

CHALLAND MIDDLE SCHOOL



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Sterling, IL 61081
Phone Number: 626-3300
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www.sterlingpublicschools.org
School Hours 7:50 A.M. – 2:50 P.M.
Office Hours 7:30 – 4:00 P.M.

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Challand Middle School reminds you that this handbook is only a summary of board policies governing the district and that board policies are available to the public at the district office or accessed through the district website at www.sterlingpublicschools.org

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WELCOME

Welcome to Challand Middle School. Students in middle school grow and develop at incredible rates academically, physically and socially during these years of adolescence. All of these new developments can be overwhelming for them. Our staff subscribes to the middle school concept where students are grouped in smaller groups called cores. This provides the opportunity for students to build relationships with a group of peers at their grade level and with their core teachers.

At CMS, students are challenged with rigorous academics based on the New Illinois Learning Standards. Students also are offered opportunities for activities that interest them.

Parents are an integral part of the process for student success. Research shows that a supportive home environment leads to more successful student learning. Please join us in your child's educational experience by:

- Supporting the school's purpose by telling your child that learning is important
- Praising your child for academic initiative and academic success
- Talking with your child about how academic skills apply to jobs
- Becoming acquainted with your child's teachers at parent-teacher conferences and requesting other conferences as needed
- Attending special events at school
- Checking your child's planner everyday
- Encourage positive habits of promptness, cooperation, respect for authority, and respect for property

Successful teams know the rules of the game. The CMS School Handbook is a great resource for families. With nearly 800 students in our school, it is in everyone's best interest that we play as a team and follow the rules, We invite our families to participate with us in one of our most important investments - your child's education. We look forward to working with all students and their families this year. Please call [815-626-3300](tel:815-626-3300) or stop in the office anytime with questions, comments, or concerns about your child's education. We look forward to our partnership in your child's education.

Sincerely,

Matt Birdsley, Principal

GENERAL INFORMATION

Admission Procedures

All students must register for school each year on the dates and place designated by the Superintendent. Students enrolling in the district for the first time must present a birth certificate or other reliable proof of identity and age, as well as two (2) proofs of residency, disease immunization or detection as required by State law, and the required physical examination. (Board Policy 7.110, Student Transfers) Dental exams are required of all 6th grade students.

Tuition Students

A student who cannot establish that he or she can attend school in the District on a tuition-free basis may attend on a tuition basis with the prior approval of the Board of Education.

Student Enrollment

Residency

All students must comply with all District policies in order to attend CMS on a tuition-free basis.

Student Transfers

A student seeking admission to a Sterling Public School must meet all residencies, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a good standing form from the school from which the student is transferring. In order to be admitted, the form must indicate that the student is not currently suspended or expelled. Records will be requested from the transferring school in order to make appropriate grade and class placement decisions.

Student Handbook

The Superintendent or a designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

Bikes

A bike rack is located on the east side of the building. Bikes are not to be ridden inside the bike rack enclosure. Under no circumstances is a student to tamper with or ride another student's bike. Any violation of these rules will be reported to the office. Be sure to lock your bike properly in the bike rack, as the school is not responsible for theft or damage to your bike. Students are not to ride their bikes in the parking lots. Students with skateboards and roller blades should keep these items in their lockers. Rollerblading and skateboarding on school property are prohibited.

Book Rental and Lab Fees

Book rental and lab fees are payable during the week of registration. Applications for free or reduced fees will be available.

Cellular Telephones and Electronic Paging Devices

Engaging in any activity that constitutes an interference or disruption of school purposes or an educational function, including using electronic signaling and cellular radio-telecommunication devices is prohibited, unless authorized and approved by the building principal. ***The use of any electronic device, including cell phones, to capture voice, image, video, etc. without permission of the teacher is prohibited.***

Cellular Phones and Instruction

At Challand Middle School, students may be in possession of a cell phone, but may not use it unless special permission is granted by a teacher or administrator. Technology is evolving as an important mode of instruction, including at times, the use of cell phones in the classroom. When not using cell phones for instructional purposes, students will turn their phones off and put them away. Cell phones or other electronic devices may be collected by staff prior to testing. Cell phones will be kept off, and text messaging during the school day is strictly prohibited. ***Cell phones in use without permission will be confiscated.*** For the first offense, students will be allowed to pick up their phone in the office at the end of the school day. For any further offenses, parents will be required to pick up the phone in the office.

Headphones/MP3 Players/Electronic Devices

At Challand Middle School, students may be in possession of headphones/MP3 Players/Electronic Devices before the 1st bell, during activity period, or after the dismissal bell. In the event a staff member asks a student to remove them under a specific circumstance, they should be removed. Headphones/MP3 Players/Electronic Devices in use at inappropriate times will be confiscated. For the first offense, students will be allowed to pick up their Headphones/MP3 Players/Electronic Devices in the office at the end of the school day. For any further offenses, parents will be required to pick the item up in the office.

Closed Campus

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by the Building Principal or a designee or is otherwise excused.

CMS Cafeteria

All students eat lunch in the cafeteria unless other arrangements are made with the office. There will be three lunch periods, each approximately 34 minutes in length. A class "A" lunch, including one-half pint of milk or 100% juice will be served in the cafeteria. Students may also buy items a la carte. Students will need to turn lunch money in to the cafeteria to be deposited in their account. This may be done on a daily, weekly, monthly, or semester basis. Any balances remaining in a student account will carry over to the next school year. Students who do not purchase their lunch in the cafeteria may bring a sack lunch. A student pin number is used for payment. CMS offers a breakfast program that begins at **7:20 a.m.** each day.

Food and Beverages /Other

Students are not permitted to consume any food or beverages in the classrooms. Any student consuming food or beverages in the classroom or hallways will be asked to dispose of it immediately. Additionally, students are not allowed to be in possession of or consume energy drinks (Monster, Red Bull, etc., excluding sport drinks) at any time on school property or at school events.

Classroom celebrations are planned and organized in cooperation with individual teachers. As a safety precaution, student-brought treats that are shared at school must be "store bought" or pre-packaged. Homemade treats will not be allowed.

Counseling

The Counseling Department at Challand Middle School provides services to enhance student growth in a developmentally responsive manner. The counselors serve as advocates for students and parents, help facilitate academic and social success in school, help students deal with the changes of early adolescence, and assist with behavioral and academic goal setting. With some exceptions, the student's right to confidentiality is respected.

CMS is a PBIS (Positive Behavioral Interventions and Supports) school with consistent expectations for student behavior. The goals of PBIS are to decrease behavior referrals, which results in increased academic success.

Consistent, school-wide behavior expectations are taught during the beginning of the school year, and through monthly "Cool Tool" lessons. Students who follow the expectations earn Gotchas which they can "spend" in the PBIS store during their lunch time. Students also participate in quarterly mini-celebrations when they follow the expectations.

Students who receive 3 or more office referrals are placed into "Check In Check Out", which is a Tier 2 intervention. Another Tier 2 intervention is Social Academic Instructional groups that focus on pro-social skills, conflict resolution skills, and academic/organization skills.

Students needing more intensive Tier 3 interventions may require a Functional Behavior Assessment and Behavior Intervention Plan.

Crisis Plan

Each school within Sterling Public Schools (SPS) has developed a crisis response plan. This plan describes procedures in case of a dangerous circumstance or situation. The staff reviews this plan frequently, ensuring understanding and revisions, if necessary. This document is reviewed annually by the administration and local authorities. Please contact your building principal if you have any questions.

Emergency School Closing

School closings due to inclement weather, are reported on WSDR (1240AM), WSSQ (94.3FM), or WLLT (107.7FM) on the radio. Quad Cities Televisions KWQC-TV (Ch. 6) and WQAD-TV (Ch. 8) will have school closing information as well. You may also view Sterling's Cable Channel 11 or the Sterling School Website at www.sterlingpublicschools.org. An automated callout will also be made to notify parents of school closings. Announcements of school closings will be made as early as possible. Please establish a plan for emergency school closings with your children and child care providers. By planning ahead, you will ensure that your child is properly cared for without the anxiety caused by trying to contact the school when phone lines are very busy.

Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. A student may file a discrimination grievance by using the Uniform Grievance Procedure.

Library

Students are encouraged to make use of all materials in our library. The use of the library is a privilege, which will be extended to those who observe proper rules of library behavior. Students must display their ID to check out materials from the library. Students are responsible for the cost of lost or damaged books. No gum, food, or drinks are allowed in the library at any time.

Lockers

Students are assigned padlocks and lockers. Students should not tell others their locker combination. CMS is not responsible for lost or stolen items. Please do not send expensive items to school with your child. Students should always keep their locker locked. Students and parents are reminded that lockers are the school's property, and searches of them with reasonable suspicion are allowable. Students are accountable and responsible for all items found in their lockers.

Students are held responsible for the condition of their locker during the school year. Periodic cleaning of lockers will make it easier to find things when needed. Students will also be issued a gym locker for P.E. clothes.

Non-Custodial Parent's Right to Information

All pertinent information regarding the progress of a child will be shared with non-custodial parents as it would with custodial parents. Federal law (Federal Education Rights and Privacy Act) and state law (Illinois Student School Records Act) mandate that non-custodial parents receive the same consideration as custodial parents and should receive such information as:

- Report Cards
- Statewide test results
- Invitations to parent-teacher conferences
- Access to child's records
- Other information shared with the custodial parent

The only way in which a non-custodial parent may be denied access to this information is if there is a court order specifically prohibiting the non-custodial parent's contact with the school. The request from a custodial parent in itself is not enough to deny access to a non-custodial parent.

Pesticide Application Notification

At times it may be necessary for the school district to apply pesticide to school buildings or school grounds. If you wish to be notified of pesticide applications, please register with the principal's office.

"Pledge of Allegiance"

Each school day, the staff and student body will participate in the recitation of "The Pledge of Allegiance". Students should stand at respectful silent attention if they choose not to recite.

Public Relations, Radio, Television, Newspapers, Facebook, Twitter and Web Sites

Pictures of unnamed students: Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the building principal. The school may use these pictures in various publications, including the school yearbook, school newspaper, and school website without identifying the students.

No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or school-related activity.

Pictures of Named Students: Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

Parents must notify the school principal if they do not want their child's name or picture released to the media for public recognition of student achievements, class projects or promotional purposes.

Video Surveillance

Challand Middle School operates and maintains its own video surveillance system covering hallways, doors, and parking lots. Cameras monitor public use areas only; the video captured is viewed by CMS administration and Sterling Police to aid in the discipline and or arrest of individuals involved in school infractions and/or criminal activity. If a student is disciplined as a result of this video, parents/guardians may view captured video at the discretion of the administration. Any requests to view captured video used for discipline must be made in writing and submitted to Challand Middle School Administration.

Visitors

Anyone wishing to visit Challand Middle School should arrive at door #1 (front door) and go directly to the office. Visitors may be required to show photo identification before admittance to the building. Visitors must sign in and wear a visitor's badge while in the building. All visitors are welcome unless their presence causes a disruption to the learning environment.

Withdrawing a Student

The following procedure must be followed if you are planning to withdraw your child from Challand Middle School:

1. Please notify the office of the date your child will be leaving.
2. Insure that all books and materials are returned and library fines are paid.
3. When you enroll your child at the new school, you will sign a release of information form. We will then transfer copies of the student's records.

Messages to/from Students

Students are allowed to use the school's telephone in the office.

Please communicate with your student via cell phone/texting during their lunch/activity time or immediately after school. If your student is not in possession of a cell phone, please feel free to call the office to deliver messages.

Deliveries

Any special gifts, flowers or balloons sent to a student, will be kept in the office until the end of the day. The student will be notified of their arrival and may pick them up in the office after school.

Academic Information and Programs

Core Teachers/ Middle School Concept

An important developmental characteristic of middle schools is the core concept. At Challand Middle School students and teachers are grouped into cores for Language Arts, Math, Science, and Social Studies. Student and teachers stay with their assigned core/team.

Academic Honesty

All students are expected to maintain academic honesty. Instances of dishonesty such as cheating on homework, quizzes or tests will result in a zero for the assignment and disciplinary consequences.

Accelerated Programs

CMS offers accelerated opportunities for students in all three grades in the following areas:

- 6th grade - Language Arts and Math
- 7th grade - Language Arts and Math
- 8th grade - Language Arts and Math

Students are identified for accelerated classes using academic data that includes course grades, state assessment, and universal screening results, along with teacher recommendations.

Challand Middle School- School Improvement Plan

A copy of the CMS School Improvement Plan is available for review on the CMS website at: www.sterlingpublicschools.org.

Dressing for Physical Education

CMS requires that all students purchase the official Sterling physical education uniform, which is the same one required for grades 6 through 12. The use of a uniform allows for movement, hygiene and safety. Other than the required items, white socks, and tennis shoes will be needed. An additional sweat suit or warm-up suit is highly recommended. Any student who is unable to participate because of an improper uniform will be affecting his/her skill and participation portion of his/her overall physical education grade. Any student needing to borrow a PE uniform will be charged .25 cents per article of clothing. Students will still be required to participate in gym if they do not have a uniform.

Field Trips/Behavior on Field Trips

Field trip eligibility is explained in the **Statement of Understanding**. Students must have a signed **Statement of Understanding** and permission slip on file to participate in school sponsored field trips. All school rules apply during field trips.

1. The school and parents will provide supervision, but cannot accept responsibility for lost articles or circumstances beyond their control.
2. Students should not leave their bus seat while the bus is in motion without permission from a chaperone. Chaperones have the right to assign bus seats.
3. All bus equipment is to be treated with respect.
4. NO eating is allowed on the bus (unless permission has been granted). All trash should be placed in the receptacles provided.
5. Violations of school policy, including but not limited to defiance and insubordination, can lead to further disciplinary action and exclusion from future school activities.

<u>CMS Grade Percentages:</u>	
A	90%-100%Credit
B	80%-89%Credit
C	70%-79%Credit
D	60%-69%Credit
E	EffortCredit
F	0-59%No Credit

Grade Reports

Grade reports are available on a regular basis through Skyward.. At the end of Semester 1 and Semester 2, students will receive their final grades for the semester. Updated midterm grades will be posted approximately every four (4) weeks. .Parents can access student grades through Skyward. Please call the CMS office for an activation code. Grade reports will be posted on Skyward Family Access. For those that do not have access to the Internet, copies of report cards will be mailed home upon request.

Grading System

A student whose work is incomplete, unsatisfactory or failing for a report card period will be expected to make arrangements to come early in the morning, stay after school, or both for special help to clear the deficiency. Parents are encouraged to contact their child’s teachers (626-3300) to become familiar with the course expectations and to discuss any difficulties their child may be experiencing. Please note that the grading percentages are listed to the left.

Homework

Students at CMS are held accountable for their learning by mastering the standards covered in instruction. Daily class assignments and quizzes provide a glimpse of learning in progress (formative assessment). Tests and projects provide a final evaluation of student learning (summative assessment).

Homework assignments are used to inform the teachers and students about the student’s learning, and may be graded.

Homework is for practice. Homework may be a continuation of unfinished class assignments. Some subjects may require nightly homework. For example, math requires practice of new skills; therefore, homework may be assigned each night in math.

Honor Roll

Students who do outstanding work during a grade card period will be placed on one of the honor rolls. Students with a grade point average (GPA) of 3.75-4.0 will be recognized for High Honor Roll. Students with a grade point average (GPA) of between 3.25-3.749, with no lower than C grades, will be recognized for Honor Roll.

Missing Assignments

In an attempt to avoid zeroes in the grade book, late work is accepted. **During a quarter, the latest date to accept incomplete or late work will be either mid-term or the end of the quarter.**

Student homerooms are provided to provide time for students to complete homework or ask for assistance from their teachers.

Absences/Makeup Work/Missed Assignments

Students will be given one day for each day of excused, unexcused, and/or out of school suspension absence to complete missed assignments due to the absence for full credit, unless other arrangements are made at the discretion of the building administration.

Incompletes

Any student who has incomplete assignments due to excused absences may receive a grade of incomplete on his or her report card. All work needs to be completed within two weeks of the end of that quarter unless prior arrangements are made at the discretion of the building principal. Assignments not completed within the specified time period will become zeros.

Vacations

Students will be excused for 5 total school days for vacation for the year. Any days after the first 5 will be counted as unexcused unless prior arrangements have been made with CMS administration. The responsibility for completing any missed schoolwork is with the student, not the teacher. A form must be secured from the office to make arrangements for make-up work. Parents and students need to understand that it may not be possible to make-up some in-class assignments. Students have 5 school days to turn in any make-up work due to vacation.

Promotion

The purpose of Sterling Public Schools is to provide teaching and learning so that students will progress academically as well as socially and emotionally each year. To be promoted to the next grade level, students need to complete all required courses at Challand Middle School. Students who do not successfully pass all classes are evaluated for promotion by multiple data points including academic achievement, Partnership for Assessment of Readiness for College and Career (PARCC) results and other assessments. When retention of a student is considered, conferences will be scheduled with the parent or guardian. The decision of school personnel is final.

Challand Middle School Credit System

Purpose

The purpose of implementing credits is to improve rigor, relevance and responsibility in the middle grades, develop best practices, and ensure every student is prepared to be successful in high school and beyond.

Focus of the Middle School Credit System

The focus of the Middle School Credit System is to ensure academic intervention accountability, and student transitions between middle and high school. Desired outcomes include ensuring all students are successful and are prepared for high school and beyond. Middle school students are not on the high school credit system. The credits do not accumulate toward graduation. Students are expected to meet the credit requirements at each grade to be promoted to the next grade level.

Challand Middle School Credit System

A student at Challand Middle School will have a maximum of 6 credit bearing classes. Each class is worth .5 credit per semester. In order to be promoted to the next grade level a student must earn minimally 4.5 credits or 70% of the available credits and minimally .5 credits per content area. A student that does not earn the minimal credits in a year must attend summer school to earn their credits or successfully complete credit recovery during the school year. Students who do not successfully recover the credits will be considered for retention. When considering whether retention is appropriate or not,

the educational team will include local and state assessment data to determine promotion to the next grade level. A student earns .5 credit for a grade of at least 60% each semester. The semester grade is determined by an equal average of each quarter grade. In the case that the class has a semester exam, then each quarter will count as 45% and the semester exam will count as 10% of the semester grade.

Full Year Classes (.5 credit per semester)

Math: S1= .5 S2= .5
ELA: S1= .5 S2= .5
SS: S1= .5 S2= .5
Science: S1= .5 S2= .5
Elective: S1= .5 S2= .5
PE/Health: S1= .5 S2= .5
Study Hall NO CREDIT

CMS Systems of Academic Supports

A student who is failing or struggling in any content class will be eligible for the following educational supports at any point during the school year:

- Reading Readiness for students with a deficiency in reading (worth .5 credit per semester)
- Math Readiness for students with a deficiency in math (worth .5 credit per semester)
- Catch-up Cafe during lunch (for students with missing assignments).
- Credit Recovery (if a student fails previous semester) will be in place of elective.
- Homework Club for students needing after school supports or for any student in an extracurricular activity that is ineligible.
- Summer School Credit Recovery for students who have not earned the 4.5 credits needed to be promoted (\$125 fee).

Catch-up Cafe

Student Responsibilities - Students must come prepared to the cafe and have their lunch and all required materials to complete missing assignments. No passes will be issued to students. The 4th or 5th period teacher will inform them.

- 1st absence - The student is given a warning (email or Mrs. Nicklaus)
- 2nd absence - The student receives a lunch detention and a phone call home to parents
- 3rd absence - The student receives a 1 hour RED and a phone call home to parents
- 4th absence - The student is exited from the cafe and a letter is sent home to parents

Counselor Responsibilities - Monitor students in cafe, provide academic support, track attendance, and send home letters and make phone calls to parents regarding attendance.

Classroom Teacher Responsibilities - Provide handouts or worksheets needed in the catch up cafe basket in Mr. Morris room. Update assignments in Skyward on a weekly basis and uncheck the missing box when a student has turned in the work.

Credit Recovery

Students not meeting the minimum requirements of the credit system will be given an opportunity to recover credits through an online system in the failed core subject. Students failing the first semester in any core area may be placed into a credit recovery course in place of an elective. All credit recovery classes must be successfully completed no later than 1 week prior

to the end of the school year. Students may work on their credit recovery course outside of the school day, but all assessments must be taken at Challand Middle School under the supervision of a staff member. Students failing a second semester class or do not have the minimal amount of credits will be eligible for summer school

Summer School

Students at Challand Middle School that do not meet the credit requirements to be promoted to the next grade level must attend credit recovery in the summer. Students that are required to attend summer school will have a fee of **\$130**

Special Education and English Language Learners

The individualized Education Plan (IEP) teams for qualified Special Education and English Language Learner (ELL) students may establish alternate credit requirements as deemed necessary by the educational team. All alternative requirements will be outlined in the student's IEP notes or educational plan.

Report Card from State

District and individual school state report cards are available at www.sterlingpublicschools.org. Paper copies are available at each school office in English and Spanish.

Response to Intervention (RtI)

Response to Intervention is a process that focuses on using universal assessments to make decisions about instruction and interventions for students. Data from benchmark assessments, common assessments, and state assessments identify students who have specific skill deficits. Students are then placed into small intervention groups for additional instruction in reading and/or math. Teachers monitor student progress regularly. Teachers meet to review the progress monitoring data and make adjustments to instruction and interventions.

STUDENT PROGRAMS

Co-Curricular Activities

Sterling Public Schools and the Sterling Park District are committed to providing extra curricular activities for CMS students. The Sterling Park District coordinates and is in charge of all extra curricular programs with the exception of Sterling Junior Tackle Football. Although Challand Middle School promotes participation and partners with the Park District on recruiting students to participate and periodically hosting home events, Challand Middle School and Sterling Public Schools does not have any authority over the extra curricular activities provided to our students. However, Sterling Park District has adopted the following policy on student eligibility.

Students who believe they were mistakenly marked ineligible may file an appeal with the Principal no later than the following Monday by 12:00 p.m. The appeal will be heard and a decision will be made within 24 hours. During the time of the appeal, a student may participate in the athletic event. An appeal may only be filed when a parent believes a student was marked ineligible because of not enough grades in the gradebook. This may be possible during the first one or two weeks of a semester.

Eligibility for Co-Curricular Activities

Student participation in Board of Education-approved co-curricular activities is contingent upon the following:

1. Written permission must be given by the parent(s)/guardian(s) for the student's participation, giving the District full waiver of responsibility of the risks involved.
2. A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to the District.
3. IESA codes for student participation will be followed.
4. Students must be passing all classes to participate in co-curricular activities.
5. The office determines eligibility each Friday. If a student has any failing grades, that student may not participate in sports for the following week. For example: Student A is deemed ineligible on Friday, May 1st. He or she may participate in events on Saturday, May 2nd because of notification timeliness. He or she may not participate in events from Monday, May 3rd through Saturday, May 8th.

6. Ineligible students may attend practices. They may also be present, without uniform, to watch but not participate in home games. Ineligible students may not attend or participate in away games.

PBIS (Positive Behavior Interventions and Supports)

PBIS is a systems framework that creates safe and productive educational environments that effect socially meaningful and lasting changes in schools, families, and communities. PBIS applies a three-tiered system of support and a problem-solving process to decrease problem behavior, allowing CMS to effectively educate all students. PBIS provides students with clearly defined expectations. Appropriate behaviors are directly taught and consistently reinforced and frequently celebrated.

The school-wide behavior expectations are:

Be Respectful

Be Responsible

Be Safe

Challand Middle School Student Behavior Matrix

	Be Respectful	Be Responsible	Be Safe
Commons & Halls	<ul style="list-style-type: none"> <input type="checkbox"/> Use appropriate school language <input type="checkbox"/> Walk on right and keep traffic flowing <input type="checkbox"/> Be polite, pass quietly <input type="checkbox"/> Respect others' space <input type="checkbox"/> Follow dress code <input type="checkbox"/> Use indoor voices 	<ul style="list-style-type: none"> <input type="checkbox"/> Pick up after yourself <input type="checkbox"/> Keep lockers clean and closed <input type="checkbox"/> Use own locker <input type="checkbox"/> Keep materials inside locker <input type="checkbox"/> Be on time to class <input type="checkbox"/> Bring all needed materials 	<ul style="list-style-type: none"> <input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Stay to the right and walk <input type="checkbox"/> Use indoor voices
School-Wide Classroom	<ul style="list-style-type: none"> <input type="checkbox"/> Use appropriate school language <input type="checkbox"/> Be polite to all students and adults <input type="checkbox"/> Respect school and personal property 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow directions <input type="checkbox"/> Actively listen <input type="checkbox"/> Raise your hand and wait to be called on <input type="checkbox"/> Complete homework <input type="checkbox"/> Be prepared and on time to class 	<ul style="list-style-type: none"> <input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Be in your assigned location <input type="checkbox"/> Show pass to teacher before leaving classroom
Cafeteria	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in line <input type="checkbox"/> Use good manners <input type="checkbox"/> Use indoor voices <input type="checkbox"/> Respect others' space <input type="checkbox"/> Eat your food only 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up after yourself <input type="checkbox"/> Have ID and money 	<ul style="list-style-type: none"> <input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Walk to and from activity <input type="checkbox"/> Select a spot, sit and stay <input type="checkbox"/> Keep your area clean
Outside Activity	<ul style="list-style-type: none"> <input type="checkbox"/> Use appropriate school language <input type="checkbox"/> Respect school and personal property <input type="checkbox"/> Resolve conflicts peacefully <input type="checkbox"/> Use good sportsmanship <input type="checkbox"/> Follow procedures <input type="checkbox"/> Return to class on time 	<ul style="list-style-type: none"> <input type="checkbox"/> Play safe <input type="checkbox"/> Stay in assigned areas <input type="checkbox"/> Leave food and drink in cafeteria <input type="checkbox"/> Return equipment <input type="checkbox"/> Dress appropriately <input type="checkbox"/> Return to class on time 	<ul style="list-style-type: none"> <input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Walk <input type="checkbox"/> Stay in designated area <input type="checkbox"/> Use equipment properly <input type="checkbox"/> Report bullying or harassment to an adult <input type="checkbox"/> Ask an adult for help
Bathroom	<ul style="list-style-type: none"> <input type="checkbox"/> Respect school property <input type="checkbox"/> Respect the privacy and personal space of others 	<ul style="list-style-type: none"> <input type="checkbox"/> Throw away all trash <input type="checkbox"/> Practice proper hygiene 	<ul style="list-style-type: none"> <input type="checkbox"/> Hands and feet to self

		<input type="checkbox"/> Sign out and go directly to and from bathroom	<input type="checkbox"/> Report problems to an adult
Before & After School	<input type="checkbox"/> Stay in designated areas <input type="checkbox"/> Follow supervisors directions <input type="checkbox"/> Walk in hallways	<input type="checkbox"/> Arrive between 7:30-7:45am <input type="checkbox"/> Dress appropriately for the weather	<input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Stay in assigned area <input type="checkbox"/> Report directly to your activity <input type="checkbox"/> No loitering <input type="checkbox"/> Cross at crosswalks
Bus	<input type="checkbox"/> Sit quietly in seats <input type="checkbox"/> Follow bus driver's directions <input type="checkbox"/> Obey all safety rules <input type="checkbox"/> Be on time	<input type="checkbox"/> Gather materials <input type="checkbox"/> Throw away trash	<input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Remain seated <input type="checkbox"/> Keep aisles clear <input type="checkbox"/> Enter and exit in an orderly fashion
Assembly & Fieldtrip	<input type="checkbox"/> Be positive <input type="checkbox"/> Show appreciation <input type="checkbox"/> Listen, be attentive <input type="checkbox"/> Enter/exit appropriately by rows <input type="checkbox"/> Be quiet when speaker or performance begins <input type="checkbox"/> Respect others' workplace	<input type="checkbox"/> Follow supervisor's direction <input type="checkbox"/> Sit in assigned areas with teacher or chaperone and class	<input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Enter and exit quietly <input type="checkbox"/> Stay with assigned group
Technology Labs	<input type="checkbox"/> Stay in assigned workplace <input type="checkbox"/> Raise hand quietly if you need help <input type="checkbox"/> Help others by suggesting, not doing <input type="checkbox"/> Follow directions	<input type="checkbox"/> No gum zone <input type="checkbox"/> Use equipment with care and respect <input type="checkbox"/> Let and adult know if a problem exists <input type="checkbox"/> Log off	<input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Go to authorized sites only <input type="checkbox"/> Use equipment properly
Library	<input type="checkbox"/> Use quiet voices <input type="checkbox"/> Use shelf markers <input type="checkbox"/> Return all materials to proper place <input type="checkbox"/> Follow directions	<input type="checkbox"/> Return books on time <input type="checkbox"/> Pay any late fees or lost book fees <input type="checkbox"/> Respect other's space <input type="checkbox"/> Have ID	<input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Walk <input type="checkbox"/> Wait your turn
P.E.	<input type="checkbox"/> Respect others equipment <input type="checkbox"/> Use appropriate school language <input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Be polite <input type="checkbox"/> Come to locker room, dress and wait until released to gym	<input type="checkbox"/> Follow directions <input type="checkbox"/> Actively listen when teacher is talking <input type="checkbox"/> Dress in appropriate school uniform	<input type="checkbox"/> Hands and feet to self <input type="checkbox"/> Follow directions and rules of game <input type="checkbox"/> Use equipment properly <input type="checkbox"/> Wear appropriate gym shoes

English Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Education Program and Transitional Program of Instruction.
4. Comply with any applicable state and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.

5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by state and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's Individualized Education Program (IEP), if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

Special Education Information

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Special Education Students and Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Special Education Students and Discipline

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Special Education Students and Accommodations

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. In those instances where a structural modification is technically or otherwise infeasible, an alternative accessibility plan shall be developed in order to provide a disabled person with the opportunity to engage in the services or programs provided by the building or facility.

The Superintendent is designated the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.

Complaint Manager:
Timothy Schwingle
Address 410 E LeFevre
Sterling, IL 61081
Telephone No. (815)626-5050

STUDENT RIGHTS

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Student Privacy

Student and Family Privacy Rights Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Education of Homeless Children

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with state law.

Gender Equity

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

Sexual Harassment

Sexual harassment of students is prohibited. Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to report the incident to a teacher or school administration. Students may choose to report to a person of the student's same sex. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Associate Principal, or Dean of Students for appropriate action. (Policy 7.20 Students)

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school. State and federal laws grant students and parent(s)/guardians(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an exparte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent(s)/guardian(s).

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student procedures. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a) Have a valid Illinois license that legally qualifies the teacher for the duties for which he or she is employed.
 - b) Provide the District Office transcripts, of credits, earned in institutions of higher education and annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - c) Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by state and federal law.

The Superintendent or designee shall:

1. Monitor compliance with state and federal law requirements that teachers be appropriately certified and highly qualified for their assignments.
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their student is assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

STUDENT ATTENDANCE

Attendance Information

Success in school and regular attendance go hand in hand. It is our goal for each student to be in attendance at school every regularly scheduled day. The school's hours are: 7:50 a.m. – 2:50 p.m., Monday through Friday. The school doors open at 7:00 a.m. Please do not drop your child off before 7:30 a.m. as there is no adult supervision before that time. **All students must exit the building by 3:00 p.m. unless under the direct supervision of a teacher or coach.**

Attendance

The following are the valid (excused) absences for student absences:

1. Illness
2. Observance of religious holiday
3. Death of a family member
4. Family emergency
5. Circumstances beyond the control of the student, as determined by the board
6. Circumstances which cause reasonable concern to the parent for the safety/health of the student.

NOTE: A reminder to all students and parents about absences:

The Illinois legislature has defined to its schools what constitutes a valid cause for absence. Please understand that as a school, we determine what is considered "valid cause" for an absence. The CMS administration reserves the right to count any absences as unexcused, if it's not one of the six (6) stated mandated reasons for a valid excused absence. Note: A total of 5 school days used as vacation may be counted as excused. Any days used for vacations after 5 will be counted as unexcused. All vacations must have administration approval before being counted as excused.

Vacations

Family vacations during regularly scheduled school days are highly discouraged. Students will be excused for 5 total school days for vacation for the year. Any days after the first 5 will be counted as unexcused unless prior arrangements have been made with CMS administration. Please see our policy on excessive absences. Students who need to pre-arrange an absence from school should present a note from the parent/guardian at least 5 days prior to the dates of the absences for approval by the building principal. The responsibility for completing schoolwork is with the student, not the teacher. A form must be secured from the office to make arrangements for make-up work. Parents and students need to understand that it may not be possible to make-up some in-class assignments. Students have 5 school days to turn in any make-up work due to vacation.

Absence Notification

In accordance with state law, we are required to verify student absences from school within the first hours of the school day. Please call the CMS office at 626-3300 by 8:00 a.m. to report your child's absence. An answering machine is available from 4:00 p.m. to 8:00 a.m. for your calling convenience. When reporting a student absence, please provide the following information: your name and relationship to the student, the student's name, and the reason for the absence. **If the absence is due to illness, please include specific symptoms (fever, nausea, and headache) so that our school nurse is able to track certain illnesses and watch for trends and patterns of illnesses.** Your cooperation with this policy is greatly appreciated. **Failure to notify the school of a student's absence will result in an unexcused absence.** In order to be eligible for the perfect attendance award, students need to be present everyday with no tardiness. **After three consecutive days of absence or seven total days of absence during the school year, verification may be required, or at the very least, a visit to the school nurse prior to the start of the school day.**

Tardy Policy

Tardiness is considered unacceptable behavior because it disrupts class, reflects a negative attitude toward school, creates disruptive problems in the hall, and develops a habit that could have an impact on career readiness. All classroom tardies will be handled by the classroom teacher with assistance from the administration when necessary. Teachers may use the following consequences/interventions but are not limited to warnings, parental contact, counselor referral, and before school or after school detentions.

Tardies

- All students are expected to be on time to each class. (On time means in the classroom when the bell rings.)
- Every teacher will follow the same tardy policy.
- Teachers will make an effort to make a parent contact after the 3rd tardy.
- Tardy policies will be posted in all rooms.

Tardy to Class

1-4 tardies = classroom discipline and parent contact by teacher
 5-9 tardies =30 Minute RED
 10-14 tardies = 1 hour RED
 15+ = 2 hour RED

Tardy to School (Please see also “Truancy”)

10-14 tardies = lunch detention and parent contact
 15+ tardies = 1 hour RED

On the 15th tardy in the school year a truancy ticket may be issued. Another truancy ticket and additional school disciplinary action may be taken for every 10 tardies after the 15th.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board policy. **Students with five unexcused absences will be referred to the Whiteside County Truant’s Alternative Program (TAP).** Students with excessive excused and/or unexcused absences and/or tardies may be referred to the TAP program with the hopes of working together to improve attendance patterns. As parents, you will receive letters of concern after an excessive number of tardies, excused absences, or unexcused absences. If improvement is not evident in the following month, a referral to TAP may be made. Students with excessive tardies and/or truant days may be referred to the police department for truancy violations. A doctor’s note may be required after three consecutive absences or ten cumulative absences. A TAP referral may be made after twelve excused absences, three unexcused absences, or 10 tardies to school.

The following five steps the CMS Administration will follow when dealing with truant students.

<p><u>STEP #1</u></p> <ul style="list-style-type: none"> • Parent contact through a phone call • Disciplinary action may be taken 	<p><u>STEP #5</u></p> <ul style="list-style-type: none"> • Parent and student conference with school administration and school resource officer • Referral of the student to the Truants Alternative Program at the Regional Office of Education <p>The Sterling Police Department writes the parent/guardian of the truant student a \$75.00 truancy ticket</p>
<p><u>STEP #2</u></p> <ul style="list-style-type: none"> • Parent contact through a phone call and a letter • Required Extended Day through a disciplinary referral • Referral of the student to the Truants Alternative Program at the Regional Office of Education 	
<p><u>STEP #3</u></p> <ul style="list-style-type: none"> • Parent and student conference with school administration and school resource officer • Required Extended Day through a disciplinary referral • Referral of the student to the Truants Alternative Program through the Regional Office of Education • A truancy ticket may be issued at this time 	

STEP #4

- Parent and student conference with school administration and school resource officer
- Referral of the student to the Truants Alternative Program at the Regional Office of Education
- The Sterling Police Department may write the student a \$75.00 truancy ticket. The second ticket issued is a \$150. Issued tickets can be handled in one of three ways:
 1. The student pays the fine
 2. The student is referred to the SPD Peer Jury
 3. The student completes 4-8 hours of community service.

Release During School Hours

Teachers may not release students from school at any time other than the regular dismissal times without prior approval of the Building Principal or a designee. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written and oral permission of the custodial parent(s)/guardian(s). Lunch releases are not encouraged; students must be in class when the bell rings.

Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday or religious instruction. The parent(s)/guardian(s) must give written notice to the District a minimum of 5 days before the student's anticipated absence.

Student Rules for Athletic Events

1. Students with in-school suspension or out-of-school suspension on the day of an event may not attend the event.
2. Students are not to leave the gym except during the half or end of the game or match without permission from a supervisor, or they will be sent home.
3. No gum, candy, food, or drinks are to be brought into the building gymnasium.
4. Students are not allowed to sit or stand on the stage area. Students are to remain seated in the bleachers.
5. Students should make arrangement for transportation home before the game or meet begins and should bring money if they will need to use the pay phones.
6. Students should take all books and coats needed before going to a game or meet. Students are not allowed to go to their lockers during or after the event.
7. Students should show good sportsmanship. "Booing" and foot stomping are inappropriate behavior. Students should be considerate and respectful to visiting teams and their fans.
8. Students exhibiting inappropriate behavior will be required to leave the school. They may also be subject to further disciplinary action.
9. Students that have outstanding detention hours can not attend events.

Student Rules for Assembly Programs

Assembly programs are a privilege. Students are to sit quietly and give full attention to the assembly performance. Students can exhibit appreciation for an assembly by applause. The performers should be provided student attention and respect. If disrespect is exhibited by talking, "booing", or disrupting others, students will be removed from the assembly. Students are to remain seated after the assembly until their group is dismissed.

Student ID's

Each student will receive a picture I. D. card at registration. For the safety and security of the students of Challand Middle School, it is required that every student carry his/her ID at all times. The student I. D. card is also used for lunch accounts, the library, entrance into student activities, and internet use. Students may purchase new photo ID cards from the Main Office. The cost of a new photo ID card is \$2.00.

STUDENT DISCIPLINE POLICY

PBIS

Positive Behavior Interventions and Supports (PBIS) is a systems framework that creates safe and productive educational environments that effect socially meaningful and lasting changes in schools, families, and communities. PBIS applies a three-tiered system of support and a problem-solving process to decrease problem behavior, allowing CMS to effectively educate all students. PBIS provides students with clearly defined expectations. Appropriate behaviors are directly taught and consistently reinforced and frequently celebrated. To promote and focus on positive student behavior, students receive “GOTCHAS” for positive behavior that are redeemed for prizes or entered in celebration drawings. Students begin each year with no behavior points. During the school year students will have the opportunity to reduce their point bank total through good/positive behavior. (See “Behavior Point Bank” below)

Behavior Point Bank

All students at CMS begin the year with zero points in their behavior point bank. Students who receive discipline referrals accrue points based on the table below. Students who have accrued points may reduce their point bank total by the following formula: 1 point reduction for every 1 week without a discipline referral. When students reach 8 behavior points, students, parents, and administration will have a meeting to create a Behavior Contract. Students who are above 10 points in their bank will be moved to a Level 2 Problem Solving meeting. At this meeting the administration, counselor, teachers, parents, and others will identify the specific behavior skill deficit and develop a plan to assist the student with his/her behaviors. If a student continues to receive discipline referrals he or she could face suspension and/or expulsion from school.

Consequence Point/Value	Behavior Point Bank Values
Lunch Detention (30 minute RED)	1 point
Required Extended Day (1 hour)	2 points
Required Extended Day (2 hour)	3 points
1 & 2 day out-of-school suspension	4 points
3 & 4 day out-of-school suspension	5 points
5, 6, & 7 day out-of-school suspension	6 points
8 & 9 day out-of-school suspension	7 points
10 day out-of-school suspension	8 points

All students will automatically begin the second semester with 0 points. During the 4th quarter, point values double.

Board of Education Policies for Student Discipline

CMS fully implements and enforces each of the following Board policies:

Students

This policy becomes effective and replaces the current policy on Student Discipline on the first student attendance day of the 2016-2017 school year.

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student’s misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described, in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours and at any other time;
2. Off school grounds at a school-sponsored activity or event, or any activity, or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation electronic-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medication.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy, (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment or violates the right of others, including using the device to take photographs in locker rooms or bathrooms, cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy, all electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student's IEP, or (c) it is used during the student’s lunch period, it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person, another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7.185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse. State law and Board policy regarding truancy control will be utilized for chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student in the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is (a) on the student’s person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile, or (c) in a school’s student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or a designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7.220, Bus Conduct.
11. Out-of-school suspension from school and all school-sponsored events in accordance with Board policy 7.200, Suspension Procedures. A suspended student may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school-sponsored activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7.210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but not more than 2 calendar years.

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Re-engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) educational employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students.

Student Handbook

The Superintendent or a designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. § 7151 et seq.

20 U.S.C. § 6081.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7,

5/10-21.10, 5/10-22.6, 5/10-27.1A, 5-10-27.1B, 5/24-24,

5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

23 Ill. Admin. Code § 1.280.

CROSS REF.: 2.150, 2.240, 5.230, 6.110, 7.70, 7.130, 7.140, 7.150, 7.160, 7.170, 7.180, 7.185, 7.200, 7.210,

7.220, 7.230, 7.240, 7.270, 7.310, 8.30

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Revised:	

7.180 Preventing Bullying, Intimidation, Harassment, and Hazing

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. **7.20 Harassment of Students Prohibited.** This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
 - b. **7.190 Student Discipline.** This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - c. **7.310, Restrictions on Publications and Written or Electronic Material.** This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs or Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - d. **6.235, Access to Electronic Networks.** This policy states that the use of the District's electronic network is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.

1. Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, or similar behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

7.20, Harassment of Students Prohibited This policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

1. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
2. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
3. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
4. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
6. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
7. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
8. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
9. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Aggressive Behavior

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. Fighting is defined as the exchange of mutual physical contact, such as pushing or hitting, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties may be disciplined. Self-defense is defined as not contributing in any way, either physically or verbally, to the start or escalation of a conflict. There should also be an attempt to retreat or neutralize a hostile situation without escalating it. If students chooses no to walk away from a situation both students will be guilty.

Appropriate School Dress

At Challand, we think that you and your parents have the basic responsibility for appropriate school dress. Student dress should not be unhealthy, **interfere with maintaining a positive teaching-learning environment**, or compromise reasonable standards of decency.

Dress guidelines:

1. Shirts must completely cover the abdomen, back, and shoulders. Low cut shirts are not allowed.
2. Head apparel including bandanas, except for religious or medical purposes, must not be worn inside the school building.
3. Sunglasses may not be worn in the building
4. Sweatshirt hoods must be left down while in the building.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display:
 - a. racial or ethnic slurs/symbols,
 - b. gang or cult affiliations,
 - c. vulgar, subversive, or sexually suggestive language or images,
 - d. words or images that can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, gang symbols, or sexual activity,
 - e. or promote products which students may not legally buy.
6. Skirts, dresses, and shorts must reach at the length of the lowest finger held straight to the side.
7. Holes and /or shredding on jeans, pants, etc. are not permitted above the skirts, dresses, or shorts length guideline.
8. Pants and shirts must overlap.
9. Pants must be worn at the waist or hip level.
10. Tank tops that are revealing are not allowed for boys or girls. Shirt straps must be equal to or greater than the width of at least as wide as 2 fingers and cover the entire back.
11. Billfolds with decorative chains or chains used as decoration are not to be worn to school as they can become distracting or harmful to others.
12. Backpacks, purses, and outerwear must be kept in lockers.
13. Shoes with wheels are not allowed.
14. Any clothing deemed a “distraction” to the learning environment by the administration will not be permitted.
Students may be asked to change their clothing if it is determined by the CMS administration to be distracting to others or inappropriate. Inappropriate items worn or brought to school may be confiscated and held until a parent claims them in the office. Appropriate disciplinary actions may be taken for continued offenses.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students.

Drugs and Alcohol

Students who are in violation of the laws governing the sale, possession, or use of drugs, alcohol, look alike drugs/alcohol or who are under the influence of or exhibit the odor of alcoholic beverages will be subject to action by the CMS administration. The school may authorize the search of the school and school grounds by local police and canine search teams. No student shall possess or have, under his/her control, any drug paraphernalia. This includes e-cigarettes and vaporizers. Drug paraphernalia shall include but not be limited to cigarette papers, pipes, holders of smoking materials of any types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of substances made illegal under any statute or of substances whose sale, gift, barter, or exchange is made unlawful under the tobacco accessories and Smoking Herbs Control Act, III. (Rev. Stat. CH 22, Paragraph 2358.1). Consequence - Confiscation of materials and referral to the local law enforcement agency. Any infraction could result in 1 - 10 days out-of-school suspension and recommendation for expulsion to be determined by administrator.

Gang Activity Prohibited

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity.

No student on or about school grounds, on school buses, or off school grounds at a school activity shall engage in any gang activity, including, but not limited to:

Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang, committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

Removal from extra-curricular and athletic activities

- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

General Disciplinary Guidelines:

All disciplinary rules and consequence are in effect to and from school, during school and during school sponsored activities. Bullying includes the students who go back and forth relaying messages and instigating confrontational behavior. Bullying is strictly prohibited. Any student threatened in any way by another student or group of students should report this to the office. This includes "cyber bullying": the electronic posting of mean-spirited messages about a person (as a student) often done anonymously.

Fighting on school grounds or in the building, even between friends, is not tolerated.

Students, who mar, deface or damage books, furniture, equipment, lockers, walls, floors, or any property belonging to the school shall clean and/or pay for the damage or replacement.

Sterling High School, Whiteside Area Career Center, and their parking lots are "out of bounds" to Challand students. Riding to and from school with a high school student is permissible. CMS students picking up a younger brother or sister at an elementary building must check in at the main office of the elementary school.

The hallways are to be clear of loitering by 3:00 p.m. Only students under the direct supervision of a teacher may be in the hall after the dismissal bell. Athletes waiting for a game to start should remain in the gym or locker room. Students attending games as a spectator shall leave the building and return no earlier than 3:45 p.m. At the conclusion of an after school event students are to exit the building immediately. Students are not allowed to roam the hallways or return to their lockers.

Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students

The School Principal will arrange meetings as needed between school officials and individuals representing law enforcement to share information.

The Police Department and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:

Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961

A violation of the Illinois Controlled Substances Act

A violation of the Cannabis Control Act

A forcible felony as defined in section 2-8 of the Criminal Code of 1961

a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity.

Local law enforcement officials must certify in writing that the information received from the school will not be

disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s)

b. The report should be made as soon as possible after a Police Officer or Principal reasonably suspects that a student is involved in such activity.

c. The School Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.

The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).

Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17 birthday.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School Property and Equipment as well as Personal Effects Left There by Students School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Social Networking, Student Passwords or Other Related Account Information

The use of social networking sites has become a common form of communication for many students. Unfortunately, there have been instances throughout the state in which students' online posts on social sites has created a substantial disruption to the school environment.

The Illinois Right to Privacy in the School Setting Act (Public Act 09-0129), which went into effect January 1, 2014, allows all public elementary and secondary school districts throughout the state to obtain the "password or other related account information: (which included profile pages) of students if there is *just and reasonable cause* that the accounts contain evidence *that school codes of conduct have been broken*. Please note that the law applies to *all posts* on students' social networking pages whether or not their profiles are public or private, or whether the posts were made from home or school. Be advised that postings that include violence against others, bullying, harassment, and intimidation, alcohol and/or substance abuse, weapon usage, and any other content that violates the student code of conduct could result in disciplinary action.

Students and Their Personal Effects

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce

evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- the presence of a school administrator or adult witness; and
- by a certificated employee or administrator or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent

Disciplinary Consequences

The following descriptions are to be used as a guide. Specific details and information may warrant lesser or increasing levels of consequences as determined by the administration. You may refer to Board of Education Student Discipline Policy (Section 7.190) for complete descriptions of prohibited student conduct. This policy may be found on the following page of this handbook.

After 3 minor offenses in five consecutive school days, which are managed by the teacher in their classroom, the subsequent offense becomes an office referral and may be classified as a major offense. A chronic minor is classified as the same offense occurring 3 times over 5 consecutive school days.

Please see Transportation Policies for information on school bus behavior guidelines and school bus discipline policy.

Class 1: Short Term Intervention: 30 Minute RED (REQUIRED EXTENDED DAY)

1. Cafeteria Violation
2. Academic dishonesty/cheating
3. Conversation regarding drugs/gangs/inappropriate materials
4. Disrespect to staff
5. Dress code violation
6. Excessive talking
7. Failure to display ID upon request
8. Hall pass violation
9. Horseplay
10. Lack of Supplies
11. Minor Disruptions of school environment, operations, educational function
12. Obscenity w/o intent
13. Passive insubordination
14. Public Display of Affection (PDA)
15. Scuffling in hallway
16. Throwing items, including snow at others
17. Tardy to school or class
18. Unauthorized use of electronic devices

Class 2: Short Term Intervention 1-3 Days: 1 Hour RED & Behavior Plan

1. Continued Class 1 violations
2. Blatant insubordination
3. Disruption of school environment, operations or educational function
4. Failure to serve lunch detention
5. Forgery
6. Habitual tardiness
7. Minor threat confrontational behavior
8. Skipping class or school

9. Entering an “out of bounds” building
10. Use of an electronic device to capture voice, image, video, etc. of student or staff without permission of staff
11. Academic dishonesty cheating/test

Class 3: Short Term Intervention 1-5 Days: 2 Hour RED, Possible Police Involvement, Behavior Plan, Possible ISS

1. Continued class 2 violation
2. Bullying/Harassment, Sexual Harassment
3. Gleeing/spitting on others
4. Stealing, minor theft
5. Obscenity with intent
6. Possession of pornographic material
7. Using, possessing, distributing, purchasing, or selling tobacco material, matches, lighter, e-cigarettes
8. Racial/religious slurs
9. Damage to school or personal property
10. Unexcused absence; subject to TAP referral and/or truancy ticket

Class 4: 1-10 Days OSS, Possible Police Involvement, Behavior Plan, Administrative Review, and Possibly ISS

1. Continued misbehavior in lunch detention or RED
2. Aggressive behavior, striking another student
3. Fighting
4. Gang symbols, graffiti; school related participation in gang or gang related activities; subject to arrest
5. Hazing
6. Threats, intimidation toward staff or students; subject to arrest
7. Stealing/Major theft; subject to arrest
8. Open disobedience/defiance of staff or school official
9. Using, possessing, distributing, purchasing, or under the influence of alcohol on school property; subject to arrest
10. Continued class 3 violation

Class 5: 10 Days OSS, Expulsion Eligible, Police Involvement, Administrative Review

1. Continued class 4 violations
2. Aggressive behavior, harming others, fighting; subject to arrest
3. Aggressive behavior, threat, intimidation toward staff or student; subject to arrest
4. Causing major damage to school property or another’s personal property; subject to arrest
5. Using possessing, controlling, or transferring a “weapon” as defined in 7.190 weapons section
6. Gross Misconduct as outlined in BOE 7.190
7. Setting a fire or false alarm; subject to arrest
8. Using, possessing, distributing, purchasing, soliciting to obtain, obtaining, attempting to sell, selling, or being under the influence of any illegal drug, controlled substance, or cannabis, anabolic steroid, performance-enhancing substance, prescription drug when not prescribed for student, any inhalant, “look alike” or counterfeit drugs, drug paraphernalia as defined in: BOE 7.190

Required Extended Day (RED)

Required Extended Day is a behavior consequence as an alternative to In-School Suspension. Students assigned to RED will serve their time from 2:50-3:50 or 2:50-5:00. RED occurs on Tuesday, Wednesday, and Thursday of each week through the school year.

Levels of RED

1. 30 Minutes
2. 60 Minutes
3. 120 Minutes

Student Services

Free and Reduced-Price Food Services

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, (3) the name and telephone number of a contact person for the program; and other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) in students' registration materials. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Non-discrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

Waiver of Student Fees

The Superintendent or a designee will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that application for fee waivers are widely available and distributed according to State laws and ISBE rules and those provisions for assisting parents/guardians complete the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunches or breakfast eligibility guidelines established by the federal government pursuant to the National School lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations
- When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines

When using a District established or other independent verification process, the Superintendent or Designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

Health Information

Health and Dental Examinations, Immunizations, and Exclusion of Students

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health rules within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school regardless of the student's grade (including nursery school, special education, head start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country). As required by state law:
 1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
 2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
 3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.

Unless the student is homeless, failure to comply with the above requirements by the first full day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization, the student must present by the first full 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, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours or school-related activities, both must provide written authorization for the school to dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication. This written authorization is effective for the school year for which it is provided and shall be renewed each school year. No school district employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess an epinephrine auto-injector or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

Medicaid Reimbursement

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Bi-County/CUSD #5 will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing.

Insurance

Parents have the option to take advantage of the school insurance program. The school insurance plan protects students while engaged in school activities and while traveling from home to school, and school to home. This appears to be a very worthwhile investment especially for those who are not protected by any type of hospital and accident insurance.

Brochures and application forms will be available during registration. If you take out this insurance and are injured, report it to your coach, to the supervisor in charge or to the office so that an accident report can be filled out for the insurance company. This is very important and should be done as soon as possible.

Transportation Policies

Bus Transportation Guidelines

The District shall provide free transportation for any students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the School Board has certified to the ISBE that adequate public transportation is available, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation is provided for special education students if included in the students' individualized educational programs. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration.

If it should be necessary to contact your child because you pick him/her up after school and you do not want him/her to ride the bus, please inform our office prior to 2:00 p.m.

Bus Permission Slips

Student who are authorized to ride the bus and who request permission for another student to ride the bus with them need a written note from their parent/guardian or administrator as well as a handwritten note from the unauthorized bus rider's parent/guardian. Both students will need their notes signed by an office staff member.

Special Transportation Arrangements

Special arrangements for student bus transportation are allowable according to the following school guidelines. All special bus transportation requests from parents must be submitted in writing by completing the **Application for Change in Transportation** form that is available at registration or at the principal's office. The principal and the director of transportation will have final approval or denial of such requests. Without the receipt of an approved **Change in Transportation** form, the student will be dropped off at the usual stop. Please note that even after completion of the form, busing will not be provided to different locations for different days of the week. Completion of the form only allows for students to be dropped off in one location at the end of the school day that is different from the pickup location. With the amount of students riding the bus, multiple options for pickup and drop-off points dependent upon the particular day of the week would be impossible to manage for the drivers and could jeopardize the safety of the students. We realize that emergencies do arise and the school principal may allow for exceptions when appropriate.

School Bus Behavior Guidelines

Students riding the bus are expected to know and abide by the following rules while riding the school bus:

- Be on time at the bus stop. This helps keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Do not cross the road or attempt to move too close to the bus until the bus comes to a complete stop. Wait for the driver to turn on the flashing red lights and put out the stop sign before crossing the road.
- Do not leave your seat while the bus is in motion.
- Be alert and obey the driver.
- Remain in the bus in the event of a road emergency until the driver gives instructions.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
- Be absolutely quiet when approaching a railroad crossing.
- Treat bus equipment as you would treat valuable furniture in your home. Never tamper with the bus or any of the bus equipment.
- Animals are not allowed on the bus without permission from the driver.
- Keep all items, such as books and coats out of the aisle.
- Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by written authorization from the school principal.
- Eating and drinking are not permitted on the bus. (Water is permitted)
- Smoking, as well as lighting of matches or lighters, will not be permitted on the bus.
- Possession of alcohol and/or illegal drugs is strictly against the law and forbidden on the bus.
- Will not participate in any other prohibited student conduct as defined in the Board Policy, 7:190, Student Discipline.

Parents will be required to sign a contract to be returned to the school stating that they have reviewed these guidelines with their students prior to the riding the bus. Parents and students are reminded that all school buses have video cameras taping both video and audio.

The National Highway Transportation Safety Administration (NHTSA) keeps records for the entire nation on bus accidents. According to NHTSA findings, the number one cause of bus accidents in the nation is driver distraction from students. The inclusion of bus behavior guidelines in the school district is not to make the job of the bus driver easier, but to ensure the safety of the students. For this reason, violation of the school bus behavior guidelines is taken seriously and will result in disciplinary action.

Progressive Bus Discipline Policy

Riding on the bus is an extension of the school day. The driver has the authority to assign seats. The sexual, racial and religious harassment policies and weapons, tobacco and drug policies of Sterling Schools will be strictly enforced on the bus as well as at school. Parents and students are reminded that riding the bus is a privilege, not an entitlement. All students riding the bus are required to abide by the guidelines listed in the previous section, which can also be found in the student's handbook. Failure to abide by the rules may result in disciplinary action and even suspension of bus privileges.

Acts of misconduct by students riding the school bus have been categorized into two different classes for determination of appropriate disciplinary action. The classes are as follows:

<p><u>Class I Offenses</u> Disobeying the driver Leaving seat while the bus is in motion Running on the bus Harassing other students on the bus Yelling or screaming on the bus Opening windows without permission from the driver Eating or drinking on the bus (Water is OK) Chewing gum on the bus Littering on the bus Using obscene language/profanity on the bus</p>	<p><u>Class II Offenses</u> Damaging the bus (Including graffiti) Fighting on the bus Throwing objects at, on, or from the bus Extending arms, legs or head out of the bus windows Unauthorized exiting or entering the bus through the emergency door Smoking or lighting matches on the bus Continued Class I violation</p>
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As previously mentioned, riding the bus is a privilege and committing acts of misconduct as noted above will incur disciplinary action. The severity of the discipline will depend on the frequency of misconduct and the class of the offense. The following guidelines will be used by the school principal in determining the appropriate disciplinary action to be taken.

<p><u>Class I Offenses Progressive Discipline Table</u> 1st Offense – Verbal Warning from the driver 2nd Offense – Written violation to administration, letter sent to parents 3rd Offense – 30 minutes lunch detention 4th Offense – School consequence and/or three day suspension of bus privileges – 5th Offense – School consequence and/or ten day suspension of bus privileges 6th Offense – School consequence and/or suspension of bus privileges for remainder of school year</p>	<p><u>Class II Offenses Progressive Discipline Table</u> 1st Offense – School consequence and/or three day suspension of bus privileges – 2nd Offense – School consequence and/or ten day suspension of bus privileges 3rd Offense – School consequence and/or suspension of bus privileges for remainder of school year</p>
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For offenses deemed by the administration as dangerous (e.g. an action that could endanger the safe operation of the bus or the safety the bus driver or of other passengers), immediate action shall be taken, including an automatic indefinite removal of bus riding privileges, without following the usual progressive discipline policies. In such instances, the administration will contact the parents immediately.

In all instances, the administration may designate a staff member responsible for such duties

CMS Statement of Understanding Policy

Students may participate in school-sponsored activities (dances, parties, and field trips) if they meet the following conditions:

- The student must maintain 8 or fewer points in his/her PBIS Behavioral Point Bank.

Each student begins the school year with **no** behavioral points in his/her PBIS Behavioral Point Bank. Each time a student has a discipline infraction, he or she will accrue points based upon our CMS PBIS Disciplinary Rubric. In order to encourage positive behavior during the last quarter of school, all disciplinary infractions in the 4th quarter will result in double points.

After each week of good behavior/ no office referral, each student is awarded one point, which is deducted from his/her PBIS Behavioral Point Bank. Any student with more than 8 points at the end of the first semester will automatically begin the second semester with 8 points.

My signature below indicates that I have read the Challand Middle School Student Handbook and CMS Statement of Understanding Policy. I understand that any student who violates the CMS Statement of Understanding Policy will be denied permission to attend school-sponsored activities unless or until that student has met the criteria described above. I also understand that changes to this handbook or board policy may occur at any time at the discretion of the School Board. This information contains excerpts from Sterling Public School Board of Education Policies. Not all policies are listed fully in this handbook. For the most up to date and complete policies please visit www.sterlingpublicschools.org or at the SPS District Office.

Student's Signature

Parent/Guardian Signature

Student's Printed Name

Parent/Guardian's Printed Name

Date

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

Updated: 2016-17