

Challand Middle School

Challand Middle School
1700 Sixth Ave.
Sterling, IL 61081

Phone Number: 626-3300
Fax Number: 622-4173
www.sterlingschools.org

School Hours 7:50 A.M. – 2:50 P.M.

This handbook belongs to:

Name: _____

CMS Office:
815-626-3300

Principal:
Kathy Howard
khoward@sterlingschools.org

Assistant Principal:
Matt Birdsley
mbirdsley@sterlingschools.org

Dean of Students:
Chris Palmer
chpalmer@sterlingschools.org

School Resource Officer:
Officer Mike Henry

Guidance Services:
Cindy Frank
cfrank@sterlingschools.org

Susan Noble
snoble@sterlingschools.org

Office Staff:
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cbrown@sterlingschools.org

LuAnn McFadden
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Lora Peugh
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Nurse:
Marcia Ashlock
mashlock@sterlingschools.org



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 800 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 attached list of development assets. 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:

Mr. Robert Allen
ballen@sterlingschools.org

Mr. Jim Brotheridge
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Sterling School District Office:

Mr. Tad Everett
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Mr. Jason Austin
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Mrs. Karen Klingenberg
Pre-K Coordinator
kklingenberg@sterlingschools.org

Mrs. Cheryl Robinson
Staff Development Coordinator
crobenson@sterlingschools.org

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.

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.
2. Head apparel, 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 or near the length of the fingertips held straight to the side.
6. Pants and shirts must overlap.
7. Pants must be worn at the waist.
8. Tank tops that are revealing are not allowed for boys or girls.
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 display a CMS student ID at all times.

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.

Bikes

A bike rack is located on the north 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.

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.

Campus Video Surveillance

Challand Middle School operates and maintains its own video surveillance system covering hallways, doors, and parking lots. Because these cameras only monitor public use areas, there is no understanding of student/public privacy. 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.

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. Electronic signaling devices include pocket-and similar-electronic paging devices.

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 should be kept off, and texting during the school day is strictly prohibited. Cell phones in use without permission will be confiscated. For the first offence, 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.

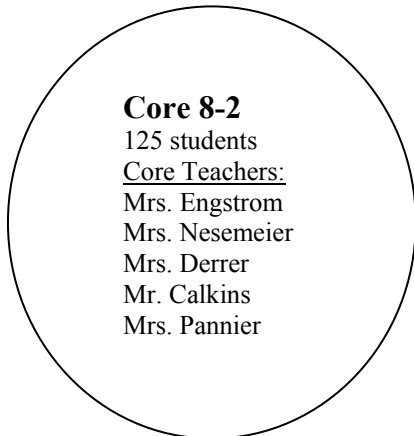
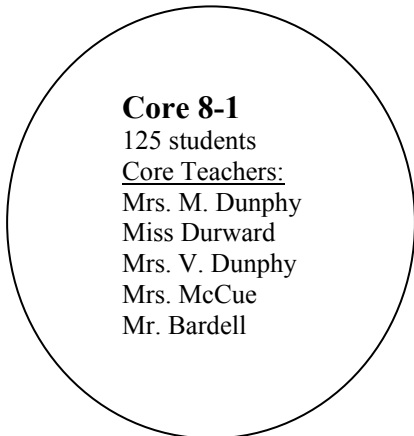
CMS Cafeteria

All students are to eat lunch in the cafeteria unless other arrangements with the office are made. 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 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. 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. CMS offers a breakfast program that begins at 7:30 a.m. each day.

Core Teachers/ Middle School Concept

In each grade level students and teachers are divided into groups called cores. In 6th grade, there are three cores. In 7th and 8th 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. Just call the Challand office at 626-3300 to make an appointment. Below is a visual representation of the core concept in 8th grade.

If there were 250 students in the 8th 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.



Crisis Plan

Each school within Unit #5 has developed a crisis response plan. This plan is on file in case of a dangerous circumstance or situation. The staff reviews this plan frequently, ensuring understanding and revisions, if necessary. Please contact your building principal if you have any questions.

Emergency School Closing

If you have a question about school closings due to inclement weather, please listen to 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.sterlingschools.org. 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 1st 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.

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.

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 and parents are reminded that lockers are the school's property, and searches of them with reasonable suspicion are allowable.

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 participate in the recitation of "The Pledge of Allegiance".

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 without identifying the students, in various publications, including the school yearbook, school newspaper, and school website. 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.sterlingschools.org. Paper copies are available at each school office in English and Spanish.

Residency

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

School Counseling

Challand provides the services of two 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.

Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

Student Transfers

A student seeking admission to a Sterling 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.

Technology Policy

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. 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.

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.

Visitors

Anyone wishing to visit Challand Middle School should arrive at door #1 (front door) and follow the posted instructions. Visitors may be required to show photo identification before admittance to the building. Upon entering the building, all visitors must immediately check in at the main office. Visitors must sign-in and wear a visitor's badge. 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

Accelerated Programs

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

- 6th grade - Language Arts and Math
- 7th grade - Language Arts and Math
- 8th grade - Language Arts, Math, and Spanish I

To be considered for inclusion in the accelerated programs, students will be identified by course grades, ITBS & COGAT scores, and teacher checklist. It is our intent to offer advanced curriculum for those students demonstrating the skills necessary for success in the curriculum areas identified above. Success in these subject areas may lead to advanced placement at SHS. No students will be denied access to the accelerated program using the guidelines above.

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. It is for all students, but it targets those 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 enrichment period, the AVID students have a special "AVID" class that teaches them study skills and offers specialized tutoring to support the 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.sterlingschools.org.

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

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 having 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. Please see the attached physical education rubrics.

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 1st. He or she may participate in events on Saturday, May 2nd because of notification timelines. He or she may not participate in events from Monday, May 3rd through Saturday, May 8th.
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 away games.

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 cards 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.

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 C grades will be recognized for Honor Roll.

Incompletes

Any student who has incomplete assignments due to 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

In order to be considered for promotion to the next grade, students must have successfully completed all required courses as determined by classroom teachers. Students must earn 13 credits out of 16 in order to promote to the next grade level without summer school or retention. Additionally, students must pass at least 1 quarter in each subject. Parents will be notified before the end of the 3rd quarter if their child is being considered for retention or in need of our 90-hour summer remediation program. Successful completion of this program, evidenced by growth in required skills, will allow for promotion to the next grade.

Study Habits

In middle school, all students will find it necessary to assume more responsibility for directing their own study. Students may find it necessary to take work home for completion. During the periods students are assigned to study, it will be largely up to them to make the best use of their time.

ATTENDANCE INFORMATION

Attendance

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.

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 (see below)

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
6. Private lessons

Tardy to Class

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 if they are not in their assigned area when the bell rings. Student tardies are monitored closely. Every five classroom tardies will result in the assignment of a lunch detention.

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
- **10th 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**
- 15th tardy or more in a school year – Each tardy may result in a one day In-School Suspension; 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 cumulative days of absence, 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 or oral permission of the custodial parent(s)/guardian(s). Lunch releases are not encouraged; students must be in class when the bell rings.

Release Time for Religious Instruction/Observance

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

Referrals to the Truants Alternative Program (TAP)

Students with excessive excused and or unexcused absences and/or tardies may be referred to the TAP program with the hopes of working together to improve attendance patterns. As parents, you will receive letters of concern after an excessive number of tardies, excused absences, or unexcused absences. If improvement is not evident in the following month, a referral to TAP may be made. Students with excessive tardies and/or truant days may be referred to the police department for truancy violations. A doctor's note may be required after three consequences absences or ten cumulative absences. A TAP referral may be made after twelve excused absences, three unexcused absences, or 10 tardies to school.

Missed Assignments

Students will be given one day for each day of excused or unexcused absence to complete missed assignments due to the absence unless other arrangements are made at the discretion of the building principal.

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.

Truancy Definitions

Truant- A “truant” is a child subject to compulsory school attendance and who is absent from school without cause. The following support services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

Truancy Policy

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

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

BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICIES

Commons/Hall Expectations

Be Respectful	Appropriate school language Walk on right & keep traffic flowing Be polite, pass quietly Respect others' space Follow dress code
Be Responsible	Pick up after yourself-use trash cans Keep lockers clean and closed Use own locker Keep materials inside locker Walk
Be There- Be Ready	Be on time to class Bring all needed materials Be organized

School-wide Classroom Expectations

Be Respectful	Use appropriate school language Keep hands/feet to self Be polite to all students and adults Respect school and personal property
Be Responsible	Follow directions Actively listen Raise your hand and wait to be called on Complete homework
Be There- Be Ready	Be prepared for class Be attentive Be on time-physically inside classroom when the bell rings

Cafeteria Expectations

Be Respectful	Stay in line Walk Use good manners Use indoor voice Keep hands/feet to self
Be Responsible	Clean up after self Eat all your food
Be There- Be Ready	Dress for appropriate weather Take \$ and ID

Outside Activity Expectations

Be Respectful	Appropriate “school” language Respect school and personal property Resolve conflicts peacefully Use good sportsmanship
Be Responsible	Play safe Stay in assigned areas Leave food and drink in cafeteria Return equipment Walk to and from activity area Use equipment properly
Be There- Be Ready	Bring ID Follow procedures Return to class on time and quietly Dress Appropriately

Bathroom Expectations

Be Respectful	Respect school property Respect the privacy and personal space of others
Be Responsible	Throw away all trash Practice proper hygiene Report problems to adults
Be There- Be Ready	Go directly to and from bathroom Be quick-get in and out

Assembly Expectations

Be Respectful	Be positive Show appreciation Listen, Be Attentive Enter and Exit Appropriately (by rows)
Be Responsible	Follow supervisor’s directions Sit in assigned areas with teacher/class
Be There- Be Ready	Stay with your group Get quite when the speaker/performance begins

Before/After School Expectations

Be Respectful	Stay in designated areas Follow supervisor’s directions Walk in hallway
Be Responsible	Arrive at school between 7:30 -7:45 a.m. Have a pass/parent note to report to teacher Leave quickly and quietly Leave building and grounds by 3:00 p.m.
Be There- Be Ready	Dress appropriately Report promptly to after school activities Gather all needed materials to take home

Bus Expectations

Be Respectful	Sit in seats Use quiet voices Follow bus driver's directions Use good manners Obey all safety rules Use appropriate school language
Be Responsible	Gather all materials Throw away trash Keep hands, feet, and objects to self and out of aisles
Be There- Be Ready	Be on time

Library Expectations

Be Respectful	Use quiet voices Use self markers to look for books Return magazines and reference material to proper place Push in chairs when leaving Clean up your work area before leaving
Be Responsible	Follow library rules Return books on time Pay any late fees or lost book fees Respect others space Sit in your assigned seat
Be There- Be Ready	Listen for instruction Return books to proper location Follow teachers instructions

Computer Lab Expectations

Be Respectful	Respect others workspace Keep hands on your computer only Stay at your assigned workspace Raise your hand quietly when you need help or have a question Help others by suggesting what to do, not doing it for them Listen and follow directions
Be Responsible	No Gum Zone Remember your username and password Use equipment with care and respect Keep computer use to school related matters Leave computer setup as you find it Let adult know as soon as you can if there is a problem Log off Leave area as you found it, ready for next user
Be There- Be Ready	Take only what is required to the computer. Leave everything else at a desk or on the floor near your workstation. Stay at your place until you are dismissed.

P/E Expectations

Be Respectful	Respect others and equipment Use appropriate school language Keep hands/feet to self Be polite
Be Responsible	Be in dress uniform Follow directions the first time given Actively listen when teacher is talking Be Safe-Have fun
Be There-Be Ready	Come into locker-room, dress then sit down and wait till released to gym Enter gym and immediately sit in your assigned spot At the end of class (after dressing) sit in designated area till released to hall.

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

Class 2: ISS/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
16. Skipping class or school
17. Continued Class 1 violation

General Disciplinary Guidelines:

All disciplinary rules and consequence are in effect to and from school, during school and during school sponsored activities.

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. The use of our Peer Mediation program is encouraged to settle differences.

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. 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.

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.

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.

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 the 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 ID's

All CMS students are issued a student identification card at the beginning of the school year. Students must display their ID at all times. Replacement ID's may be purchased for \$2 in the CMS office. Students without an ID displayed are subject to disciplinary action.

Class 3: I.S.S./STI/Police

Involvement 3-5 days

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

Class 4: 1-10 days OSS/Police

Involvement

1. Continued misbehavior in in-school suspension
2. Fighting
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. Fighting
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

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.

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. 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.

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. Students who have broken the statement of understanding and/or students who have unserved detentions may not be allowed to attend.

Student Discipline (Policy 7.190)

The Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff and property of the School District. Because of this, students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. In accordance with due process and statutory requirements, the Board of Education may suspend or expel students from school and from the school bus for acts of gross disobedience or misconduct and otherwise maintain discipline in the schools. Only the Board of Education may determine to expel a student from school or from the school bus. All District administrators may suspend students.

Suspensions or expulsions of student shall occur in compliance with procedural regulations and implemented by the administration of the District. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline. Teachers may remove a student from class for disruptive behavior and may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property.

The Board of Education defines gross disobedience or misconduct to include any behavior that is of such a severe nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. Disciplinary action may be taken against any student guilty of 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 are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, "look-alike" drugs and or drug paraphernalia. A "look-alike" drug is defined as 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 implied represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia 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, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices are prohibited during school hours, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket—and all similar--electronic paging devices. Using or possessing a laser pointer is prohibited unless under a staff member's supervision and in the context of instruction.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using any form or type of aggressive behavior that does physical or psychological harm to someone else 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, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member, of or joining or (b) promising to join, or becoming (c) pledged to become a member of, (d) soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.

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.

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 when the school is being used by a school group.
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.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

Disciplinary measures may include, but are not limited to:

1. Personal counseling. 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. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored 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. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Other means as deemed appropriate by school officials, including 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.
12. Grade reduction for unexcused absences only.

Corporal Punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically harmful or painful position, or intention to inflict bodily harm. Corporal Punishment does not include, and certified staff is permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property, or staff.

Suspension Procedures:

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

3. Any suspension shall first be reported immediately to the student's parent(s)/guardian(s) by telephone if possible. A written notice of the suspension shall follow, containing a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension. Also, a copy of the notice shall be given to the School Board.

Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the Board of Education or a hearing officer appointed by it to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make its decision. After its hearing or upon receipt of the hearing officer's report, the Board may take such action as it finds appropriate.

Weapons:

A student, who uses, possesses, controls, or transfers a weapon or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for a least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, 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 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 the student's parent(s)/guardian(s). Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

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(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.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

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 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.

Expulsion Procedures

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall

have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision.

Search and Seizure

Searches of students and seizure of property shall be conducted as outlined in District policy. As appropriate, items seized may be transferred to law enforcement authorities. CMS parents and students are reminded that the lockers are school property and unannounced searches of them are allowable. CMS administration may initiate a search of the school building and grounds in conjunction with local police and canine units.

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.

HEALTH INFORMATION

Health Examinations, Immunizations, and Exclusion of Students

Parent(s)/guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. within one year before entering kindergarten or the first grade;
2. upon entering the fifth and ninth grades; and
3. whenever a student first enrolls in school within the District, regardless of the student's grade.

Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required.

Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

Health and Medication

Parents should bring special health concerns to the attention of teachers, the school nurse, and/or the school office personnel. The nurse at Challand Middle School is in daily from 7:30 A.M. until 4:00 P.M. During these times, the nurse is available for Challand Middle School students as needed for emergencies, administering medications, and willingly discussing health concerns with parents/guardians. It is extremely important to keep the emergency cards accurate and complete with the person to be called in case of an emergency, physician's name, and child's physical condition (such as epilepsy, asthma, allergies, etc.).

Administering Medicines to Students (Policy 7.270)

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, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

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 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 student's including administering medication.

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.

SPECIAL EDUCATION INFORMATION

Students with Special Needs

CMS and Unit 5, in cooperation with Bi-County Special Education cooperative, offers a full range of diagnostic and instructional support services for students with identified special needs. Services are available for handicapping conditions and exceptionalities. Referrals of students for the special education programs and services may be requested by parents and/or school personnel. Referral forms and procedures are available in the school office.

Before a student can receive special education programming and/or services, the following criteria must be met:

1. The student must be registered in Sterling Unit #5.
2. The student must have a measurable disability.
3. A handicapping condition must result from the disability.
4. The student must be a resident of Sterling Unit #5.
5. The student must have an educational need.
6. Appropriate procedural safeguards must be followed in order to guarantee the student's civil rights.

These criteria are established through diagnostic testing and evaluation, information provided by school personnel and family, and other sources as requested by the family or school. Eligibility for services is determined and agreed upon at a Child Review at which parents, school personnel, Bi-County personnel and others are invited to attend to review the results of the case study evaluation. An Individual Education Program (IEP) is then developed to address the specific learning needs of the student.

Special Education services are provided in and coordinated with the regular classroom program as much as possible. However, additional resource and/or support are provided as per the best interest of the student's needs. In some instances, placement outside of CMS and Unit #5 is necessary to meet specific student needs.

Please address any questions regarding the availability of special education services to your child's teacher, or the building principal.

STUDENT RECORDS

Student Records

The District will maintain two sets of school records for each student: a *permanent record* and a *temporary record*. The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

The *temporary record* may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another student
- Special Education files
- Verified reports or information from non-education persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and student over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges \$.15 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS60/214(b) (15).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/ guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State for federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons: and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parents'/guardians' names and addresses

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organization, and athletics

Major Field of study

Period of attendance in school

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Protection of Pupil Rights Amendment (PPRA)

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examination to minors. For more information on PPRA, please consult: Statute: 20 U.S.C. 1232h. Regulations: 34 CFR Part 98.

The name and address of the Office that administers FERPA and PPRA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

TRANSPORTATION POLICIES

Bus Transportation Guidelines

The school district provides bus transportation according to State of Illinois guidelines for those who live at least one and one-half miles from school. Most students will be bused on either K-5 bus routes or 6-12 routes. Some students in the less populated rural areas will be bused on K-12 routes. Half-day kindergarten students that qualify for busing will be provided bus transportation. Specific information on pickup times and bus locations will be mailed to families prior to the beginning of school. This information will also be posted on the school website at www.sterlingschools.org. During school registration, parents will be able to sign up their students for bus transportation dependent upon the student's home address. If a student does not sign up for bus transportation at registration, the student will not be assigned to a bus route. Additionally, all middle school and high school students scheduled on a bus route will have a school bus icon on the fact of the school ID. All middle school and high school students will need to show their school ID to board the bus. After the first week of school, those middle school and high school students not carrying the proper school ID will not be allowed to board the bus.

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> 1st Offense – Verbal Warning from the driver 2nd Offense – Written violation to principal, letter sent to parents 3rd Offense – 30 minutes detention 4th Offense – Three day suspension of bus privileges – Safety video 5th Offense – Ten day suspension of bus privileges 6th Offense – Suspension of bus privileges for remainder of school year</p>	<p><u>Class II Offenses Progressive Discipline Table</u> 1st Offense – Three day suspension of bus privileges – Safety video 2nd Offense – Ten day suspension of bus privileges 3rd Offense – Suspension of bus privileges for remainder of school year</p>
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Students suspended from the bus for the first time, will be required to view a short safety video in the principal's office with one of the student's parents before resuming bus privileges.

For offenses deemed by the principal 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 principal will contact the parents immediately. In all instances, the principal 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.
- The student may not have been arrested at school for a disciplinary issue at any point during the current school year.

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 4th 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. Students may also earn two points by attending one Builder's Club meeting each 9-week period. 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.

Student Signature

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.