians to inform them of the injury. Depending on the injury, either an emergency vehicle will transport or parents will pick the student-athlete up at the event for transport.
  - b. NEVER LEAVE THE STUDENT-ATHLETE UNATTENDED
  - c. A medical evaluation is required to begin the process of "Return to Play"
2. In the event that a student-athlete's parents/guardians cannot be reached, and the athlete is able to be sent home (rather than directly to MD):
  - a. The coach should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.
  - b. The coach should continue efforts to reach parent/guardian.
  - c. If there is any question about the status of the student-athlete, or the student-athlete is not able to be monitored appropriately, the student-athlete should be referred to an emergency department for evaluation. A coach should accompany the athlete and remain with the athlete until a parent arrives.

**Athletes with suspected head injuries should not be permitted to drive home.**

3. Coaches should seek assistance from the host site certified athletic trainer (ATC) or team Physician, if available at an away contest.

**Guidelines and Procedures for Parents/Guardians:**

1. All parents/guardians of student-athletes shall read and sign the IHSA Consent Form.
2. All parents/guardians of student-athletes shall read the CUSD #77 Concussion Protocol.
3. All parents/guardians of student athletes have read and signed the HSHS Authorization form.
4. All parents/guardians have read and signed the HSHS Consent to Treat form.

**Guidelines and Procedures for Student-Athletes:**

1. All student-athletes shall read and sign the IHSA Consent Form.

**Responsibilities of the School Nurse/Athletic Director**

1. The school nurse (SN), or athletic director (AD), shall be notified by the student-athlete or parent of a diagnosed concussion.

2. The student-athlete will be instructed to report to the SN or AD upon his or her return to school. At that point the SN or AD will:
  - a. Re-evaluate the student-athlete utilizing the neuropsychological test (ImPACT).
  - b. Provide an individualized health care plan based on both the student-athlete's current condition and initial injury information.
3. Notify the student-athlete's guidance counselor and teachers of the injury.
4. Notify the student-athlete's PE teacher that he/she is restricted from all physical activity until cleared by the treating Physician.
5. Monitor the student-athlete on a regular basis during the school day.

#### **Responsibilities of the Student-Athlete's Guidance Counselor**

1. Monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome.
2. Communicate with the SN and AD on a regular basis, to provide the most effective care for the student.

#### **Education:**

- All high and middle schools will provide concussion information to athletes and their parents/legal guardians prior to participation in athletics. The schools will use the concussion information sheet available from the IHSA website. These forms will be signed by athletes and their parent/legal guardians and returned to the school prior to participation in sports.
- All athletic directors, game officials and high and middle school coaches, including employees and volunteers, will complete the online concussion awareness and education program developed by the IHSA. These are to be completed every 2 years.
- Nurses, Athletic Trainers, and Doctors need to complete continuing education for concussion management according to their respective disciplines.

#### **Implementation:**

- Schools will follow the IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions. This states "any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."
- Appropriate health care professionals are defined as: physicians licensed to practice medicine in all branches in Illinois and Certified Athletic Trainers.

#### **Post-Concussion Management:**

Athletes sustaining a concussion will return to the classroom and to sports under the direction of the COT and/or the athlete's physician.

A student removed from practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- 1) The student has been evaluated by a treating physician or an Certified Athletic Trainer.
- 2) The student has successfully passed the ImPACT post-concussion test.
- 3) The student has successfully completed each requirement of the return to learn protocol.
- 4) The student has successfully completed each requirement of the return to play protocol.
- 5) The treating physician or Certified Athletic Trainer has provided a written statement indicating it is safe for the student to return AND
- 6) The student and the student's parent or guardian:
  - a. Have acknowledged that the student has completed the requirements of the RTP and RTL protocols
  - b. Have provided the written statement to the AD
  - c. Have signed a consent form (IHSA Post-Concussion Consent Form) indicating that the person signing:
    - i. Has been informed concerning and consents to the student participating in returning to play in accordance with RTP and RTL protocols
    - ii. Understands the risks associated with the student with returning to play

- and learn and will comply with any ongoing requirements
- iii. Consents to the disclosure to appropriate persons, consistent with the federal HIPAA Act
- iv. And if any, written statement from physician or athletic trainer indicating RTL and RTP recommendations.

### Return-to-Learn Protocol

To initiate the return-to-learn protocol, the student must be evaluated by a licensed healthcare professional and documentation must be provided to the school.

- The protocol emphasizes allowing the student to participate in school in a modified fashion so as to not worsen symptoms. Determining “how much is too much” may be a trial and error process
- The student should be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery.
- The student should report to the case manager **daily** in order to monitor symptoms and assess how the student is tolerating the accommodations, as well as assess how staff is implementing the modified learning plan.
- As the student’s recovery progresses through the outlined phases, teachers should be prepared to apply “mastery learning” criteria within their subject matter. By identifying essential academic work, teachers can facilitate recovery by reducing the student’s anxiety levels related to perceived volume of work that will be required once he/she is medically cleared to resume a full academic load.

#### **Phase 1: No School/Complete Cognitive Rest**

- **Symptom Severity:** In this phase, the student may experience high levels of symptoms that at best prohibit the student to benefit from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.
- **Treatment:** Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.
- **Intervention Examples:**
  - No school.
  - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music.
  - Other symptoms “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing
  - No physical activity this includes anything that increases the heart rate as this may worsen symptoms
  - No tests, quizzes or homework
  - Provide students with copies of class notes (teacher or student generated)

#### **Phase 2:Part-Time Attendance with Accommodations**

- **Symptoms Severity:** In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain mental activities that are complex or of long duration. Often student can do cognitive activities but only for very short periods of time (5-15 minutes) so need frequent breaks to rest and “recharge their batteries.”
- **Treatment:** Re-introduce to school. Avoid settings and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class.

- **Intervention Examples:**

- Part-time school attendance, with focus on the core/essential subjects and /or those which do not trigger symptoms; prioritize what classes should be attended and how often. Examples 1) half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the nurse's office, library or quiet location in between. Symptoms reports by the student should be addressed with specific accommodations
- Eliminate busy work or non-essential assignments in classes.
- Limit or eliminate "screen time" (computers, phones, tablets, smart boards) reading and other visual stimuli, based on the student's symptoms.
- Provide student with copies of class notes (teacher or student generated)
- No tests or quizzes.
- Homework load based on symptoms. There should be no due dates on homework assignment. This allows students to work at pace that does not exacerbate symptoms and reduces their anxiety about completing the assignments. Many students have heightened anxiety during concussion recovery and due dates exacerbate this.
- Allow to leave class 5 minutes early to avoid noisy, crowded hallways between class changes.
- No physical activity including gym/recess or participation in athletics.
- If this phase becomes prolonged and/or the student is unable to tolerate the school environment or do any work for even short periods of time, a tutor can be helpful (either in school or at home) to implement oral learning at a pace that does not worsen symptoms. A tutor can also help students organize their work and plan how they will spend their limited time studying (i.e. which assignment should I do first, second, third, etc.), as many students are unable to do this basic "executive function" task during concussion recovery.

**Phase 3: Full-Day Attendance with Accommodations:**

- Symptoms Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbating by certain activities.
- Treatment: As the student improved, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
- Interventions examples:
  - Continue to prioritize assignments, tests and projects; limit student to one test per day with extra time to complete tests to allow for breaks as needed based on symptom severity
  - Continue to prioritize in-class learning; minimize overall workload
  - Gradually increase amount of homework.
  - Reported symptoms should be addressed by specific accommodations; Accommodations are reduced or eliminated as symptoms resolve.
  - No physical activity unless specifically prescribed by the student's physician or healthcare provider. If the student has not resolved their symptoms after 4-6 weeks, health care providers will often prescribe light aerobic activity at a pace and duration below that which triggers symptoms. This "sub-symptom threshold exercise training" has been shown to facilitate concussion recovery. The student can do that school in place of their regular PE class, by walking, riding a stationary bike, or jogging. No contact sports are allowed until student is completely symptom-free with full days at school and no accommodations, and has received written clearance from a licensed health care professional.

**Phase 4: Full-Day Attendance without Accommodations:**

- **Symptom Severity:** In this phase, the student may report no symptoms or may experience

mild symptoms intermittent.

- **Treatment:** accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.
- **Intervention Examples:**
  - Construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress
  - Physical activities as specified by student's physician.

#### **Phase 5: Full School and Extracurricular Involvement:**

- **Symptom Severity:** no symptoms are present. Student is consistently tolerating full school days and typical academic load without triggering any symptoms.
- **Treatment:** No accommodations are needed.
- **Interventions:**
  - Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

#### **Return-To-Play Protocol**

##### **Baseline: Back to School First**

- Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has the green-light from their health care provider to begin the return to play process.

##### **Step 1: Light Aerobic Activity**

- Begin with light aerobic activity only to increase an athlete's heart rate <70%. This means about 5-15 minutes on exercise bike, walking, or light jogging. No weight lifting at this point.
- If symptom free for next 24 hours, then move to next step.
- If symptoms return, then continue to rest.

##### **Step 2: Moderate Activity/Sports Specific Exercise**

- Continue with activities to increase an athlete's heart rate <80% with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and moderate intensity weight-lifting (less time and/or less weight from their typical routine).
- If symptom free for next 24 hours, then move to next step.
- If symptoms return, then return to previous step.

##### **Step 3: Heavy, Non-Contact Training Drills**

- Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, and regular weightlifting routine, non-contact sport-specific drill (in 3 planes of movement).
- If symptom free for next 24 hours, then move to next step.
- If symptoms return, then return to previous step.

##### **Step 4: Practice and Full contact**

- May return to practice and full contact (if appropriate for the sport) in the next controlled practice.
- If symptom free for next 24 hours, then return to play.
- If symptoms return, then return to previous step.

#### **References:**

1. National Athletic Trainers' Association Position Statement on Sport Concussion.
2. Youth Sports Concussion Safety Act.
3. IHSA website.
4. Sports Concussion institute website.
5. Center for Disease Control and Prevention website.