

# CHALLAND MIDDLE SCHOOL



1700 Sixth Ave.  
Sterling, IL 61081  
Phone Number: 626-3300  
Fax Number: 622-4173  
www.sterlingpublicschools.org  
School Hours 7:50 A.M. – 2:50 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](http://www.sterlingpublicschools.org)

This handbook belongs to:  
Name: \_\_\_\_\_

**CMS Office:**

626-3300

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**School Resource Officer:****Officer Mike Henry**

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**WELCOME**

Welcome to Challand Middle School. Adolescence is a time of great change and great potential in the lives of our students and their families. In order to best serve this special population, our staff regularly spends time studying and discussing the middle school concept and characteristics of exemplary middle schools, schools that best serve our age level. One important aspect of an exemplary middle school is the involvement of students in their school. Along with rigorous standards and academic challenges, we want our students to feel relevant, connected, and respected within their school community. We want our students to feel that they are part of a special CMS team with a goal of making them successful students.

On any successful team, the players know the rules of the game and their roles in helping the team succeed. Just as the game of football is played in a specific way with special rules, our school also has special ways that we do things and rules that we expect each student to know and follow. With nearly 750 students in our school, it is in the best interest of every student that we all work together as a team to understand and follow our school rules and procedures. Our student handbook is much like a football play book and can help your child understand how to "play by the rules" at CMS.

**How Parents Can Help**

Along with helping your child to read and understand the Challand Middle School Student Handbook, there are many ways that you, as a parent, can help your child to be successful at Challand Middle School. Please consider the following suggestions:

1. Please study the list of the 40 Developmental ASSETS which can be found on our school website [www.sterlingpublicschools.org/challand](http://www.sterlingpublicschools.org/challand). Students with many of these assets are more likely to do well in school and less likely to engage in risky behavior. Please sit down with your child to make a plan to increase assets. Put a star next to the assets you both believe he or she already has and then circle the assets you want to improve this year.
2. Get to know your child's teachers as soon as possible by calling for needed information, attending parent/teacher conferences, and calling for additional conferences as needed.
3. Encourage and teach your child to understand and appreciate students of various races, cultures, and abilities.
4. Attend special school meetings and activities.
5. Demonstrate genuine interest in the school and its various activities, and encourage your child to be involved.
6. Get to know your child's friends and classmates and help them to develop positive relationships with others.
7. Encourage habits of promptness, cooperation, and respect for authority and property.
8. Provide your child with all necessary school supplies.
9. Check over the daily assignment notebook and provide a daily homework routine.

I hope that you find that the rules and regulations for Challand Middle School make it possible for us to work together as a team to assist your child in reaching his/her fullest potential. If you have questions about any of the information contained in this handbook please call the Challand Office at 626-3300.

Sincerely,  
Kathy Howard,  
Challand Middle School Principal

## **Sterling School District Board of Education Members:**

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## **Sterling School District Office:**

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## **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) Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination.

### **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 with 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.

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. 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.

### **CMS Cafeteria**

All students are to eat lunch in the cafeteria unless other arrangements are made with the office. There will be three lunch periods, each approximately 33 minutes in length. A class "A" lunch, including one-half pint of milk 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 wish to purchase their lunch in the cafeteria may bring a sack lunch. We use the bar-coded ID card as our system of payment. CMS offers a breakfast program that begins at 7:30 a.m. each day.

### **Counseling**

Challand provides the services of three school counselors to work with students. The counseling program at Challand is designed to be preventive and developmental in addressing both the academic and social needs of students. All students may receive assistance from the school counselors. With some exceptions, the student's right to confidentiality is respected. Parents are encouraged to become acquainted with the counselors in order to learn more about available programs.

### **Core Teachers/ Middle School Concept**

In each grade level, students and teachers are divided into groups called cores. In 6<sup>th</sup> grade, there are three cores. In 7<sup>th</sup> and 8<sup>th</sup> grade, there are two cores. For classes such as language arts, math, science, and social studies, students stay within their core with the same core students and core teachers. The core teachers, along with administrators, counselors, and special education teachers, meet regularly at the same time of day for a 45 minute period. Any time you have questions or concerns, you can meet with your child's teachers during this core time. Please call the Challand office at 626-3300 to make an appointment. Below is a visual representation of the core concept in 8<sup>th</sup> grade.

If there were 250 students in the 8<sup>th</sup> grade class, the office would divide those students into two groups or cores. Each core would have 125 students. Each core would have five teachers (language arts, math, science, and social studies) assigned to that group of students. The core concept helps our teachers to get to know our students better and promote the middle school philosophy.

#### **Core 8-1**

125 students

##### **Core Teachers:**

Mrs. Dunphy- LA

Ms. Downey - LA

Mr. Tichler - Math

Ms. Budlong - Sci

Mr. Bardell - SS

#### **Core 8-2**

125 students

##### **Core Teachers:**

Mrs. Engstrom - LA

Mrs. Nesemeier - LA

Mrs. Derrer - Math

Mr. Gee - SS

Mrs. Pannier - Sci

### **Classroom Celebration/Parties**

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.

### **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](http://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. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **Headphones/CD Players/Electronic Devices**

At Challand Middle School, students may be in possession of headphones/CD players/Electronic Devices-before the 1<sup>st</sup> bell, during activity period, or after the dismissal bell. Headphones/CD Players/Electronic Devices in use at inappropriate times

will be confiscated. For the first offense, students will be allowed to pick up their headphones/CD 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. At no time after the first bell and before the dismissal bell should cell phones be used.

### **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 drink 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, 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.

### **Report Card from State**

District and individual school state report cards are available at [www.sterlingpublicschools.org](http://www.sterlingpublicschools.org). Paper copies are available at each school office in English and Spanish.

### **Technology Policy**

Students will be required to sign the District Authorization for Electronic Network Access in order to use Internet resource independently, and all use of technology will be in accordance with the Board of Education Policy for Internet and Network Usage. Technology privileges can be revoked when a student misuses the resources. Any disciplinary

action beyond revocation of access privileges will be determined by an administrator in accordance with established school disciplinary policies and procedures.

### **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.

## **Academic Information**

### **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:

- 6<sup>th</sup> grade - Language Arts and Math
- 7<sup>th</sup> grade - Language Arts and Math
- 8<sup>th</sup> grade - Language Arts, Math, and Spanish I

Students are identified for accelerated classes using the SPS accelerated rubric, which can be found on the Sterling Public Schools Challand Middle School website. To be considered for inclusion in the accelerated programs, students will be identified by course grades, ISAT scores, universal screener results, and teacher checklist. Advanced curriculum is offered for students who demonstrate the skills necessary for success in the curriculum areas identified above. Success in these subject areas may lead to advanced placement at SHS.

### **AVID: Advancement Via Individual Determination**

AVID is an in-school academic support program that prepares students for college eligibility and success. AVID "levels the playing field" for minority, rural, low-income and other students without a college-going tradition in their families. AVID targets those students in the academic middle. Three-fourths of all AVID graduates attend college, almost twice the rate at which U.S. high school graduates do. CMS AVID students are carefully identified and then placed in accelerated classes. Instead of an Encore period, the AVID students have a special "AVID" class that teaches them study skills and offers provides specialized tutoring to support their participation in the accelerated class.

### **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](http://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 is to allow 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. A high percentage of a student's physical education grade is based on wearing the designated uniform for physical activity. Because of safety reasons, a student will not be permitted to participate in certain activities if he/she is not dressed properly. 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. Please see the physical education expectations posted on our website.

### **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 and will exercise the utmost precaution 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.

### **CMS Grade Percentages:**

A	90%-100%	Credit
B	80%-89%	Credit
C	70%-79%	Credit
D	60%-69%	Credit
E	Effort	Credit
F	0-59%	No Credit

### **Grading System**

Grade reports will be issued eight (8) times during the year. There will be four quarter grade reports (final grades) and four mid-term reports. Grade reports will be mailed home. 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. Parents are strongly encouraged to access student grades through Edline. Please call the CMS office for an activation code for Edline or send an e-mail to [edline@sterlingschools.org](mailto:edline@sterlingschools.org) to request an activation code.

### **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.

### **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.

### **Promotion Guidelines**

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 take eight classes per quarter with each class earning one-half credit toward the 16 credits required to be promoted. Students who do not successfully pass all classes are evaluated for promotion by multiple data points including academic achievement, Illinois Standards Achievement Test results, and universal screener test results. When retention of a student is considered, conferences will be scheduled with the parent or guardian. The decision of school personnel is final.

### **Study Habits/STAR Strategies**

In middle school, all students will find it necessary to assume more responsibility for directing their own study. During the periods that students are assigned to a STAR Strategy class, it will be largely up to them to study and complete their homework. Students may find it necessary to take work home for completion.

### **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. Failure to produce a school picture ID when asked by faculty, staff, or administration will result in a loss of privilege and/or additional consequences.

Students may purchase new photo ID cards from the Main Office. The cost of a new photo ID card is \$2.00.

### **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 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.

### **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 PROGRAMS**

### **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. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
4. IESA codes for student participation will be followed.
5. Students must be passing all classes to participate in co-curricular activities.
6. 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 1<sup>st</sup>. He or she may participate in events on Saturday, May 2<sup>nd</sup> because of notification timelines. He or she may not participate in events from Monday, May 3<sup>rd</sup> through Saturday, May 8<sup>th</sup>.
7. 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.

### **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.

#### **Misconduct by Students with Disabilities**

##### **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.

##### **Discipline of Special Education Students**

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.

##### **Accommodating Individuals With Disabilities**

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**

### **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.

### **Sex Equity**

No student shall, on the basis of sex 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, Assistant 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)/guardian(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 ex parte 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 certificate 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 RESPONSIBILITIES**

### **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 7:30 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.**

#### **The following are examples of EXCUSED absences, but not limited to:**

1. Illness
2. Death in the family
3. Serious physical injury
4. Doctor appointment, if not able to be scheduled outside of school hours
5. Religious observances
6. Family vacation - pre-arranged and with proper documentation. A maximum of 5 days vacation total will be counted as excused.
7. Other circumstances that cause reasonable concern to the parent/guardian for the student safety or health.
8. Family emergency or other situations beyond the control of the student.
9. Or other reason as approved by the Superintendent or designee.

#### **The following are examples of UNEXCUSED absences, but not limited to:**

1. Shopping
2. Baby-sitting
3. Oversleeping
4. Missed your bus or ride
5. Vacations-not pre-arranged and without proper documentation or beyond the 5 day limit
6. Private lessons

#### **Tardy to Class**

- 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> tardies to the same class result in a 30 minute lunch detention for each individual tardy
- 10<sup>th</sup> tardy to the same class and every tardy thereafter will result in a day of “RED”

This tardy policy applies to each classroom per student.

#### **Tardy to School**

Tardiness is considered unacceptable behavior because it disrupts class, reflects negative attitude toward class, creates disruptive problems in the hall and develops a habit, which could have an impact on future employment. Students will be considered tardy for class or school if they are not in their assigned area when the final morning bell rings. Student tardies are monitored each quarter. The following procedure will be followed by the CMS office:

- 2nd tardy in a quarter - letter home to parent(s)/guardian(s)
- 3rd & 4th tardy in a quarter - call home to parent(s)/guardian(s) from CMS Attendance assistant
- 5th or more tardy in a quarter – Each tardy may result in a 33 minute lunch/activity detention with sack lunch; parent/guardian and student conference with school administration
- **10<sup>th</sup> or more tardy in a school year- Each tardy may result in a 33 minute lunch/activity detention with sack lunch; referral to Truant’s Alternative Program through the Regional Office of Education; parent/guardian and student conference with school administration**
- 15<sup>th</sup> tardy or more in a school year – Each tardy may result in a one day In-School Suspension/Required Extended Day; parent/guardian and student conference with school administration, ROE case manager, and school resource officer

#### **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. Students with three unexcused absences will be referred to the Whiteside County Truant’s Alternative Program.**

#### **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.

#### **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 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><b>STEP #1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent contact through a phone call</li> <li><input type="checkbox"/> One to three days Required Extended Day through a disciplinary referral</li> </ul>	<p><b>STEP #4</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> One to ten days Out-of-School Suspension through a disciplinary referral</li> </ul>
<p><b>STEP #2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent contact through a phone call and a letter</li> <li><input type="checkbox"/> Three to five days Required Extended Day through a disciplinary referral</li> <li><input type="checkbox"/> Referral of the student to the Truants Alternative Program at the Regional Office of Education</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parent and student conference with school administration and school resource officer</li> <li><input type="checkbox"/> Referral of the student to the Truants Alternative Program at the Regional Office of Education</li> </ul>
<p><b>STEP #3</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent and student conference with school administration and school resource officer</li> <li><input type="checkbox"/> Three to five days Required Extended Day through a disciplinary referral</li> <li><input type="checkbox"/> Referral of the student to the Truants Alternative Program through the Regional Office of Education</li> <li><input type="checkbox"/> A truancy ticket may be issued at this time</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Sterling Police Department will 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:             <ol style="list-style-type: none"> <li>1. The student pays the fine</li> <li>2. The student is referred to the SPD Peer Jury</li> <li>3. The student completes 4-8 hours of community service.</li> </ol> </li> </ul>
<p><b>STEP #5</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> One to ten days Out-of-School Suspension through a disciplinary referral</li> <li><input type="checkbox"/> Parent and student conference with school administration and school resource officer</li> <li><input type="checkbox"/> Referral of the student to the Truants Alternative Program at the Regional Office of Education</li> <li><input type="checkbox"/> The Sterling Police Department writes the parent/guardian of the truant student a \$75.00 truancy ticket</li> </ul>	

**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.

**Missed Assignments**

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

**Vacations**

Family vacations during regularly scheduled school days are highly discouraged. Please see our building 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. 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.

**STUDENT DISCIPLINE POLICY**

**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.

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.

### **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. Sweatshirt hoods must be left down while in the building.
4. 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. or promote products which students may not legally buy.
5. Skirts, dresses, and shorts must reach at the length of the pinkie finger held straight to the side.
6. Pants and shirts must overlap.
7. Pants must be worn at the waist or hip level.
8. 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.
9. 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.
10. Backpacks, purses, and outerwear must be kept in lockers.
11. Shoes with wheels are not allowed.
12. Students must carry and be able to display a CMS student ID when asked.

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.

### **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.

### **Lunch Detention**

Lunch Detention is a behavior consequence in which students serve their entire lunch period in the detention room. A sack lunch is given to the students and students do not get outside activity time.

### **Required Extended Day (RED)**

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

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

1. Fully implements and enforces each of the following Board policies:
  - a. 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, bullying, hazing, or other comparable conduct.
  - b. 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 or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

c. 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.

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

Students engaging in hazing will be subject to one or more of the following disciplinary actions: temporary suspension or removal from the extra-curricular activity, parent/guardian conference, and/or referral to the local law enforcement agency.

Students, engaging in hazing that endangers the mental or physical health or safety of another, may also be subject to an out-of-school suspension for up to 10 days and recommendation for expulsion.

## Challand Middle School Student Behavior Matrix

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Commons &amp; Halls</b>	<ul style="list-style-type: none"> <li>Use appropriate school language</li> <li>Walk on right &amp; keep traffic flowing</li> <li>Be polite, pass quietly</li> <li>Respect others' space</li> <li>Follow dress code</li> <li>Use indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>Pick up after yourself</li> <li>Keep lockers clean &amp; closed</li> <li>Use own locker</li> <li>Keep materials inside locker</li> <li>Be on time to class</li> <li>Bring all needed materials</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Stay to the right</li> <li>Walk</li> <li>Use indoor voices</li> </ul>
<b>School-Wide Classroom</b>	<ul style="list-style-type: none"> <li>Use appropriate school language</li> <li>Be polite to all students and adults</li> <li>Respect school and personal property</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Actively listen</li> <li>Raise your hand and wait to be called on</li> <li>Complete homework</li> <li>Be prepared and on time to class</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Be in your assigned location</li> <li>Show pass to teacher before leaving classroom</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Stay in line</li> <li>Use good manners</li> <li>Use indoor voices</li> <li>Respect others' space</li> <li>Eat your food only</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Have ID and money</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Walk to and from activity</li> <li>Select a spot, sit and stay</li> <li>Keep your area clean</li> </ul>
<b>Outside Activity</b>	<ul style="list-style-type: none"> <li>Use appropriate school language</li> <li>Respect school and personal property</li> <li>Resolve conflicts peacefully</li> <li>Use good sportsmanship</li> <li>Follow procedures</li> <li>Return to class on time</li> </ul>	<ul style="list-style-type: none"> <li>Play safe</li> <li>Stay in assigned areas</li> <li>Leave food and drink in cafeteria</li> <li>Return equipment</li> <li>Dress appropriately</li> <li>Return to class on time</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Walk</li> <li>Stay in designated area</li> <li>Use equipment properly</li> <li>Report bullying/harassment to an adult</li> <li>Ask an adult for help</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Respect school property</li> <li>Respect the privacy &amp; personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>Throw away all trash</li> <li>Practice proper hygiene</li> <li>Sign out and go directly to &amp; from bathroom</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Report problems to an adult</li> </ul>
<b>Before &amp; After School</b>	<ul style="list-style-type: none"> <li>Stay in designated areas</li> <li>Follow supervisor's directions</li> <li>Walk in hallways</li> </ul>	<ul style="list-style-type: none"> <li>Arrive between 7:30-7:45am</li> <li>Have pass/parent note to report to teacher</li> <li>Leave quickly and quietly by 3:00pm</li> <li>Dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Stay in assigned area</li> <li>Report directly to your activity</li> <li>No loitering</li> <li>Cross at crosswalks</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Sit quietly in seats</li> <li>Follow bus driver's directions</li> <li>Obey all safety rules</li> <li>Be on time</li> </ul>	<ul style="list-style-type: none"> <li>Gather materials</li> <li>Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Remain seated</li> <li>Keep aisles clear</li> <li>Enter &amp; exit in an orderly fashion</li> </ul>
<b>Assembly &amp; Fieldtrip</b>	<ul style="list-style-type: none"> <li>Be positive</li> <li>Show appreciation</li> <li>Listen, be attentive</li> <li>Enter/exit appropriately by rows</li> <li>Be quiet when speaker or performance begins</li> <li>Respect others' workplace</li> </ul>	<ul style="list-style-type: none"> <li>Follow supervisor's direction</li> <li>Sit in assigned areas with teacher/chaperone and class</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Enter and exit quietly</li> <li>Stay with assigned group</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>Stay in assigned workplace</li> <li>Raise hand quietly if you need help</li> <li>Help others by suggesting, not doing</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>No gum zone</li> <li>Use equipment with care and respect</li> <li>Let an adult know if a problem exists</li> <li>Log off</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Go to authorized sites only</li> <li>Use equipment properly</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Use shelf markers</li> <li>Return all materials to proper place</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Return books on time</li> <li>Pay any late fees/lost book fees</li> <li>Respect other's space</li> <li>Have ID</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Walk</li> <li>Wait your turn</li> </ul>
<b>P.E.</b>	<ul style="list-style-type: none"> <li>Respect others &amp; equipment</li> <li>Use appropriate school language</li> <li>Hands &amp; feet to self</li> <li>Be polite</li> <li>Come to locker room, dress &amp; wait until released to gym</li> <li>Sit quietly</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Actively listen when teacher is talking</li> <li>Dress in appropriate school uniform</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Follow directions and rules of game</li> <li>Use equipment properly</li> <li>Wear appropriate gym shoes</li> </ul>

**Disciplinary Consequences:**

The following criteria are to be used as a guide. **Specific details and information may warrant lesser or increasing levels of consequences as determined by administration.**

Class 1: Lunch Detention/ Short Term Intervention

1. Bullying/Harassment
2. Cafeteria violations
3. Cheating/Homework
4. Classroom rule violation
5. Conversation regarding drugs/gangs/inappropriate materials
6. Disrespect to staff
7. Dress code violation
8. Excessive talking
9. Failure to Display Student ID
10. Hall pass violations
11. Horseplay
12. Incomplete homework
13. Lack of supplies
14. Minor disruptions
15. Obscenity without intent
16. Passive insubordination
17. Public Display of Affection (PDA)
18. Scuffling in the hallway
19. Snowballs
20. Tardy to school/class
21. Throwing items at others
22. Cell phone use

Class 2: RED/Short Term Intervention 1-3 days

1. Blatant insubordination
2. Cheating/ Test
3. Disruption of the learning process for others
4. Failure to serve detention
5. Forgery
6. "Gleeking"/ spitting on others
7. Habitual tardiness
8. Insubordination- Blatant
9. Minor theft
10. Minor threat/ confrontational behavior toward other students
11. Obscenity with intent
12. Possession of look-alike drugs
13. Possession of pornographic or gang-related material
14. Possession or use of matches/lighter
15. Racial slurs/Religious slurs
16. Skipping class or school
17. Continued Class 1 violation
18. Entering an "Out of Bounds" building.

**Student Discipline (Policy 7.190)****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 materials.
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, soliciting to obtain, obtaining, attempting to sell, selling, or being under the influence of:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless 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.
  - 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. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (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 or controlled substance.
  - g. 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 drugs or paraphernalia, 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. 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 needed in an emergency that threatens the safety of students, staff, or other individuals.

Class 3: REDSTI/Police

Involvement 3-5 days

1. Destruction or defacement of school property
2. Gang graffiti
3. Open or persistent defiance of authority or school employee
4. Possession/use of tobacco products on school property
5. Sexual harassment
6. Skipping school; subject to a truancy ticket; referral to TAP
7. Continued Class 2 violation

Class 4: 1-10 days OSS/Police

Involvement

1. Continued misbehavior in Lunch Detention or RED
2. Harming others, fighting; subject to arrest.
3. Intimidation of staff or another student; subject to arrest
4. Theft; subject to arrest
5. Open or persistent defiance of authority or school employee
6. Participation in gang or mob related action; subject to arrest
7. Possession/use of narcotics or alcohol on school property; subject to arrest; referral to SAP
8. Setting a fire or false alarm; subject to arrest
9. Violation of law; subject to arrest
10. Continued Class 3 violation

Class 5: Expulsion

1. Harming others, Fighting; subject to arrest
2. Gross disobedience or misconduct as defined by board policy; subject to arrest
3. Major theft or destruction of school property ; subject to arrest
4. Possession/use of weapon school property; subject to arrest
5. Sale or distribution of drugs or look-alike drugs on school property; subject to arrest
6. Continued Class 4 violation

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, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

11. Being absent without a recognized excuse. State law and Board policy regarding truancy control will be utilized for chronic and habitual truants.

12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledged to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

13. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. 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, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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.

These grounds for disciplinary action, including those described more thoroughly later in this policy, apply 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 activity, function, or event; or any activity, function, 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.

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Temporary removal from classroom.
10. In-school suspension for a period not to exceed 5 consecutive school days. The Building Principal or a designee shall ensure that the student is properly supervised.
11. Detention or Saturday school 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.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. 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, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code,

(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.

### **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 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.

### **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.

### **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.

### **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.

### **Hazing Prohibited**

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

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

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)

- Referral to appropriate law enforcement agency

Students engaging in hazing that endanger the mental or physical health or safety of another may also be subject to:

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

### **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.

### **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

### **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.

# Student Services

## **Free and Reduced-Price Food Services**

### Notice

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, headstart 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.

### **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.

## **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.

### **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 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.

## **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.

### **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.

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 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</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>          1<sup>st</sup> Offense – Verbal Warning from the driver          2<sup>nd</sup> Offense – Written violation to administration, letter sent to parents          3<sup>rd</sup> Offense – 30 minutes lunch detention          4<sup>th</sup> Offense – School consequence and/or three day suspension of bus privileges –          5<sup>th</sup> Offense – School consequence and/or ten day suspension of bus privileges          6<sup>th</sup> Offense – School consequence and/or suspension of bus privileges for remainder of school year</p>	<p><u>Class II Offenses Progressive Discipline Table</u>          1<sup>st</sup> Offense – School consequence and/or three day suspension of bus privileges –          2<sup>nd</sup> Offense – School consequence and/or ten day suspension of bus privileges          3<sup>rd</sup> 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 safety 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 12 or more points in his/her PBIS Behavioral Point Bank.

Each student begins the school year with 20 behavioral points in his/her PBIS Behavioral Point Bank. Each time a student has a discipline infraction, he or she will lose 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 4<sup>th</sup> quarter will result in double points lost.

After each week of good behavior/ no office referral, each student is awarded one point, which is added to his/her PBIS Behavioral Point Bank. Points added back do not exceed the 20 point maximum. Any student with less than 12 points at the end of the first semester will automatically begin the second semester with 12 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](http://www.sterlingpublicschools.org) or at the SPS District Office.*

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Student Signature

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Parent/Guardian Signature

\_\_\_\_\_  
Students' 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.*