

# CIVIC MEMORIAL HIGH SCHOOL



## Student Handbook 2023-2024

CIVIC MEMORIAL HIGH SCHOOL  
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This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to promote student progress as well as in the interest of modeling appropriate school government. Additionally, this handbook attempts to provide for the psychological and physical safety of our students through appropriate rules and regulations. While every attempt is made to be sure that the handbook reflects current status of rules and regulations, rules may be changed from time to time in the interest of our students' safety or welfare and/or in response to changing circumstances within our school or community. When this occurs, as it must from time to time, every attempt is made to inform students and parents of such changes.

When a student cannot follow the district's discipline standards due to his or her disability, a behavior management plan will be developed. Parents of students with behavior management plans will receive copies of the policies and procedures related to behavioral interventions when the plan is developed. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the administrative office of the district.

This handbook is only a summary of Board policies and they are available in the district office or on the website. This document can be amended without notice.

## **Student Crisis and Hotline Information**

**National Suicide Prevention Line: "988"**

**Crisis Text Line: Text HOME to 741741**

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# School Compact

## **CIVIC MEMORIAL HIGH SCHOOL STUDENT-PARENT-STAFF COMPACT**

This compact outlines how students, parents and the entire school staff will share the responsibility for student success. The goal of this partnership is to enhance good citizenship and academic achievement.

### **Student Responsibilities - We, as students, will be responsible for our success in the following ways:**

Abide by Civic Memorial Eagle Pride Expectations (be respectful, be responsible, be safe) and demonstrate good citizenship

Do my homework every day, ask for help when needed, attend tutoring to enhance academic success and monitor PowerSchool

Read at least 30 minutes every day outside of school time

Have available the student handbook and be familiar with its contents

Recognize and accept the positive and negative outcomes of my behavior

### **Parent Responsibilities - We, as parents, will support our student's success in the following ways:**

Monitor attendance and grades on PowerSchool and make sure all homework is completed

Participate, as appropriate, in decisions relating to my student's education and school events

Promote positive use of my student's extracurricular time

Stay informed and communicate with the school by attending parent-teacher conferences, parent information nights, or other events that promote my student's academic success or emotional well-being

Be aware of and reinforce my student's Eagle Pride Expectations (be respectful, be responsible, and be safe) and student handbook requirements

### **School Responsibilities - Civic Memorial High School Staff will be responsible for student success in the following ways:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state's student academic achievement standards

Maintain open communication between home and school. Effort will be made to respond in a timely fashion to parent concerns

Provide parents opportunities to volunteer and participate in school-sponsored activities

Communicate regularly with families about student academic progress

Reinforce Eagle PRIDE Expectations (be respectful, be responsible, be safe) and student handbook requirements

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date

## Section 1: General Information

### 1.01 Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Justin Newell, CMHS Principal.

### 1.02 General Instructions

This section of the handbook is intended to provide information for both parents and students about procedures at the high school.

### 1.03 Bell Schedule

This schedule is correct at the time of printing. It may be subject to change depending on the District's transportation needs. Information about any changes will be available at registration.


### 1.04 Time Schedule

1. School begins at 7:30 a.m., and ends at 2:00 p.m on Monday thru Friday.
2. Students should not arrive at school before 7:10 a.m. Students who arrive before 7:10 a.m. should report to the office.
3. At 7:10 a.m. students are permitted in the commons only. Students are not to be in any part of the corridors, or report to classes, until released.

4. If a student's schedule requires him/her to wait for a bus, he/she may wait on the sidewalk or, in bad weather, in the building. In either case, he/she must be quiet and orderly.
5. Unless involved in a supervised activity, all students should be out of the building by 2:30 p.m.
6. Practices of any kind will not begin before 2:40 p.m.
7. Students are not permitted in academic areas of the building after 2:30 p.m., unless escorted/supervised by a staff member.

## 2023-2024 Bell Schedule

2023/24 Bell Schedule			
Period	Times		
Announcements	7:26 - 7:30	PLC Day	Times
1st Period	7:30 - 8:18	1st Period	7:30 - 8:08
2nd Period	8:22 - 9:10	2nd Period	8:12 - 8:47
3rd Period	9:14 - 10:02	3rd Period	8:51 - 9:26
4th Period	10:06 - 10:54	Study Hall	9:30 - 10:00
5th Period	10:54 - 12:16	4th Period	10:04 - 10:39
Lunch A 10:54 - 11:24	Class A 10:58 - 11:46	5th Period	10:43 - 11:18
Lunch B 11:46 - 12:16	Class B 11:28 - 12:16	6th Period	11:22 - 11:57
6th Period	12:20 - 1:08	7th Period	12:01 - 12:36
7th Period	1:12 - 2:00	Grab-N-Go-Lunch 12:36 - 1:00	



## 1.05 Responsibilities of Students

1. To become informed of, and adhere to, rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators, teachers, and employees.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets standards of health, cleanliness, and safety.
5. To be present and punctual in the regular or assigned school program.
6. To refrain from gross misconduct or disobedience, or behavior that disrupts the education process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

## 1.06 Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## 1.07 Immunization Information

Fall 2019 - All students entering twelfth grades will be required to show proof of recent meningococcal conjugate vaccination (MVC). All twelfth graders will need to show proof of receiving two doses UNLESS the first dose was administered after 16 years of age. In this case, only one dose after 16 years of age is required. This is a mandated requirement from the State of Illinois.

Parents or legal guardians who object, for religious or medical reasons, to their child being immunized for school entrance must submit an exemption form, which now must be signed by a health care provider. Signed into law on August 3, 2015, this law requires a health care provider to sign the exemption certificate confirming they have provided education to the parents, or legal guardians, about the benefits of immunizations and health risks of not vaccinating students. The religious/medical exemption form can be found on the CMHS website.

If a child does not comply by the third Monday in September, then that child will be excluded from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10.

## 1.08 McKinney-Vento Homeless Education Assistance Act

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. The legislation requires a local homeless education liaison in every school district to assist children and youth in their efforts to attend school. If you have questions regarding the education of homeless children and youth in the Bethalto School District, please contact the district's McKinney-Vento liaison at the district office, (618) 377-7200.

## 1.09 A Parent's Guide to Response to Intervention (Rtl)

### What is "Response to Intervention" or Rtl?

Rtl is a federal and state initiative intended to meet a wide range of individual students' needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of Rtl is to provide students with the help they need to be successful as early as possible in their school career.

### How does Rtl work?

When a child begins to have some area of concern affecting his/her school progress the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress\*\*. The child's progress is measured over time. If he/she makes acceptable progress, the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle the more intensive interventions may be tried.

\*\*This team-- referred to as the "Response to Intervention Team" -- uses the insight and expertise of several different school staff members including reading teachers, reading coaches, school social workers, psychologists, and special education teachers. Rtl team members contribute in different ways to the Rtl process: Offering suggestions, gathering data, and communicating with other staff and/or parents. The Rtl team meets regularly to discuss and monitor student concerns.

### What is the role of the Parent in Rtl?



Parents have an important role throughout the Rtl process. Teachers will communicate concerns, and invite parent participation in telephone conversations and/or team meetings, regarding their child. Parents provide insight into a child's learning and development to understand the problem and why it occurs. Parents should contact their child's teacher with any concerns regarding academics or behavior. Please contact your child's teacher if you have any questions. We look forward to working together to help your child succeed.

## 1.10 PBIS - Positive Behavioral Interventions and Supports

In order to promote the development of positive, productive behavior, Bethalto Unit School District #8 schools are implementing a program called PBIS. This program is designed to teach and reinforce procedures and to provide the intervention and support necessary for students to make good choices (choices that contribute positively to the school environment). All school and classroom rules will be developed around three overall expectations that are referred to the Three B's or Let It Be: Be Respectful, Be Responsible & Be Safe. Students will be provided with an introduction to these concepts and expectations at the onset of each school year and provided the opportunity to demonstrate these concepts on a daily basis. Follow-up activities, information, support and interventions will be provided to large groups, small groups and individual students as needed to promote the maintenance of a warm, caring school environment. Any student in need of further academic and/or behavioral support may be placed in Check-In Check-Out (CICO) to enhance performance and achievement. Parents can assist the school with this process by following up on any information and/or activities that may be provided to parents, students, and families. By working together, it is our hope that we can instill in our students the positive, productive character traits, values and virtues that will impact positively not only on their total school experience but also on their overall quality of life!

### EXAMPLES OF PBIS AT CMHS:

Department Student of the Month- each month, one student from each department will be recognized for their hard work, attitude, and dedication put forth in class.

Classroom of the Week - each week, one classroom is recognized for the students being "highly engaged" in their lesson or activity.

Positive Referral - students and teachers have the ability to recognize each other for various character traits that are displayed within the school setting.

## 1.11 - Asbestos Management Plan Notification

Asbestos containing building material (ACBM) are present in our school district.

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. In 1990, the school district implemented the management plan with an extensive abatement project. Subsequently, all buildings are subject to re-inspection every three years. Copies of the asbestos management plan for each school, which includes the re-inspection report, is located in both the Superintendent's office and the Principal's office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form, "Request for Inspection of Management Plan," will be provided upon request. Should a request be made for a copy of the report, the school district is allowed to charge a reasonable fee to make copies of the plan.

(Dr. Jill Griffin, May 2020)

## 1.12 - Head Lice

The school will observe the following procedures regarding head lice:

1. Parents should notify the school nurse if they suspect their child has head lice.
2. Infested students may be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.

## 1.13 - School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the

- superintendent, under the authority of the Board of Education, and in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department,
2. emergency management agencies, and/or Regional Office of Education.
  3. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
  4. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
  5. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
  6. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
  7. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
  8. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
  9. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
  10. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
  11. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
  12. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
  13. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## 1.14 - Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

## Section 2: Academics

### 2.01 Grade Weighting

It is the policy of the Board of Education that the grades earned by students in the following courses be weighted:

Honors English 1	Calculus	Biology 2
Honors English 2	Honors Algebra 2	Physics
Honors English 3	Pre-Calculus	Chemistry 2
Spanish 3	Statistics	LC US History
Spanish 4	Honors Geometry	

The following weighting scale will be used:

Courses Listed Above:	% Cut Off	Other Courses:
A = 5.0 points	92.5	A = 4.0 points
A- = 4.667 points	89.5	A- = 3.667 points
B+ = 4.333 points	86.5	B+ = 3.333 points
B = 4.0 points	82.5	B = 3.0 points
B- = 3.667 points	79.5	B- = 2.667 points

C+ = 3.333 points	76.5	C+ = 2.333 points
C = 3.0 points	72.5	C = 2.0 points
C- = 2.667 points	69.5	C- = 1.667 points
D+ = 1.333 points	66.5	D+ = 1.333 points
D = 1.0 point	62.5	D = 1.0 point
D- = 0.667 point	59.5	D- = 0.667 point
F = 0.00 point	below 59.5	F = 0.00 point
I = 0.00 point		I = 0.00 point

## 2.02 Semester Exams

Final semester examinations are an integral part of the education process at Civic Memorial High School, and all students are required to take final examinations in each subject area. Final exams will determine 20% of the student's semester grade. Medical documentation may be required of students who miss final exams for reasons of illness.

Students may earn an exemption from Semester 2 final exams by meeting the following criteria:

- C average, or better, for semester 2
- 12 or fewer absences for the school year (93% attendance)
- Students in good standing in regards to social probation.

Exemption policy only applies to year-long classes. Exams for semester-long classes must be taken by all students. Students in dual credit courses may be required to take exams.

Students who must take their final exams prior to the established dates will be required to take all the exams.

## 2.03 Report Cards

Report cards will be emailed out to the parents/guardians of the students at the end of each quarter. In addition to these regular reports, other reports will be made as the need arises. While grades have been determined, in most cases, by the last day of the semester, printing and mailing of report cards may take several days. Therefore, a

student in danger of failing a graduation requirement should look into making up the credit in summer school.

Information such as report cards, deficiency reports, notification of disciplinary infractions that result in out of school suspension or assignment to the in school detention room, and notification about parent teacher conferences will be provided to non-custodial parents upon their written request.

## 2.04 Tutoring

- Students who need academic assistance from another teacher during study hall must acquire a pass from that teacher prior to the start of study hall.
- Tutoring may be offered in the afternoons by making an appointment with the teacher.

## 2.05 Honor Roll

- To qualify for honor roll, students must have a G.P.A. of 3.00 for the grading period and may not have received a grade lower than C in any class.
- To qualify for high honor roll, students must have a G.P.A. of 3.75 for the grading period.
- Students who are on the Honor Roll for the first three quarters of the year will be honored at the Scholastic Honors Ceremonies during the fourth quarter.
- For students to be considered for honors/high honors during commencement, they must have completed all levels of Math and English at the regular or honors levels.

## 2.06 Academics

Students should obtain a copy of the School Counseling Department Handbook to gain more detailed information regarding course offerings and requirements.

## 2.07 Latin Honors System

Beginning for the Class of 2026, Civic Memorial High School will use the Latin Honors System for our system of graduation recognition. Students can earn the following recognition status based on GPA:

- Summa Cum Laude
  - GPA of 4.40 or higher
  - Students must take a full course load (no senior study hall)

- Magna Cum Laude
  - GPA between 4.0 and 4.3999
  - Students must take a full course load (no senior study hall)
- Cum Laude
  - GPA of 3.5 or higher
  - Students may take a senior study hall

## 2.08 Valedictorian, Salutatorian and Silver Medallion Status

Those wanting to be recognized as a valedictorian, salutatorian or silver medallion recipient must take a full course load during their senior year (no senior study hall). This model will be replaced by the Latin Honors System as listed above.

## 2.08 Eligibility for Driver Education

Pursuant to the provisions of P.A. 88-188 (HB 418), prior to enrolling in Driver Education at CMHS, students must earn a minimum of 4 credits over the previous two high school semesters and pass the required courses for graduation prior to enrollment in driver education (see Section 2.10 in this Handbook, or page 1 of the CMHS Guidance Handbook, for a list of graduation requirements.)

Freshmen may enroll in Driver Education during the second semester of the 9th grade year only if they have passed all 7 classes and if space is available. Enrollment will be allowed in order of birth dates with the oldest students getting the first opportunity to take the course.

Students will not be approved in the state system to receive their driver's license until all related driver's education fees are paid in full. Once the fees are paid, the student or parent should notify one of the main office secretaries. Parents and students should allow 48 hours for the information to be updated. During summer hours, please allow 1-2 weeks for the information to be updated. The best practice is to pay the fee before the start of the class.

## 2.09 Physical Education Exemptions

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be

excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers' Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>2</sup>

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.3



## 2.10 Schedule Changes

Student- and parent-initiated schedule changes ***must be requested on, or before, April 1st.*** Such requests may not be based upon teacher preference and may be denied on the basis of class size requirements and limitations.

Counselor-initiated changes may be necessary because of scheduling conflicts, computer errors, or by teacher/counselor recommendation based on aptitude or prerequisites. Student-selected alternate courses will be used in such cases.

Assignment to math, science, and English classes may be adjusted for ability level and/or prerequisites.

Students may not elect to drop a year-long course mid year. If a student believes he/she is inappropriately placed in a course, a parent/teacher/student/administrator conference will be held to evaluate the situation. At this time, standardized assessments will be reviewed and the amount of effort put forth by the student will be assessed to determine if a course change will be allowed.

Students may not change classes at the semester simply on the basis of personal preference.

## 2.11 Graduation Requirements

Students will have the opportunity to earn 7 credits per year. Students must earn 24.5 total credits, with 18.5 credits coming from the following classes:

- 4 English
- 2.5 Social Studies (Required: Civics, World History & U.S. History, including passing of both the Illinois and United States Constitution tests)
- 3 Math
- 2 Science
- 0.5 Resource Management or Economics
- 4 Physical Education
- 0.5 Health
- 1 Electives

College entrance requirements vary and may be more rigorous. Be sure to discuss these with your counselor, especially if you plan to participate in intercollegiate athletics.

See the [CMHS Guidance Handbook](#) for course prerequisite information.

## **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following: (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid. (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application. Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement. A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

## **2.12 Credit Policy**

- No credit may be accrued from outside institutions in order to enable a student to graduate ahead of his/her class.
- Students who are behind in the number of credits needed to graduate with their classes may not seek to earn credit in more than four correspondence classes (with 1/2 credit value in each) while they are concurrently enrolled as full time students at CMHS. Enrollment in such courses may begin at the conclusion of a student's sophomore year. Correspondence courses must be completed prior to completion of the first semester of the student's senior year, in order for that student to participate in the graduation ceremony. A current- fourth or fifth-year senior must have all correspondence coursework completed by the end of the first semester.
- Enrollment in a correspondence course needed to meet graduation requirements must have the approval of the student's counselor and must be in an approved program such as those sponsored by accredited universities or those with North Central Association accreditation. All costs of such enrollment must be borne by the student.
- A student who completes his/her senior year lacking two or more of the credits required for graduation will be expected to return the following fall in order to obtain a diploma from Civic Memorial.
- A student who is deficient on credits after his/her senior year may not participate in commencement exercises.
- Students may not earn more than two credits in any given discipline during summer school.

- Students may not earn more than two credits toward graduation through correspondence courses.
- Final examinations in correspondence courses taken through approved institutions must be taken under the supervision of a counselor or administrator.
- Concurrent Enrollment: Students are not eligible to concurrently enroll in other academic institutions (community colleges, universities, or other institutions of higher ed.) when the course is offered at Civic Memorial. However, students who have a cumulative GPA of 2.5 or higher may concurrently enroll in those classes not offered at Civic Memorial.

#### Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Vocational or technical education; registered apprenticeship program. A student in grades 9-12 may satisfy one or more high school courses (including physical

education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

#### Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

By the fall of 2023, for each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

## 2.13 Full-Time Enrollment

Except in those cases identified as follows, students will be enrolled for 3.5 hours credit per semester.

1. When contraindicated for medical reasons.
2. Fifth-year seniors.
3. Home-schooled students enrolled for selected courses as allowed or required by law.

## 2.14 Late Enrollment

A student who is seventeen years of age and has not been in attendance at another high school during the current semester may be refused enrollment after the second full week of the semester.

Students may be denied credit in courses in which they have been enrolled less than 16 weeks.

## 2.15 Early Graduation

Credit will not be accepted from outside institutions to enable a student to graduate early.

## 2.16 Home Schooling

In 1998, the Board enacted a policy on homeschooling. Parents who wish to consider homeschooling or who wish to enroll a student who has been homeschooled should check this policy in the Board Policy. Students are not permitted to participate in athletics or activities when homeschooled.

## 2.17 Textbooks and Supplies

Textbooks, with the exception of those required for dual-credit courses, may be rented through the high school. Students taking dual-credit courses may be required to purchase a textbook on their own.

## 2.18 Counseling Department

School Counselors: In planning a long-term high school program many important questions arise. Am I selecting the right courses? How do my interests and my

abilities join together to help me prepare for a vocation? Are personal problems preventing me from getting the most from my education?

Throughout your high school career a school counselor will be working with you to help you find answers to these questions and many others.

Counselor assignments are based on where names fall in the alphabet. These assignments are posted in the counseling area.

Your counselor will be thoroughly familiar with your high school program, your short-term and long-term objectives, and your career goals as well as problems that may be preventing you from reaching your goals.

The school counselor is a specially trained person to help the student realize his/her fullest potential as a unique being. Depending on each student's needs the counselor can help in the following ways:

- To assess strengths and weaknesses.
- To make suitable decisions.
- To develop a positive attitude.
- To choose courses that are right for the student.
- To solve personal problems (family, friends, teachers).
- To discover talents and abilities.
- To plan education.
- To decide on a career.

Additional information is available in the School Counseling Handbook.

**Social Worker:** Your school social worker is available to provide counseling and emotional support to students related to: behavioral issues, problems with peers, changes within the family, grief and bereavement issues, new student adjustments, social skills, and problem-solving skills. The social worker also assists parents to better understand and meet their child's social and emotional needs, and to better understand and utilize school and community resources.

## 2.19 Parents' Right to Review

### Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the Central Office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form. 1 It is important to note that exemptions are based on a variety of factors, and exemption requests are not guaranteed but will be reviewed.

## School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

## 2.20 Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

- The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their

records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

- The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

- The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian 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/guardian or eligible student when notified of the right to a hearing.

- 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 without consent is permitted 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. 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 or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the



nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being 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/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

- The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school. Any parent/guardian 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.

- The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>  
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
- 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.
- 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.

## Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## Student Privacy Protections Surveys

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

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

## Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions., such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## 2.21 Student Testing and Assessment

All Freshman and Sophomores will be administered the PSAT. All Juniors will be required to take the SAT. SAT is a graduation requirement in the state of Illinois.

## 2.22 Summer School and Summer School Credit Limitations

It is the policy of the Board of Education that a student at Civic Memorial High School may earn no more than two credits of a required subject toward graduation during summer school semesters. For example, of the four required credits in English, at least two must be earned during the regular school term.

In 1991 the State of Illinois discontinued special funding of summer school programs. It then became necessary to charge tuition for summer school enrollment.

The school district's ability to provide any summer school class will depend on the number of students who will enroll. Students are well advised, therefore, to earn credit necessary for graduation during the regular school year.

## 2.23 Withdrawal From School

Any student who plans to withdraw from school for any reason (moving, dropping, etc.) must obtain a withdrawal form from the School Counseling Office and have it completed by teachers, principal, assistant principal, nurse, etc. After the form has been completed, it should be returned to the School Counselor.

## 2.24 School Meals

- Breakfast: \$1.70
- Lunch: \$2.90

Prices are subject to change.

## 2.25 Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

## 2.26 Family Life and Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## 2.27 Request to Opt-Out of Curriculum Content

Public schools are responsible for providing an inclusive education that provides students with the knowledge and skills to be successful adults and meaningfully contributes to our society. This starts with a diverse education that stimulates educational curiosity, an understanding of multiple perspectives, and knowledge to make informed decisions. Illinois law allows parents/guardians to opt their children out of only the specific curriculum areas noted below.

- Sex education;
- Family life class;
- HIV/AIDS and sexually transmitted diseases;
- Avoiding sexual abuse;
- Instruction on organ/tissue and blood donor and transplantation programs (HS only);
- Animal dissection;
- Cardiopulmonary resuscitation (CPR) administration or automated external defibrillator (AED) use

**If you do not want your child to participate in one or more of these curriculum areas, please contact the building principal for additional information and our opt-out form.** Your child will not be penalized for not participating in these curriculum areas and will be assigned an alternative assignment or activity.

**Please indicate the areas below you would like your child not to participate in for this school year.**

- Recognizing and avoiding sexual abuse (Erin's Law) (105 ILCS 5/27-13.2) --**OPT-OUT FORMS ARE AVAILABLE WHEN EACH BUILDING GIVES THESE PRESENTATIONS**
- AIDS prevention, transmission, and spread (instruction may only occur in grades 6-12) (105 ILCS 110/3)
- Family life (the emotional, psychological, physiological, hygienic, and social responsibilities of family life, including sexual abstinence until marriage) (instruction on topics may occur in grades K-12) (105 ILCS 110/3) *7th grade*
- Training on how to administer cardiopulmonary resuscitation (CPR) properly or how to use an automated external defibrillator (AED) (105 ILCS 110/3) *7th-grade (discussion only): Medical Occupations Class (not required) in HS*
- Sex education (105 ILCS 5/27-9.1a(d)) --**THE DISTRICT HAS OPTED OUT ENTIRELY**
- Organ tissues and blood donor and transplantation program (applies to HS only) (105 ILCS 5/27-23.5) *Medical Occupations Class (not required) in HS*
- Animal dissection (105 ILCS 112/15) *11th and 12th grade (Biology 2 Honors only)*

Again, **if you do not want your child to participate in one or more of these curriculum areas, please contact the building principal for additional information and our opt-out form.** Your child will not be

penalized for not participating in these curriculum areas and will be assigned an alternative assignment or activity.

## Section 3: Attendance

### ABSENCES MATTER AND YOU CAN HELP!

#### 3.01 Attendance

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Illinois School Code and District Policy. Illinois Law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

The Attendance Matters website states that encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

When students are here 95% or more of the school year, their grades, reading levels, and math skills will improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future.

But when kids are absent for an average of just two days of school per month—even when the absences are excused— it can have a negative impact. These absences can affect kids as early as Kindergarten.

For example, young elementary school students who miss an average of just two school days per month often have difficulty keeping up with their peers academically and tend to fall behind in reading. But when students are able to read on grade level by the end of third grade, which is when kids transition from *learning to read* to *reading to learn*, they are three to four times more likely to graduate high school and attend

college, post-graduate, or professional development classes than their peers who struggle with reading.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences—whether they're physical or emotional—and taking advantage of support services—such as free tutoring, student mentoring and after school activities—you can help set your child on the path to success.

In case of any absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified in advance or on the day of absence, a note from the parent/guardian will be required within 48 hours of the student's return to school. If a note or call is not received within 48 hours of the absence, then the absence will be marked unexcused and will remain as unexcused. The school may require documentation explaining the reason for the student's absence. All assignments missed due to absences are expected to be made up.

Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are not excusable. The following procedures will be implemented once a student is absent.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school There are two types of absences: excused and unexcused. Students are granted 5 excused absences per semester for illness and mental/ behavioral health of a student, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , attend a civic event or other reason as approved by the 1 building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Beginning with the first student absence:



- If the parent/guardian does not contact the school to report the absence, the school will make contact to inform the parent of the absence.
- The parent/guardian will be made aware of the student's attendance, and school district policy/regulations.

Five (5) days of absences:

- The school will send a letter of concern, which includes the attendance policy/regulations, and information regarding the student's absences.
- The letter may include a request for a parent/student/counselor conference.
- The student's attendance patterns will be identified and discussed.
- If a parent conference is required, a plan will be developed to improve the student's attendance.
- Parents will be informed of possible outside agencies referral, if absences continue.
- Referral to an appropriate school-based team may be made.

Ten (10) days of absences per year:

- The school will send a letter of concern, which includes the attendance policy/regulations, and information regarding the student's absences.
- The letter will include a request for a parent/student/counselor/principal conference.
- Excusable absences will be considered prior to the school notifying the Madison County Truancy Office
- Develop or revise plans to improve attendance.
- Referral to an appropriate school-based team may be made.

The school will maintain the following documentation and/or data:

- Document the dates of letters, policies, and regulations that are sent to parent
- Document phone calls and parental responses
- Document conference dates and parental responses
- Document attendance plans and any revisions
- Maintain student attendance records

The district's inadvertent failure to comply with any procedure set forth in the regulation, including but not limited to the notice provisions, will not protect the student from the consequences for excessive absence as provided in this policy.

If it is necessary for your student to miss a part of a day, please keep the following in mind. For purposes of determining average daily attendance, which is the basis of a large part of school funding, the state has the following guidelines:

- A student may be considered present all day if he/she misses 55 minutes or less.
- If a student misses 56 to 149 minutes, he/she is considered to be absent a half day. More than 149 minutes is considered a full day.

- Absence during lunchtime is not considered a part of the total. It is helpful to us, then, if appointments that need to be made during school time can be scheduled so that we can still consider the student present for the entire day for this calculation. Perfect attendance awards, however, will be earned by students who miss no time and have no tardies.

In general, personal illness, serious illness in the family, or other circumstances making attendance or punctuality extremely difficult will be the only legitimate excuse for absence or tardiness. Parents will be requested to provide a reason for the absence, as the school is required to classify causes of absence on state reports.

When a student is absent, a parent or guardian should call the school the morning of the absence between 7:00 A.M. and 9:30 A.M. If a parent calls on the day of the absence, it is not necessary for the student to bring a written excuse. If a parent does not call on the day of the absence, a note from a parent detailing the reason for the absence is required. This note must be presented when the student returns. In case of extended illness, continuing absence should be reported every day. (See “Homebound Option”)

- It is hoped that parents will cooperate with the school by seeing that the student is supplied with the necessary excuse for absence.
- An absence that has not been excused two (2) days after a student returns will remain classified as unexcused.
- If a parent/guardian neglects to call on the day a student is absent, the school will send notification.
- When a student must leave school during the day for an appointment, a note from the parent/guardian is required to permit him/her to leave school.
- A student is tardy when he/she is not in his/her seat by the tardy bell and not more than 15 minutes into a class period. The student shall be considered absent if he/she arrives more than 30 minutes into the class period.
- A student who comes to school late in the day must sign in at the office whether or not the absence has been reported by a parent/guardian.
- If a student leaves during the day, he/she must sign out in the office with appropriate approval. Leaving without permission will constitute skipping with appropriate consequences.
- A student who is absent more than 5 days may forfeit field trip privileges.
- If a student is excused from school they have 2 days for every day missed, up to 10 days to make up their assignments/assessments. In an event of a medical situation beyond 10 days, a make up plan will be created by the school administration/ counselors.

### 3.02 Excusable Absences

Excusable absences include:

- Illness of the student (including mental or behavioral health of the student): A physician’s statement will be requested after 3 consecutive absences or once

students have been absent more than 5 days in a semester. If students fail to turn in a doctor's note, the absence will be marked unexcused.

- Days of religious observance (a written note from the parent must be submitted at least 5 days in advance of the absence)
- Death in the family
- Doctor and dental appointments (notes will be required for them to be marked as excused--parents are encouraged to make those appointments outside of school hours if possible.)
- Court appearances (a note from the court is required upon return)
  - Students who must appear in court because of a subpoena to serve as a witness, in custody cases, or for other reasons not of their own doing will be excused.
  - Students required to appear in court because of their own offenses will be excused upon providing court documentation of the date and time in court.
- A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
- Any absence from class as a result of a school-sanctioned activity (IE: field trip) will be considered an excused absence for purposes of this regulation
  - Field Trips: A field trip may not be taken so as to cause a student to exceed five (5) absences in any class. Exceptions may be made, at the principal's discretion and/or for honor students.
  - A student who has a failing grade may be refused permission to participate in a field trip at the discretion of the administrator. Such decisions will be based on consultation with teacher(s) in class or classes in which the student may not be doing satisfactory work as well as the nature and number of absences a student may have accrued and time remaining in the grading period.
  - Only school related activities will be accepted as "field" trips. All assignments and tests must be completed the first school day following the field trip unless other arrangements have been made between the student and teacher.

Other absences to be considered at discretion of administration on an individual basis.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Homework requests may be made on the morning of the third consecutive day of absence. If parents would like work sent prior to a student

missing 3 days of school, a request may be made by contacting the student's teacher(s) via e-mail.

### 3.02.A Pre-Planned Absences

In the case of pre-planned absences, the principal has the authority to grant excused absences for the following types of pre-planned requests. Please notify the school as soon as you are attempting to plan one of these absences.

- College visit/ Career Education visit (documentation required)
  - Students are eligible for 2 total days to visit college or careers sites beginning their junior year.
  - Students with more than 1 unexcused absences will not be approved for a college visit.
- Family trips/Vacation (approval form must be submitted two weeks in advance) - Approval forms can be found and downloaded from the CMHS website
  - Students with more than 1 unexcused absence will not be approved for a family trip/vacation.
  - Participation in regional and/or national contests or special awards not endorsed by the IESA or IHSA.

All work from a pre-planned absence must be requested in advance. Assigned work must be completed the day of the return or per arrangement made with the classroom teacher. The administration has the authority to deny a student's request for a pre-planned absence. The student's attendance pattern and/or behavior history as documented by referrals to the principal's office will provide the basis for the decision. No student will be eligible for an excused absence if the request for a pre-planned absence covers the final two weeks of the semester.

Any absences other than what has been listed will be considered unexcused.

Students who miss school on Friday or Monday surrounding Homecoming/Coronation and Prom must have a physician's excuse in order to have their absence excused. Once a student has missed five (5) days of school in a given semester, all other absences after the fifth one will require a written physician's excuse for each absence in order for the absence to be excused at school.

A student absent fifteen days in succession without medical documentation may be dropped from enrollment.

### 3.02.B Excused Early Departure

- Parents are requested to send notes with their students when it is necessary for students to leave early. The note should specify time and reason and should be presented to the attendance secretary before school begins in the morning. Students are never permitted to leave early without notification from parents/guardians to the attendance office.

- A doctor's note should be acquired each time a student goes to a regularly scheduled appointment or visits the emergency room for treatment.
- A dentist's note should be acquired for all dental visits. The administration will place the excuse on file to assist students with excessive absences. In the case of absence from semester exams, or absence following prom/coronation, a doctor's note will be required.
- Any time a student leaves the school early due to illness, etc., he/she must notify the Principal's Office and sign out. Failure to do so may result in disciplinary consequences.
- When a student misses all or part of a day due to illness, he/she cannot attend after-school events or activities.

### 3.03 Unexcused Absences

- When a student has an unexcused absence from school, a student will face consequences of progressive discipline, including but not limited to detentions, Friday Night School, in-school suspension, and/or out-of-school suspension.
  - For an out-of-school suspension, the administration and the student will determine a plan for submitting make up work upon return.
  - Excessive unexcused absences may result in a student being placed on social probation/loss of privilege.
- Parents have 48 hours to turn in documentation for an unexcused absence to be changed to excused.
- When a student misses a test, quiz, or major assignment due to an unexcused absence, they will be allowed to make it up, but their maximum score possible will be reduced by 20% each day until it is made up. After the fifth day, their score will be permanently reduced to a zero.
- If the absence does become excused, the student will be responsible for notifying their teacher.
- Classwork and homework credit will be handled according to the teacher's/department policy.

#### 3.03.A Truancy

##### Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic

absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

- Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.
- Students who miss 5% or more (9 or more days) of the prior 180 regular school days without valid cause (unexcused absences) are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.
- If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:
  - Referral to the truancy officer
  - Reporting to officials under the Juvenile Court Act
  - Referral to the State's Attorney
  - Referral to the School Resource Officer
  - Appropriate school discipline will be applied
- A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

### 3.04 Tardies

- Students who are not in the room before the tardy bell starts are tardy.
  - Students are tardy to school if they are not in their room by the tardy bell. If they arrive after the tardy bell, they will report to the CMHS Commons for an admit slip to class.
  - Students tardy to class, other than at the start of the school day, must report to class rather than to the office. The teacher will issue the referral to the office after three tardies.

- If tardiness is caused by a teacher, that teacher should see that the student gets into the next class.
- Repeated incidents of tardiness (more than 2 per quarter) will result in a range of consequences including, but not limited to, lunch detentions, after school detentions, Friday night school, and ISS.

### 3.05 Homebound Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Students who, out of medical necessity, enter into the homebound program generally will not be permitted to attend or participate in extra-curricular events or activities. Appropriate educational services from qualified staff will begin in a reasonable amount of time once a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. Students will have the opportunity to make up any work missed during this time.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact Mr. Justin Newell, Principal.

### 3.06 Senior Options

Seniors who have excessive absences forfeit this privilege.

- Seniors may be excused from school for one day to visit or register at a college or university. However, visits to colleges and universities in our immediate area (Metro East and St. Louis) should be scheduled after school hours or on a day when school is not in session. A college visit with absence excused will require written approval in advance (at least one school day) by the student's counselor and parent or guardian.
- Seniors may have one day absence excused during the last nine weeks to seek a job if prior appointments and arrangements are made. Seniors must have a note from home and from the places where they have appointments. These notes must be presented to the assistant principal.
- Military: Seniors who are pursuing a military career will have one day of absence excused (as mentioned above) if the necessary processing cannot be done on Saturday. A military visit with absence excused will require written approval in

advance (at least one school day) by the student's counselor and parent or guardian.

## Section 4: Policies and Procedures

### 4.01 General Rules and Student Behavior

The welfare and safety of everyone at Civic Memorial High School depends on our mutual cooperation and respect for the rules and individual rights. With this in mind, we encourage our students, staff and parents to report observations or concerns that they may have that have any potential to put anyone in harm's way. We also offer assurance that such reports will be handled with discretion and, when appropriate, our assurance of the reporter's anonymity.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following: cleaning, repair, restitution, as appropriate; parent conference, written assignment, detentions, Friday Night School, In-school Supervision, suspension from school, exclusion from field trips, signing of a formal complaint at the police station, assignment to the alternative school, and expulsion from school.

Students must understand that the school's authority may legally extend to property that is contiguous to the school, including periods of remote learning. That is, infractions of school rules on property that borders the school may, at the discretion of school authorities, be treated as though the infraction has occurred on school property.

#### Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.



### Issue 1: Drugs, Controlled Substance, Look-a-likes, Paraphernalia

- Definition: Possession, use, or being under the influence of any drugs, controlled substance, look-a-likes, or paraphernalia; and/or the purchase or distribution of any of the above is prohibited.
- A student who is reported, or suspected to be under the influence of drugs will be assessed by administration and school nurse.
- Consequences: Including, but not limited to, Referral to Chestnut Health Systems for evaluation and treatment, Suspension, and/or Expulsion, depending on the particular circumstance of the offense.
- Assessment by an agency or institution acceptable to the school and compliance with recommendations based on the assessment may be conditions of readmission to school in such cases.

### Issue 2: Alcohol

- Definition: Possession, use, being under the influence, distribution, and purchase of any intoxicating beverage is prohibited.
- Consequences: Including, but not limited to, Suspension, and/or Expulsion, depending on the particular circumstances of the offense
- Assessment option is the same as #1 above.
- A Breathalyzer, which can be used to determine whether alcohol has been consumed, is available on campus and at all school functions. It may be used in any case when a student is believed to have consumed or be under the influence of alcohol.

### Issue 3: Tobacco, E-Cigarettes, Vaping

- Definition: Smoking or using tobacco in any form - including E-Cigarettes, vaping, and possession of tobacco, lighters, matches, E-Cigarette/vape/vape liquid or other incendiary devices are prohibited. Items containing nicotine are prohibited.
- Consequences: Including, but not limited to, Confiscation of materials, Suspension, and/or Expulsion, depending on the particular circumstances of the offense. Students may be issued an ordinance violation by the School Resource Officer/Bethalto Police Department.

### Issue 4: Weapons

- Definition: (1) Including, but not limited to, guns, rifles, shotguns, firearms, any devices that expel a projectile via an explosive, bombs, grenades, rockets, missiles with explosive or incendiary charges, black-jacks, metal knuckles, throwing stars, knives (2) any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, metal knuckles, pens, pencils, steel toed boots, ball bats, etc.; and/or (3) “look-a-likes” of such weapons are prohibited.
- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

Issue 5: Fighting, Hitting, Verbal Threats, Threats made via text message or social media, Physically Aggressive Behavior, Provoking or Attempting to Provoke a Fight

- Definition: Any physically aggressive action is prohibited toward any student or staff.
- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense. Students may be placed on restrictions.

Issue 6: Profanity, Obscene Gestures, and Disorderly Conduct (including that which is communicated via text message or social media)

- Definition: Behaving in any of these manners is not permitted.
- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

Issue 7: False Fire Alarm

- Definition: Activating the fire alarm system without appropriate cause is not permitted.
- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

Issue 8: Stealing

- Definition: Taking any property that is not one’s own is prohibited.

- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

#### Issue 9: Vandalism

- Definition: Defacing/destroying any school property is not permitted.
- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

#### Issue 10: Throwing any object, including throwing any object at vehicles

- Definition: Throwing any projectile at persons, vehicles, or no particular target is not allowed.
- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

#### Issue 11: Trespassing

- Definition: After hours, students are not to be in the building, or on the grounds, unless in a school supervised activity. Students who are suspended or expelled from school are not to be on school grounds, nor can they participate in any school activities.
- Consequences: Asked to leave, call police.

#### Issue 12: Bomb Threat

- Definition: Communicating a bomb threat is prohibited.
- Consequences: Suspension, Expulsion, Filing of formal complaint with police, depending on the particular circumstances of the offense.

#### Issue 13: Reporting Threats

- Definition: Not reporting information that may potentially place students and staff in danger. Example: knowing that a student has a weapon on his/her possession but not reporting it to school officials.

- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

#### Issue 14: No Parking Pass/Staff Parking Lot

- Definition: Parking on the school parking lot without purchasing a parking pass. Students are not permitted to park in the staff parking lot.
- Consequences: Including, but not limited to detention(s), In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 15: Arson

- Definition: Any attempt or act of committing arson is prohibited
- Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

#### Issue 16: Gang or Cult Activity

- Definition: Involvement in gangs or cults, or gang or cult related activities including display of gang symbols or paraphernalia.
- Consequences: Including, but not limited to, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 17: Intimidation, Bullying, Threats, Hazing, Extortion

- Definition: “Bullying” includes “cyber-bullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be, reasonably predicted to have the effect of one or more of the following:
  - placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
  - causing a substantially detrimental effect on the student’s or students’ physical or mental health;
  - substantially interfering with the student’s or students’ academic performance;or

- substantially interfering with the student's or students' ability to participate in or benefit from the services activities, or privileges provided by a school.
- Consequences: Depending on severity of instance, consequences can include, but are not limited to, Counseling Sessions, Extended Day, Friday Night School, In-School Suspension, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 18: Insubordination, Disrespect

- Definition: See Section B under "Gross Disobedience and Gross Misconduct"
- Consequence: Including, but not limited to, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 19: Forgery

- Definition: Altering information with intent to deceive. This includes, but is not limited to the use of forged materials and any form of pass abuse and the making of deceptive phone calls to impersonate or misrepresent identity.
- Consequences: Including, but not limited to, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 20: Cell Phones, Smart Watches, Electronic Signaling Devices, Laser Pointers, and Any Device With Camera Capabilities, and musical listening devices (including earbuds/headphones)

- Definition: Cell phone usage is only permitted in the commons before school, in the commons during lunch, and after school. Earbuds/headphones should only be in use, or visible, in the commons before school, at lunch, or in the classroom with teacher permission. Cell phones and ear buds must be put away during classroom instruction. Cell phones must remain put away during all assessments/tests.
- Consequences: Including, but not limited to, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 21: Audio Recordings, Video Recordings and Photographs

- Definition: Students are not permitted to audio record, video record, or photograph, during the school day, without prior permission from administration or classroom

teacher. Under no circumstances are students allowed to video or photograph a fight. Doing so will constitute a major infraction.

- Consequences: Include, but are not limited to, Detention, In-school Supervision, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 22: Sexual Harassment

- Definition: See “Sexual Harassment Policy” section in this handbook
- Consequences: Including, but not limited to, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 23: Public Display of Affection

- Definition: Displays of affection other than handholding are not permitted.
- Consequences: Including, but not limited to, Student conference, detention, In-School Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 24: Dress Code Violations

- Definition: Students must dress appropriately. See “Student Dress” section of this handbook.
- Consequences: Including, but not limited to, Student conference and change clothes, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 25: Food/Drink in Classrooms

- Definition: Other than items purchased from the Corner Cafe, only water, in a clear, closed container will be permitted in the classroom.
- Consequences: Including, but not limited to, Confiscation, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 26: Students in Unauthorized Areas

- Definition: Students are not allowed in halls without a pass, nor are they allowed in restricted areas without permission. This includes before school, after school, and at

lunch. Students are not permitted in academic areas of the building after 3:00 pm, unless escorted/supervised by a staff member.

- Consequences: Including, but not limited to, detention, loss of study hall privileges, in-school supervision, Friday night school, suspension, and/or expulsion, depending on the particular circumstances of the offense.

#### Issue 27: Gambling

- Definition: Gambling of any kind, including playing games of chance, or betting for money, is not permitted.
- Consequences: Including, but not limited to, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 28: Bus Behavior

- Definition: Failure to follow the bus rules, directions of driver, etc.
- Consequences: Including, but not limited to, Loss of Bus Privileges, Detention, In School Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 29: Cafeteria Behavior

- Definition: Littering, throwing things, excessive noise, leaving trays or other refuse, and any other inappropriate behavior is not permitted.
- Consequences: Including, but not limited to, Loss of Cafeteria Privileges, Detention, In School Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

#### Issue 30: Student lockers are school property and can be searched at any time.

- All students must have an authorized pass at any time they are in the hall or outside the classroom during class periods.
- Student visitors are not allowed; however, there may be exceptions with permission from the principal. Parents are invited to visit the school at any time, though, as a courtesy, teachers will be notified in advance of parent visits to their classrooms.
- Heavy outer garments, athletic carryalls and other such items should be kept in student lockers and are not permitted in the classroom.

- Fundraising by, or for any outside group, is prohibited on school property.
- Gift items such as flowers and balloons, or food from restaurant deliveries, may not be delivered to students while at school.
- **PLAGIARISM:** Plagiarism constitutes a serious offense. It is defined as copying or paraphrasing of material written by another without attributing the source, whether the source is another student or published material.
  1. A first offense will result in a zero on the assignment and the student must complete a Plagiarism Portfolio
  2. A second offense will result in a zero on the assignment, a parent meeting, and Friday Night School.
  3. A third offense will result in a failing grade for the quarter in which it occurs.
- **Academic Dishonesty:** Each of the following constitutes a form of academic dishonesty:
  - Obtaining a copy of a test or scoring device.
  - Accepting a copy of a test or scoring device.
  - Copying another student's answers during an examination.
  - Providing another student answers or copies of examination questions.
  - Using notes or other materials that are not allowed during a "closed book" examination.
  - Duplicating another student's project for admission as one's own work.
  - Having someone other than the student prepare the student's homework paper, project, laboratory report or take-home examination for which credit is given.
  - Permitting another student to copy the student's homework paper, project, computer program, laboratory report or take-home examinations other than for a teacher-approved collaborative effort.
  - Any other action intended to obtain credit for work not one's own.
  - Students are not permitted to bring in their own computers unless permission is granted in the main office.



- Cell phones must remain put away during all assessments. Failure to comply with the rule will result in a zero on the assessment.
- Using digital resources during an assessment without teacher approval.
- Viewing and/or beginning an online quiz/test/exam (such as Schoology) without teacher permission. Students should always have verbal instructions from the teacher to begin an online quiz/test/exam. An online quiz/test/exam should only be viewed and/or taken in the physical classroom of the teacher it is assigned by, unless otherwise instructed. No other tabs should be open while an assessment is being administered online.

Consequences for such infractions may include failing grades, loss of credit and other disciplinary measures depending on circumstances of the infraction and the progressive disciplinary policy.

#### Issue 38: Removal of Clothing

- Definition: Any removal or attempted removal of clothing from another person or self is prohibited.
- Consequences: Including, but not limited to, Detention, Friday Night School, In-school supervision, and/or Suspension, depending on the particular circumstances of the offense.
- A student's discipline record may prevent him/her from participating in field trips, or other activities that constitute privileges, like school dances, competitions, performances, and graduation ceremonies. Administration will have final approval, for all such activities, after reviewing student discipline records.

## Technology

### Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.<sup>1</sup>

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### Internet Acceptable Use Policy

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;

3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

Privileges – The use of the electronic network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- Using the electronic networks to engage in conduct prohibited by board policy;
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph or video;
- Using another user’s account or password;
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Creating or forwarding chain letters, spam, or other solicited messages;
- Using the electronic networks for commercial or private advertising;
- Accessing, sending, posting, publishing, or displaying any, abusive, obscene, profane, sexually, threatening, harassing, or knowing illegal material;

- Misrepresenting the user's identity or the identity of others; and
- Using the electronic network while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks ~~mail (e-mail)~~ are not private. People who operate the system have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties – The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspect a security problem on the network the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibits the republishing of text or graphics found on the Internet or on District websites or file servers/ cloud storage without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The *fair use rules* governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/ guardian and student.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally

responsible for the content of any and all email messages transmitted to external recipients.

- Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the School District's email system constitutes consent to these regulations.

## Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

## Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a

student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
  2. The material may be distributed at times and locations selected by the Building Principal, such as e.g., before the beginning or ending of classes at a central location inside the building.
  3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
  4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
  5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
  6. Students must not distribute material that:
    - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
    - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
    - d. Is reasonably viewed as promoting illegal drug use; or
    - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or 1
    - f. Incites students to violate any Board policy.
  7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
  8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.
- A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and



orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute are prohibited from using school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student.

## Access to Non-School Sponsored Publications

### Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or

result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students<sup>1</sup>; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## 4.02 SOCIAL PROBATION

Students may be denied the privilege of attending assemblies, dances, athletic and other events if any of the following apply:

- More than 5 unexcused absences

- Failing grades in 2 or more classes
- 12, or more, discipline points

Discipline points will be calculated by the following system:

- Lunch or Before/After-school Detention - 1 point each
- Friday Night School - 2 points each
- ISS - 3 points per day
- Stop - 4 points per day
- OSS - 5 points per day

Social probation is cumulative throughout high school.

## 4.03 VISITORS/ID BADGES

ID badges are mandatory for all students, staff and visitors to Bethalto CUSD #8 schools. In recent years school safety has become more and more of an issue. Although we strive to get to know each and every student, it is almost impossible to remember all the names and faces. The ID badges will be worn for your protection against people that should not be in the building. An ID badge with a plastic protector and a clip will be given to each student at the beginning of each school year. If a student's ID badge is lost or damaged (no longer has photo, name, and ID bar code), a replacement ID will be ordered at the student's cost of \$5.00.

- ID badges must be worn and visible at all times (on person or attached to student's computer bag/ bookbag) while in the building during the school day with few exceptions being during a lab where it may be dangerous. A student's failure to wear a current student ID badge, or current temporary ID, may result in a detention being issued.
- Student ID badges should be kept in the student's locker after school hours.
- Students without IDs must report to the Commons before school for a temporary ID badge. Students who report to the office for a temporary ID, after the tardy bell, will be issued a detention. If a student is sent out of a class for not having an ID, he/she will be considered tardy and the consequences will follow the tardy policy.
- ID badges will be used to check out books in the library and to pay for lunches.

## 4.04 Campus Restrictions

1. Traveling to and from school:

- Students are not permitted to cut across fenced areas of school property in general or neighboring property. Violators will be disciplined.
- Students will at no time be allowed to loiter or congregate on surrounding streets or corners of adjacent school property.
- The wooded area behind the school is off limits at all times.
- Violations of the above can bring about a temporary or permanent restriction to campus and/or other discipline measures, depending on the nature and severity of the infraction.
- Once students have arrived on campus in the morning, they are not permitted to leave the building.
- Students are not permitted to exit the building between classes. Exception: Authorized students who are enrolled in school programs outside of campus.
- The exit doors on the southeast and southwest sides of the building are for EMERGENCY USE ONLY
- CM students are not to be on other Bethalto School's property before or after school hours until 3:20 pm. Anytime a student enters another school building other than CM's that student must check in at the office of that building unless in a supervised activity.
- Students are not permitted in academic areas of the building, after 3:00pm unless escorted/supervised by a staff member. Violation could result in disciplinary consequences.

#### 4.05 Exclusion of Students

It is the policy of the Bethalto Community Unit #8 Board of Education to maintain in the schools an environment conducive to learning and conducive to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct poses a threat to school safety or a disruption to other students' learning opportunities. Therefore, whenever it is in the best interests of the student, school, or other students to exclude a student from the educational program or related services, the procedures listed below shall be followed.

Definitions:

EXCLUSION means denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.

SUSPENSION means exclusion for a period not to exceed ten (10) school days. There are three types of suspension, short-term (1-3 days), 4-day suspensions, and long-term (5-10 days).

#### Short Term Option Placement (STOP)

Students who are issued multiple day out-of-school suspensions (OSS), will attend the STOP Program, located within the CEO building in Troy, IL, during their suspension. STOP provides students with an opportunity to complete their assigned coursework, as well as, a reflection period to allow them to think about making better choices in the future. Students will be transported to the STOP classroom by bus. Teachers will send work for students to complete for full credit. Students that refuse to attend STOP will not be given credit for work assigned during their OSS. For more information about STOP, please visit <http://civicmemorial.bethalto.org/stop.html>

1. EMERGENCY means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an on-going threat of disrupting the education process.
2. BUS SUSPENSION means an exclusion from riding a school bus for any length of time.
3. EXPULSION means exclusion for a period of more than ten (10) school days, and up to two (2) calendar years.
4. GROSS DISOBEDIENCE and GROSS MISCONDUCT specifically include, but are not limited to:
  - The willful refusal to obey the policies, rules, and regulations of the Board of Education.
  - The willful refusal to obey all written or oral instructions of any member of the administrative staff, teaching staff, designated non-certified supervisory personnel, or bus drivers and including the willful refusal to submit to search of oneself or one's possessions by an administrator and based on reasonable suspicion that one may be in possession of contraband including, but not limited to drugs and/or weapons.
  - Willful behavior, which interrupts the orderly process of school affairs.
  - Conduct, which is or may be physically injurious to persons or property and including misuse or abuse of technology

- Truancy: subject to Section 26-12 of the Illinois School Code.
- Repeated minor incidents, including chronic tardiness, or misbehavior, which other disciplinary measures have failed to deter.
- Behavior, which violates or attempts to violate a Board of Education policy, rule, or regulation.
- Possession, use, delivery, sale, or transmittal of any alcoholic controlled substance or controlled substance or paraphernalia prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substances Act other than those for which the student has a prescription. (Possession shall include any area over which a student has immediate control as an automobile, locker, purse, handbag, etc.)
- Being under the influence of any alcoholic beverage, controlled substance, prohibited by the Illinois Cannabis Control Act or the Controlled Substances Act other than those prescribed for medicinal purpose or in possession of paraphernalia associated with their use.
- Excessive unexcused absences.
- Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff, or school bus drivers.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

In dealing with student discipline for misbehavior, students must be given an appropriate opportunity to present their side of the situation, and be entitled to the provisions of due process as it relates to the school setting. Parents have the right to appeal a suspension. Such an appeal should be made first to the building principal, then to the District Superintendent, and finally the School Board, in that order.

A student who is expelled may not earn credit for any course work during the semester in which the infraction leading to expulsion was *committed*.

#### 4.06 Drugs/Alcohol

Non-medical use of drugs is wrong and hazardous to the health of students. The use, possession or distribution of alcoholic beverages, drugs or look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school,

or on evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs or alcohol. Compliance with the standards of conduct is mandatory.

Students found in possession, use, or under the influence of any intoxicating beverages or illegal drug will be subject to discipline up to, and including suspension, with possible expulsion from school and/or possible police referral.

A student who is reported, or suspected, to be under the influence of drugs will be assessed by administration and school nurse.

Students who are under the influence will be treated as though they had drugs in their possession. The term drug is defined as follows:

- Substances recognized as drugs in the Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States or Official National Formulary, or any supplement of any of them.
- Substances intended for use of diagnosis, cure, mitigation, treatment, or prevention of disease in man or animal.
- Substances (other than food) intended to affect the structure or any function of the body or man or animal.
- Marijuana, hashish, and other substances which are identified as intended for use as a component of any article specified in clause (a), (b), or (c), of this definition.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Given reasonable grounds for suspicion, school officials may search for or seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis. The scope of all searches will be reasonable related to the objectives of the search and the nature of the infraction. School lockers, cars on school property, and the school buildings in general could be subject to searches by trained canine units, state, county or local police, or drug enforcement units in addition to school authorities.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

## 4.07 Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### Seizure of Property

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



## Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## 4.08 Classroom Procedures

- All unnecessary talking should stop at the door.
- Students must be in class on time. Being tardy to class is just as serious as being tardy to school.
- Excuses for absences should be presented to the teacher at the beginning of the period.
- Students should have the necessary books and materials ready.
- Students should not whisper or talk when the teacher is talking, when a student is reciting, or when the group is in study.
- Food, soda, or confections are NOT PERMITTED beyond the commons/cafeteria.
- Students should help maintain a neat and clean room.
- Students may leave the room only upon dismissal by the teacher.

## 4.09 School Activities

The following rules have been developed with the cooperation and assistance of the Student Council.

- Any activity planned by any school organization must be approved at least one week before it takes place.
- Only high school students may attend functions unless others are invited by the group sponsoring the function and approved by the office.
- All activities should be over at 10:00 p.m. on school nights (Monday through Thursday). On Friday night, the activity will be over by 11:30 p.m.
- Activities must be chaperoned by at least one member of the school faculty.
- Students are not permitted to leave a school activity and return. While they are free to leave at any time, they will not be readmitted if they choose to do so.

- INTOXICATING BEVERAGES, CONTROLLED SUBSTANCES, AND SMOKING - INCLUDING E-CIGARETTES/VAPING, ARE NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME.
- Students who are found under the influence of drugs or alcohol at any event at our school are subject to discipline up to, and including suspension, and possible expulsion.
- Activities held inside the school must remain inside. Outside activities must remain outside.
- Order must be maintained at all times at all activities.
- After an activity is over, all rooms will be left as found.
- The Student Council recommends that everyone remain at an activity until it is over.
- All fire and damage precautions must be taken at each activity.
- Students attending any school dance must enter the dance within 45 minutes of the listed start time.
- Guests of students who attend school functions that are not open to the public, such as prom and the homecoming dance, may not be more than 20 years of age. As in the case of prom, CMHS students who bring non-student guests to the homecoming coronation dance must complete and turn in a guest permission slip by the prescribed deadline. A photocopy of the guest's driver's license must accompany the permission slip. Former students, who have dropped out, or withdrew for reasons other than a transfer to another school/educational program, may not be approved as outside guests to dances.

## 4.10 Detentions

Students may be assigned lunch detentions, before/after-school detentions, for infractions of school rules, including failure to complete assigned work, tardies, and unexcused absences. Lunch detentions must be served on the assigned day. Failure to serve a lunch detention, on the assigned day, will result in an additional lunch detention. Students serving a lunch detention will receive a sack lunch, or may choose to bring their lunch from home. Before/After-school detentions must be served before (7:30 - 8:00), or after (2:40 - 3:10) school. Job obligations will not excuse students from detentions.

When after school detentions are issued by the classroom teacher, students may be given at least 24 hours before they are expected to serve their detention; however they will have no more than 5 school days to serve it before a 'failure to serve' referral is turned into the main office.

Detentions must be served within one calendar week of being assigned. Failure to serve will result in spending time in the In-School Supervision Room to clear the detention.

All detentions not served within a calendar week will become a Friday night school.

## 4.11 Friday Night School

Students may be assigned a Friday Night School for infractions of school rules, or as part of the disciplinary progression for tardies, or unexcused absences.

Friday Night School sessions will be served on scheduled Fridays from 2:40 - 5:40. Job obligations will not excuse a student from serving a Friday Night School.

If a student misses their Friday Night School date, they must reschedule themselves. If they do not serve by the deadline, they will be prohibited from:

Purchasing a parking pass

Attending school assemblies

Attending school dances or parties

They will also be prohibited from receiving their CMHS diploma until their time has been served. It is the student's responsibility to keep track of detention/Friday Night School obligations. When illness or other legitimate causes for absence from school make it extremely difficult for a student to serve a detention, a parent or guardian should contact the appropriate administrator. A late bus is available for students on Monday through Thursday.

Students may voluntarily serve a Friday Night School to clear up to 10 detentions, or up to 3 extended days. Students who voluntarily serve a Friday Night School must observe standard Friday Night School rules.

## 4.12 In School Supervision

Students assigned an In School Supervision must report to the ISS room at the beginning of the day. Additionally, students need to bring required course materials with them. Beginning the 2018-19 school year, the ISS room will be an electronic free zone, which means that cell phone and laptop use is not permitted. Teachers will assign work that can be completed with paper and pencil.

## 4.13 Lockers/Searches

Security of personal property is the individual responsibility of each student. A locker is provided for each student; however, students should not keep anything of significant

value in their lockers. The administration urges all students to keep their commons and P.E. lockers locked at all times. The school cannot be responsible for stolen or lost articles. Do not, under any circumstances, reveal your combination to anyone, and do not allow anyone to learn it by watching you open your locker. Do not use lockers other than your own. Do not leave your locker “set.” When students lose personal property, it is usually because the locker was left “set,” the student failed to spin the lock after closing the door, or the student left possessions out in the P.E. locker room rather than securing them within the locker provided. Students should understand that lockers are the property of the school and may be entered at any time for safety and/or security reasons. It is for this reason that students are not permitted to use their own locks on their commons or P.E. lockers.

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, computers, computer bags and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### 4.14 Thefts

When thefts occur at school, they are almost always a result of carelessness--students' failure to lock lockers, leaving them set, or students leaving possessions unattended. Should a student be the victim of a theft, it should be reported and documented in the high school office.

CMHS assumes no responsibility for property stolen from purses, bags, or lockers that were not properly secured.

#### 4.15 Parking Lot Rules and Regulations

- Students who have purchased a parking pass may park their vehicle in their assigned spot between the hours of 7:00 am and 2:50, unless they have an approved activity after school that requires them to stay later. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

- The parking spots without numbers are for school staff, personnel, and others designated by administration. Any parking spots without numbers MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration. Students are prohibited from parking at the district administration office.
- All family vehicles driven by a student must be registered in the Principal's Office and a fee will be assessed. The permit will be displayed on the rearview mirror and must be visible at all times while at school. This permit will be valid during the current school year unless revoked for violation of the parking lot or school rules.
- Parking permits can be purchased for \$75.00 per year or \$18.75 per quarter.
- Parking permits are not interchangeable or transferable from one student to another. The parking permit must be displayed in the vehicle it is registered to in the designated manner.
- The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.
- Students, individually or in groups, are not permitted to sit in parked cars or congregate in the parking lot before or after school.
- Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline including—but not limited to—expulsion from school.
- Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
- Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

#### 4.16 Medical Excuses for Physical Education

Students on medicals, provided they complete and pass written assignments (sport folio) on a daily basis, may earn Physical Education credit.

Parent's Note: All parent notes must be taken to the nurse and signed prior to class starting. No more than 2 parent notes are accepted per quarter. The student must dress out and do a daily written assignment (sport folio). If the student does not dress out, a dress cut and the 50 physical education sentences will be assigned instead of the sport folio assignment. All 50 sentences are due at the end of that class period.

School Nurse's Note: It is the responsibility of the student to get the nurse's excuse prior to the start of class. (The nurse is in the office before school). Students are not to be late to class because they are in the nurse's office getting a note. Even with a nurse's note, the student is required to dress out and do a daily written assignment (sport folio). If the student does not dress out, a dress cut and the 50 physical education sentences will be assigned instead of the sport folio assignment. All 50 sentences are due at the end of that class period.

Doctors' Note: A note from a physician will excuse the student from participating for the period of time requested. The doctors' note must be taken to the school nurse (before school). The nurse will inform the physical education teachers with the necessary information. During the time excused from activity, the student will do daily written assignments (sport folio). If the student will be out of activity for 2 weeks or longer they will report to their teacher at the beginning of each physical education class to get their assignment. The student will then report to the library to complete the assignment. (Leave the completed assignment in the library with the librarian). If the students are not out of an activity for 2 or more weeks, they will dress out and stay with their teacher to complete their written assignment. If the student does not dress out, a dress cut and the 50 physical education sentences will be assigned instead of the sport folio assignment. All 50 sentences are due at the end of that class period.

The physician's instructions must state what restrictions the student has, and in what the student is not allowed to participate. If the students are not allowed to physically participate he/she will be given a written assignment (sport folio). The doctor's note must state the duration of the student's limitation. A physicians statement will be required to re-enter class if the duration date was not specified in the original excuse, or if the student wants to return early.

Unless a student has one of the above-mentioned excuses, he/she will be expected to participate in the entire class. Those students with excuses will report to the gym for attendance then do their written assignment (sport folio) instead of participating.

Jewelry: It is recommended that jewelry not be worn during physical education classes. Absolutely no watches, rings, or bracelets with metal will be allowed during class. Other jewelry worn is at the student's own risk. Jewelry must be removed at the

discretion of the teacher. Students who choose not to comply with requests to remove such jewelry will lose credit for "dress cuts."

New earlobe ONLY piercings will be allowed to be worn if and only if the following guidelines are met.

1. You MUST provide your Physical Education teacher with proof of the piercing date from the business that did your earlobe piercing and it must state the duration of time the lobe earrings must be left in. You will only be allowed to wear them during class for that specified amount of time.
2. YOU must provide the Band-Aid, not tape, to cover the new earlobe piercing. Band-Aids will not be provided for you.
3. Failure to comply with these guidelines will result in a no dress.
4. If you choose to wear jewelry during class, the Physical Education teachers are not liable for any injuries.

## 4.17 Media Center

All students may check out materials from the Media Center. Most Media Center books are checked out for a two-week period with renewal privileges. Back issues of magazines and vertical file materials are checked out for one week. Most materials may be renewed. A fine of \$0.05 per day is charged for overdue material except for Saturdays, Sundays, or any day school is not in session.

## 4.18 Grievance Procedure

The following is a copy of the grievance procedure adopted by Bethalto School District #8 under Title IX of the Educational Amendments Act of 1972. Title IX was passed to promote equality of sexes in various designated areas of education. Part of the act requires the adoption and publication of this grievance procedure.

Definition:

- A claim by any student, parent, or employee of Bethalto Community Unit #8 School District, that there has been a violation of Title IX of the Educational Amendments of 1972 shall be called a grievance.
- All time limits consist of weekdays. The grievant shall attempt to resolve the grievance through informal discussion with the immediately involved party or parties prior to initiating the formal grievance procedure. If this purpose fails to satisfy, the grievant may be processed as follows:
- Within 10 days of the alleged violation, the grievant shall present the grievance in writing, including an explanation of why the informal process

failed, to the grievance officer designated by the Bethalto Community Unit #8 School District Board of Education.

- Within 5 days of the receipt of the written grievance, the grievance officer shall investigate the complaint and arrange for a hearing to be held within 10 days. Each party may introduce such evidence or witnesses, as they deem necessary to develop pertinent facts to the grievance.
- Within 5 days from the time of the hearing, the grievance officer shall render his opinion to the concerned parties.
- Failing resolution at step E, the grievant may present a statement of his grievance to the Board of Education, which shall determine the matter. Grievances will not be filed in any student or employee's personnel file. The grievance officer shall maintain a grievance file separately. The grievant has the same access to this file as he does his own student record or personnel file.

The District's Title IX grievance officer is the person designated each year by the Superintendent.

#### 4.19 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying is defined as the ongoing willful, conscious desire to hurt, threaten, or frighten someone. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.



- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or

retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### Complaint Managers:

Mr. Justin Newell, Principal  
Civic Memorial High School  
200 School Street, Bethalto, IL 62010  
Phone: (618) 377-7220  
Email: [jnewell@bethalto.org](mailto:jnewell@bethalto.org)

Mrs. Shelby Norris, Asst. Principal  
Civic Memorial High School  
200 School Street, Bethalto, IL 62010  
Phone: (618) 377-7220  
Email: [snorris@bethalto.org](mailto:snorris@bethalto.org)

#### Nondiscrimination Coordinator:

Mr. Justin Newell, Principal  
Civic Memorial High School  
200 School Street, Bethalto, IL 62010  
Phone: (618) 377-7220  
Email: [jnewell@bethalto.org](mailto:jnewell@bethalto.org)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be addressed and students will face disciplinary action.

## 4.20 Harassment and Teen Dating Violence Policy

### Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color;

national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

1. Requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) depriving a student of educational aid, benefits, services, or treatment; or (c) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with their counselor, building principal, or assistant principal. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or

emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### Making a Complaint; Enforcement

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

#### Nondiscrimination Coordinator and Complaint Managers

Mr. Justin Newell, Principal  
Civic Memorial High School  
200 School Street, Bethalto, IL 62010  
Phone: (618) 377-7220  
Email: [jnewell@bethalto.org](mailto:jnewell@bethalto.org)

Mrs. Shelby Norris, Asst. Principal  
Civic Memorial High School  
200 School Street, Bethalto, IL 62010  
Phone: (618) 377-7220  
Email: [snorris@bethalto.org](mailto:snorris@bethalto.org)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### 4.21 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual

- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

**Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student

- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home

- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

### Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Annual Notice of Nondiscrimination

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e etseq.
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 8. Bullying, 105 ILCS 5/27-23.7
9. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The District does not discriminate on the basis of race, color, national origin, sex, and/or disability. All of our programs, including our Career and Technical Programs at Civic Memorial, are available to all students who qualify for admission. Specifics regarding these options and the criteria for them can be found in the Civic Course Handbook located on their website.

The entire Uniform Grievance Procedure Board Policy can be found [here](#). It can also be found on our website under our Board Policy manual.

Nondiscrimination Coordinator/  
Title IV Coordinator:

Dr. Jill Griffin, Supt

Section 504 Compliance Coordinator

Mrs. Jen Weber



101 School Street, Bethalto, IL 62010  
[jgriffin@bethalto.org](mailto:jgriffin@bethalto.org)  
618/377-7200, ext. 17200

101 School Street, Bethalto, IL 62010  
[jweber@bethalto.org](mailto:jweber@bethalto.org)  
618/377-7200, ext. 17215

Complaint Managers:

Dr. Kelly McClain  
101 School Street, Bethalto, IL 62010  
[kmccclain@bethalto.org](mailto:kmccclain@bethalto.org)  
618/377-7200, ext. 17202

Dr. Barrett Deist  
101 School Street, Bethalto, IL 62010  
[bdeist@bethalto.org](mailto:bdeist@bethalto.org)  
618/377-7200, ext. 17203

Office for Civil Rights Contact Information: 1-877-421-3481, email: [ocr@ed.gov](mailto:ocr@ed.gov), [website](#)

## 4.22 Hate Crimes

A hate crime is any one or more of several crimes against another by reason of race, religion, gender, or other such classification. A student who believes he/she is the victim of a hate crime or crimes should report this immediately to a building administrator. Hate crimes may be construed as “gross misconduct” and can result in penalties ranging from suspension to expulsion. Students must understand that a hate crime is a felony under the law and as such merits very serious penalties.

## 4.23 Hazing

Hazing and harassment as forms of initiation are prohibited and will be treated as serious disciplinary infractions.

## 4.24 Student Dress Code

A student’s appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

It is our belief that good taste in dress and appearance has a positive impact on the school environment. It is also our belief that a detailed statement on student dress and appearance is not necessary; however, the following specific rules will be followed:

1. A student's dress and appearance may not be a safety or health hazard or disrupt the educational process. This means students may not be immodest in their appearance.
2. Students may not wear tank tops, "halter" tops, tops with straps under two inches in width, tops that leave shoulders exposed or clothing that exposes the midriff. Pajamas are also not to be worn.
3. Clothing that communicates statements inappropriate in the school environment may not be worn. This includes clothing that advertises or promotes the use of tobacco products, alcoholic beverages, and illicit drugs.
4. Chains and spiked jewelry may not be worn.
5. Heavy outer garments, not limited to coats, may not be worn.
6. Pants or shorts that "sag" so as to expose underwear or impede movement may not be worn. In general, this means that the waistline of slacks or shorts should be very close to the body's natural waistline.
7. Tattoos that communicate statements inappropriate in the school environment must be covered up. This includes tattoos that advertise or promote the use of tobacco products, alcoholic beverages, and illicit drugs.
8. Where jewelry is inappropriate and prohibited for safety as in Physical Education Class, such prohibition shall apply as well to body piercing jewelry including ear rings or studs, tongue rings and bars. Students who choose not to comply with requests to remove such jewelry will lose credit for "dress cuts."
9. Headgear is not permitted, including but not limited to, caps, hats, bandannas, picks, do-rags, combs, scarves, hoods, etc.
10. Holes in jeans are permitted, as long as the holes are not above the length of appropriate shorts.
11. Skirts, skorts, and shorts should be of a modest length. The "fingertip length" rule may be used as a guide.
12. Leggings and tight pants are permitted, as long as you cannot see through them.
13. Students who wear inappropriate clothing will be required to change it, and time missed from class for this purpose will not be excused. Repeated infractions will result in a progressive disciplinary response. The administration reserves the right to interpret individual cases in terms of this statement.
14. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
15. If there is any doubt about dress and appearance, the building principal will make the final decision.

## 4.25 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability

to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention.. Information can be obtained from the school counseling office.

#### 4.26 Fine, Fees, and Charges: Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will have the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
- The student is homeless, as defined by the Mc-Kinney- Vento Homeless Assistance Act.

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative

meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

## 4.27 Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. All school rules apply at bus stops.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

\*\*A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver’s instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver’s signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

## 4.28 Student Medication:

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school or district employee is allowed to 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/guardian. No student is allowed to 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 procedure.

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## 4.29 Safety Drill Procedures

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

## 4.30 Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## 4.31 ELL Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Caroline Rongey at [crongey@bethalto.org](mailto:crongey@bethalto.org)

## 4.32 Directory

From time to time, the school is requested to send a directory of students, which may include name, address, telephone number, parent names, photograph, e-mail address, date and place of birth, grade level, dates of attendance, enrollment status, participation in officially recognized activities and sports, honors and awards received, and most recent school attended. If you do not want your student included in such a directory, you must bring in or mail a letter to the school by October 1st stating that wish. These directories are often requested from colleges, trade/vocational schools, military recruiters, etc.

## 4.33 Visitors and Conduct on School Property

For purposes of this policy, "school property" means school buildings, district buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

All visitors, including parents and siblings, are required to enter through the front door of the building. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.



Visitors are welcome on school property, provided their presence will not be disruptive.

Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

## Section 5: Athletics and Extracurricular Activities

### 5.01 High School Athletic Contests/Extra Curricular Activities

Students participating in, or attending extra curricular activities, whether on or off campus, are governed by the rules and procedures in the Civic Memorial Student Handbook. Students attending performances such as plays or concerts should be familiar with and observe "performance etiquette." Students who participate in

athletics and other extracurricular activities are reminded that such participation is a privilege and not a right.

## 5.02 Athletics & Extracurricular Policy and Rules

Student athletes and students who participate in extracurricular activities shall meet academic and other eligibility requirements as defined by School Board Policy and explained in the Athletic and Extracurricular handbooks. Athletic policy pertaining to use or possession of tobacco products, alcoholic beverages, drug paraphernalia and controlled substances shall apply as well to students who elect to participate in other extra curricular activities.

Students who participate in athletics and other extracurricular activities are responsible for understanding and following rules explained in the athletic and/or extracurricular handbooks. These handbooks are available from coaches and sponsors. Students who choose to participate in athletics or other extracurricular activities must understand that rules pertaining to the use and/or possession of tobacco, alcohol, and controlled substances shall be in effect throughout the calendar year.

It shall be the policy of the Board of Education that in order to be eligible for participation in athletics and extracurricular activities, including election to the homecoming court, students must successfully complete six of their seven credit hours and have maintained such during the athletic seasons. In addition, students must demonstrate that they are passing six or seven credit hours and maintain a 1.00 GPA at all times to maintain eligibility. Eligibility should be determined for athletics and extracurricular activities on a weekly basis while such activity lasts.

## 5.03 Athletic/Extra-Curricular Review Board

Upon the request of a student or parent, the principal shall convene an Athletic/Extra Curricular Review Board. The Review Board shall consist of a district administrator, a coach or a sponsor in a sport/activity other than the sport/activity at issue, and a high school Department Chairperson, all to be appointed by the principal. It shall not be the purpose of this board to make a determination as to the guilt or innocence on the part of the disciplined student, but to determine whether the athletic/extracurricular code has been properly followed in the determination of consequences for the infraction in question.

## 5.04 Organizations

Class Organizations: Each class is organized and has its own officers and faculty advisors. There are no class dues. It is felt that the class, as a group, should earn money to sponsor all of its activities during the four years and build up a sufficient

surplus in its treasury so that it may present a suitable class gift to the school upon graduation.

**Class Accounts/Fund Raising:** Each class, under the direction of its officers, shall raise funds for such activities as float building, prom and homecoming. Fundraisers are to be approved by the principal in advance, and receipts must be deposited immediately in class accounts. A class sponsor or an administrator must make authorization of purchases for fundraisers.

Solicitation or sales for fundraisers at roadside or intersections or in highway medians is prohibited.

At the conclusion of the senior year, if sufficient funds remain and a request is made by the class officers, \$200 shall be set aside in an account established in the names of the class officers for the purpose of providing “seed money” for the class’s first reunion. The balance of such funds shall be used for the purchase of an appropriate “class gift” to be selected by the elected officers of the class.

**Health Careers Club:** The purpose of this club is to further develop student’s career interests in the health and medical fields. The club strives to assist the students to understand and create interest in health field professions. Guest speakers, special programs, field trips, etc., are all used to further introduce, orientate, and build interest in Health Careers. The club is a member of the Illinois Health Occupations Student Association.

**National Honor Society:** The National Honor Society is a national high school organization, sponsored by the National Association of Secondary School Principals, giving recognition to outstanding students on the basis of scholarship, leadership, service, and character. National Honor Society Faculty Council, consisting of five faculty members, excluding the faculty advisor and any administrators, selects students who are eligible for membership.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society on the basis of grades alone.

NHS members must be aware that failure to submit the required 15 volunteer hours by the second Monday in April will result in the NHS member losing permission to wear the NHS stole during the commencement ceremony. Additionally, the student's NHS status will not be denoted in the graduation program or on the diploma.

For more information students and parents should visit the National Honor Society website which is linked to the Civic Memorial High School website.

**Spanish Honor Society:** The American Association of Teachers of Spanish and Portuguese, giving recognition to outstanding students of Spanish, sponsor the Spanish Honor Society.

The aim of these organizations is to stimulate interest in the study of Spanish, to promote high standards of scholarship, to reward scholastic achievement, to create enthusiasm for and an understanding of their respective cultures and civilization, and to promote and perpetuate international friendship.

Students are selected for membership in these honor societies by the faculty of their respective foreign language. Selection is based on scholarship in general and scholarship in a foreign language in particular, as well as participation in Spanish activities and overall service, leadership, and character development. Parents and students should understand that selection is not based on grades alone.

Candidates must have completed at least five semesters of foreign language study and must be enrolled in the sixth semester or beyond. They must have an overall grade point average of 3.60, and must have all A's or B's in their foreign language, with a minimum of three A's and a maximum of two B's in the five semesters of language already completed. They should be doing A-level work in the semester of their selection. Any semester grade of D or F for any subject during their high school career will be disqualifying for membership in the honor society. Candidates must be committed to continuing study of their target language to the highest level offered at CMHS.

Faculty sponsors may exercise the prerogative to revoke a student's membership for reasons of failure to maintain a high scholastic standing, behavior inappropriate to an honor society, irregular participation in honor society activities, or failure to attend the initiation ceremony.

**Student Council:** The Student Council's primary purpose is the development of a wholesome school spirit and the expression of popular opinion of the student body.

Membership is provided for by election of representatives from each class, thus ensuring a representative school vote. Each representative offers plans and ideas from his class, and in turn reports the Student Council as a service group which functions in various capacities, as the need arises. The meetings, which are interesting and beneficial, are held once a month throughout the school year.

The following is a list of requirements, which has been established by the Student Council and approved for the candidates for Class Officers and Student Council members.

- A candidate for Student Council or any class or club officer must have maintained a “C” average for the previous semester’s work.
  - A candidate must have been a member of his class for one school year. For incoming freshman, this means that he/she must have been a member of the 8th grade during the previous year.
  - A candidate must be willing to administer that office to the best of his ability.
  - A candidate must be endorsed by the Student Council.
  - A candidate must have 25 of his classmates’ signatures on a petition before he can be considered a *bona fide* nominee. Each class member may sign only one petition for each class office, with the exception of Student Council members, for whom he may sign ten petitions. If any student does sign more than one petition for the same office, with the exception of Student Council, his name will be removed from all petitions for that office. The petition must be turned in to the Student Council after it has its necessary quota of signatures and at least five days prior to the election.
  - No student may be a candidate for more than one class office. However, candidates for class offices may be candidates for membership in the Student Council.
  - The Student Council Officers will be elected by the Student Council members at the first meeting at the beginning of the year.

**Mu Alpha Theta:** Math Honor Society

**Tri-M:** Music Honor Society

**Drama Club/Thespian Troupe #5176:** The Drama Club and Thespians meet every month. In addition to producing a play and a musical every year, the members attend theater workshops, the Illinois High School Theater Festival, and often perform at the request of community members. Thespian membership is earned through participation, and members are awarded access to theatrical events in the Metro East area as well as scholarships.

**Spanish Club:** The Spanish Club is open to any student who is taking or has taken Spanish. The club functions to promote the understanding and appreciation of the Hispanic language and culture.

**Eagle Nation Community Outreach (ENCO):** ENCO is a community service club. Our mission is to bring together a dynamic group of CM students, staff, and families for the

common purpose of serving our community. ENCO provides unique opportunities to students with disabilities to form authentic relationships through volunteer experiences. We value inclusion and acceptance and strive to make meaningful connections that will last a lifetime.

**Strategy Club:** Strategy club is a club dedicated to and predicated on the mathematical and practical analysis of strategies for dealing with competitive situations, where the outcomes of a participant's actions or choice of actions depends critically on the actions of other participants. This study is known as game theory. Game theory deals with probability, decision-making skills, and critical thinking. All of these skills can and have been applied to a multitude of subjects, including but not limited to: finances, war, biology, philosophy, business, and diplomacy.

**LifeSavers:** LifeSavers is a peer-support crisis-prevention team approach to help teenagers cope healthfully with the challenges of drugs and alcohol, peer and family relationships, sexual issues, academic problems, aggression, anxiety, and suicide. LifeSavers is a recognized student organization in twenty-six area high schools, which have chosen to be proactive in caring for their student population. Students who are interested will be trained in the fall.

**Fellowship of Christian Athletes (FCA):** FCA is a student-led organization that meets once a week to fellowship through an activity, eating snacks, Bible study, and prayer. Students discuss how the Bible relates to their athletics and life. Everyone is invited to join us for some "food, fun, and fellowship!"

**Scholar Bowl:** Scholar bowl is an activity that increases a student's knowledge in all subject areas through competition with other schools. Students compete either on a varsity, junior varsity, or freshman team, answering questions in math, science, literature and language arts, social sciences, fine arts, and other topics. To join Scholar Bowl, students need to attend all tryout sessions and take a written test that will show them examples of what kind of knowledge is expected and what they can expect to gain from this experience.

**GSA:** GSA is a student-led club that aims to create a safe, welcoming, and accepting school environment for all, regardless of sexual orientation or gender identity.

**Fresh Mentors:** FreshMentors is a service organization that enlist juniors and seniors in the mentoring and tutoring of incoming and current freshmen. Each school year, we play important roles at Freshmen Orientation in the fall and the 8th Grade Tour in the spring, but we also undertake other projects, as the needs arise.

## 5.06 Parent Organizations and Booster Clubs

(New: June 2021)

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of

the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

## Section 6:

# Athletic - Activity Handbook

Revised May 28th, 2020

## INTRODUCTION AND STATEMENT OF PHILOSOPHY

The Board of Education, the community, and the administration and staff of Civic Memorial High School believe athletics and extracurricular activities are an important supplement to our schools' program, providing experiences that will enhance opportunities for personal growth. Further, that good citizenship and personal responsibility are among the most worthy of objectives to which we hope our students will aspire. The Board, Administration, and staff also believe that it is a privilege to participate in athletics and extracurricular activities. Therefore, students who choose to represent Civic Memorial High School as members of athletic teams, in extra-curricular organizations, or in an official capacity individually shall be held to the highest standards of conduct.

The Athletic/Extracurricular Code of Conduct is an opportunity for our students to commit to these high standards.

The Code shall apply to student athletes and/or students who participate in extracurricular activities when competing interscholastically, participating in public performances, or representing Civic Memorial as members of a team, extra-curricular organization, or individually in an official capacity. Exceptions shall be allowed in the case of band and chorus students, or in other areas determined to be "co-curricular," when such participation is used in determining a student's grade.

The athletic/extracurricular code of conduct is a 365-day per year contract, meaning it is in effect throughout the entire calendar year. Penalties shall be cumulative beginning with and throughout a student's participation in athletics and/or extracurricular activities while a student at Civic Memorial. Penalties for infractions shall be applied



during the season in which the student first participates as an athlete, or to the period of activity of a given organization. Because the length of athletic seasons will vary, as do normal periods of activity among different extracurricular activities, interpretations of the code regarding penalties and time when not clearly specified within the code shall be left to the discretion of the administration, activity sponsor, athletic director, or coach, as appropriate.

This code of conduct is consistent with existing school discipline policies but does not take precedence over school policy and pertains not only to members of athletic teams but to others as defined and identified above.

## COVERAGE

- A. This Athletic/Activity Handbook covers:
  - 1. Grades 9-12
  - 2. In or out of any sport/activity seasons and offenses involving tobacco, alcohol, and illegal drugs anytime during the calendar year.
  - 3. All high school clubs, organizations, athletic teams, classes and activities
  - 4. When students from Civic Memorial High School participate in summer activities such as sport camps or cheerleading camp as representatives of Civic Memorial High School, handbook rules and athletic policy will apply.
- B. If a violation occurs in the eighth-grade year and results in a suspension that carries over into the ninth grade, that suspension will be completed in the ninth grade, but will not count as a violation of the High School Athletic/Activity Code.

## ATHLETIC/ACTIVITY OBJECTIVES

- A. To balance athletics and other extracurricular activities with all other students' academic responsibilities and consideration.
- B. To encourage, build, and promote both the individual's moral character and physical development.
- C. To develop in each participant a feeling of pride, a sense of accomplishment, and a desire to excel within the ethics of the sport/activity.

- D. To develop excellent athletic teams and extracurricular programs of which the participants, school, and community can be proud.
- E. To promote a high regard for hard work and good sportsmanship. To help promote the BE A SPORT campaign.
- F. To promote alcohol and drug free activities for all students/athletes.

## ELIGIBILITY

The student must meet the scholastic and other requirements set by the Illinois High School Association (IHSA) in order to compete in Interscholastic Activities at Civic Memorial High School. Academic eligibility will be checked weekly. Students must provide proof of insurance and a physical examination each year, and a physician's release following serious illness or injury.

**Weekly Requirements:** The minimum standard is that a participant must be passing six academic courses per week. Failure to meet this standard causes the individual to forfeit all eligibility the following week. Turning in extra credit, missing homework, etc., will not take a student off of the ineligibility list until the week of ineligibility is over. The participant may practice if ineligible but will not be allowed to perform or compete. Eligibility will be determined on Monday and will be in effect Monday through the following Saturday. A grade for eligibility will be figured from day one until the end of the semester.

**Semester Requirements:** The minimum standard is that a participant must be passing six classes. Failure to meet this standard causes the participant to forfeit all athletic eligibility for the following semester. The athlete may not practice with the team. Semester grades take precedence over nine week grades.

## ATHLETIC AWARDS

- A. Varsity Letters
  - 1. Each head coach determines the procedure for earning varsity letters before the season starts. He/she will explain to all athletes how to earn varsity awards.

- B. Additional Guidelines
    - 1. All participants will receive new participation certificates if they complete the season
    - 2. Second and third varsity sport letters earned during the same year will entitle the participant to a sport pin and regular participation certificate.
  
  - C. Freshman Letters (Numerals)
    - 1. An athlete will earn his/her numbers if he/she becomes a member of the freshman team during the season and finishes the season in good standing.
    - 2. One set of numerals can be earned while in high school.
    - 3. The first freshman honor earned will result in numerals indicating the year the freshman graduates plus a sports participation certificate.
    - 4. Second and third freshman honors earned in the same year will result in a sports participation certificate.
  
  - D. Most Valuable Player (or an award decided by the coach)
    - 1. Decided by the coaching staff
  
  - E. Athlete of the Year
    - 1. Selection Process:
      - a. Must earn 2 letters during the school year
      - b. Each head coach will vote for one male and one female athlete
      - c. The selection is based equally on:
        - 1. Character
        - 2. Dedication
        - 3. Citizenship
        - 4. Athletic ability
        - 5. Sportsmanship
        - 6. Leadership
      - d. Both a male and female will be selected.
- 
- F. College Signings
  - 1. Civic Memorial High School will conduct two to three college signing days during the school year. Student-athletes must be participating in

the sport at Civic Memorial during the calendar year that they intend to sign a letter of intent for in college.

G. Senior Night Recognitions

1. Student-athletes and parents will be honored and recognized at the conclusion of their sport generally at the last home game.

Fall: football, boys soccer, volleyball, boys and girls golf, girls tennis, cross country, sideline cheer

Winter: boys and girls basketball, wrestling, boys and girls bowling, competitive cheer, dance

Spring: baseball, softball, boys and girls track, boys tennis, girls soccer

## PRACTICE REQUIREMENTS

- A. Students involved in athletic/extra-activities must be in attendance at school for, at minimum, a half day of classes to practice or participate in activities that day. Any exceptions must be cleared with the athletic director and principal.
- B. If a player misses practice the day before a game, his or her playing time will be determined by the coach and based upon the reason for missing practice.
- C. Any player who accumulates two unexcused absences may, at the discretion of the head coach, be removed from the team and may be ineligible for any athletic awards for that sport.

## ATHLETE'S BEHAVIOR DURING PRACTICES AND GAMES

- A. It is the athlete's responsibility to learn and demonstrate proper athletic behavior. Such behavior can be described as actions by players which promote cooperation and learning during practice, which encourage a profitable work ethic, and which result in an excellent competition coupled with good sportsmanship on the playing field.
- B. The coaching staff, for the benefit of the team and community, prefers not to tolerate the actions of players who show a lack of concern with

regard to acceptable behaviors and attitudes. Therefore, if improper behavior is observed in practice or athletic contests, corrective disciplinary action will be taken. Potential consequences will be explained fully to the athletes before the season starts.

## SUSPENSION-EXCUSED/UNEXCUSED ABSENCE POLICY

### A. IN SCHOOL SUPERVISION

1. The student/athlete will be able to make up all homework and tests missed during the in school suspension.
2. The student/athlete will be allowed to practice during the entire week of suspension, including the day(s) of in school supervision.

### B. OUT OF SCHOOL SUSPENSION or STOP (Short Term Option Placement) Referral

1. The student/athlete will be suspended from all games, practices, and activities for the days of the out of school suspension/placement at STOP.

### C. ABSENCE POLICY

1. Students must be in school a minimum of one half (150 minutes) of an attendance day in order to participate in practice or games during the week. (Exceptions may be made by the Athletic Director and Principal.)
2. Students who are deemed chronically truant, may at the discretion of the administration be required to sit out of a practice or game until the issue has been remediated.
3. The student/athlete may be removed from the team or activity and forfeit all awards when TWO UNEXCUSED ABSENCES are accumulated.
4. The two unexcused absences will accumulate during each sport/activity season, not during a semester or school year.
5. A student who is absent on Friday may participate in a game or contest on Saturday. The coach or advisor should consider the reason for the absence from school on Friday when determining playing time during a Saturday game or contest.
6. If a student/athlete misses practice the day before a game, the coach will determine the playing time in a game or contest based on the reason the student/athlete missed practice.

7. Some excused and prearranged absences and field trips taken during the school day may be treated as though the student/athlete was in school that day so he/she will be allowed to practice and play in games or contests. Athletes and/or parents should contact the school ahead of time to discuss such situations and get pre-approval.

#### QUITTING THE TEAM

- A. Any player who quits the team/organization by giving notice verbally or in writing to the coach/advisor before the season is completed will not be allowed back on the team/organization for any reason. Emotional decisions made by a player or student on the spur of the moment may be taken into consideration by the coach/activity director involved.
- B. An athlete who quits during a season may not participate in any preseason workouts with other teams during this time. He/she may not be permitted in the Weight Room until the previous season has been completed.

#### CARE AND RETURN OF SCHOOL UNIFORMS AND EQUIPMENT

- A. All uniforms and equipment issued to the athlete must be returned within ONE WEEK after the last game of the season.
- B. Lost or stolen items are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued but not returned.
- C. Any returned items which have been damaged, not as a result of normal wear and tear, must be replaced or repaired. The replacement or repair bill becomes the responsibility of the athlete. The question of what constitutes “normal wear and tear” shall be determined by the coach/sponsor and athletic director.
- D. No awards will be given to the student until all equipment and uniforms issued to him/her have been returned and accounted for or the athlete/parents have paid a financial obligation for lost or missing equipment or uniforms at present day cost.

- E. No athlete will be allowed to begin the next athletic season, or any high school activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged. This includes the use of the Iron Shed.

#### TRANSPORTATION POLICY

- A. In order to promote TEAM SPIRIT, all athletes are encouraged to ride the bus home from all away games. Each coach has the authority to REQUIRE all team members to ride the bus home, but such authority will be used with discretion. It is mandatory that all athletes ride school provided transportation to away games.
- B. Frosh/Soph players are encouraged to stay for the varsity contests.
- C. Players may choose not to ride the bus home after a game if their parents talk to the coach or sign out with the coach. A student may only leave with his or her parents or guardians.
- D. If an emergency arises and the parents are not at the game, the coach can make an exception to allow the student to leave to receive medical attention.
- E. Transportation is not provided for 6th grade boys basketball, girls basketball, or volleyball.
- F. Coaches should notify the team in advance if they plan to stop to eat after a game.

#### BUILDING SECURITY GUIDELINES FOR ATHLETES

- A. Athletes are to report to their respective locker rooms and practice area after school is over as soon as possible.
- B. After practice is over, the athlete should go into their locker room to change and secure their padlocks.

- C. When these activities are completed, students will leave the high school building as soon as possible.

#### DRESS CODE

- A. Proper dress by the athletes at home and away is very important to the image of Civic Memorial High School.
- B. Each head coach should have a dress code that stresses proper dress to and from a game. Appropriate school clothing is an acceptable guideline for proper dress. Coaches and sponsors, may, from time to time, require more formal clothing. All due consideration will be given special financial constraints that may make such requirements burdensome.

#### COMMUNICATION GUIDELINES

- A. If students have any concerns or questions about the sports program or an activity, they should contact the coaching staff or advisor first.
- B. If the parents or guardians of the players/students have any questions or concerns about their son/daughter or the program, they should contact the coaching staff/advisor to arrange a meeting at a time that can be mutually agreed upon. Immediately after a contest or event is not usually an appropriate time for such meetings.
- C. Students and/or parents who feel their concern(s) have not been addressed adequately by a coach/sponsor may contact the Athletic Director (for athletic matters) or the Principal (in the case of other extracurricular activities.) The Principal should be contacted in all matters before seeking resolution with the Superintendent, and, after the Superintendent, the Board of Education.

#### TEAM MEMBERSHIP LIMITATIONS

Coaches and advisors may conduct “tryouts.” Coaches/advisors may limit team/group members based on the following criteria:

1. overall talent and ability
2. character and personality of the individual



3. work habits and loyalty to the programs
4. positions needed for the team or activity
5. availability of personnel in sufficient numbers to ensure adequate supervision and safety of participants.

#### DRUGS/ALCOHOL/TOBACCO POLICY/Assessment Program(s)

##### A. POSSESSION

1. Any student who is:  
USING, BUYING, SELLING, DELIVERING OR IN PERSONAL POSSESSION OF:
  1. Illegal drugs which includes any type of mood altering drugs (including hemp, marijuana, or cannabis in any form)
  2. Legal drugs taken inappropriately or without a prescription.
  3. Tobacco/electronic cigarettes/e-cigs/vaping; Smoking or using tobacco in any form, including e-cigarettes, vaping, and/or possession of tobacco, lighters, matches, e-cigarette/vape liquid or other “vapor cigarette” accessories, or other incendiary devices are prohibited (any nicotine delivery).
  4. Alcohol  
and/or is present where they know such illegal activity is being conducted, may be considered in possession according to Civic Memorial Athletic/Activity Code of Conduct. The initial investigation of a violation of the alcohol/drug policy will determine all the known fact of the violation. The question of possession will be determined for each student involved in the violation.

##### B. SUSPENSION

Refer to the Athletic/Extra-Curricular Rules and Regulations on page eight (8).

#### ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT

1. Any student participating or planning to participate in extracurricular activities (e.g., athletics, school clubs) who is determined by the District to have engaged in any “prohibited activity”, below will be suspended

from participating in extracurricular activities according to the guidelines set forth below. In all cases, the suspension will begin immediately after the violation has been confirmed by the high school administration.

“Prohibited Activity” means the following:

- a) smoking or using any tobacco product
- b) ecig / vape
- c) drinking alcoholic beverages
- d) possessing or using any illegal drug
- e) possessing or using a legal substance that the student believed to be one of the prohibited substances listed above;
- f) possessing or using a legal prescription or over-the-counter drug by an unauthorized user; or
- g) attempting any of the prohibited activities listed above.

First Offense:

A student’s first offense in his/her high school career will result in a suspension from all extracurricular activities for one calendar year, unless the student successfully completes a counseling assessment and program from Chestnut Health System, or a program agreed upon by the administration and provides the athletic director documentation of such successful completion; in which case the following suspension will be applied in the current extracurricular season (or in the next extracurricular season in which the student participates, if the student is not currently participating in an extracurricular activity):

Football:	2 games	Soccer:	5 games
Basketball:	6 games	Tennis:	4 matches
Volleyball:	6 matches	Softball:	6 games
Golf:	4 matches	Wrestling:	6 meets (tournament = 2 meets)
Baseball:	6 games	Bowling:	4 matches
Track:	4 meets		

Cheerleaders, Pazzazz, and Flag team members will be suspended for a

commensurate number of events depending on the number of events for a given season.

**\*ONE TIME PROBATIONARY PERIOD**

- Upon completion of the suspension for a first offense, if the student does not commit a subsequent offense during a ONE TIME ONLY probationary period of 365 days, the initial offense will be vacated and sealed. The student's next offense, beyond the 365-day ONE TIME ONLY probationary period will then be treated as a first offense. The 365-day ONE TIME ONLY probationary period is only applicable to the student's very first offense in their high school career. A student may only receive the ONE TIME ONLY probationary period one time in their high school career.

Any suspension not fully served before the extracurricular season ends will carry over to the next extracurricular season in which the student participates.

**Second Offense:**

A student's second offense in his/her high school career will result in a suspension from all extracurricular activities for one calendar year, Unless the student successfully completes a counseling assessment and program from Chestnut Health System, or a program agreed upon by the administration and provides the athletic director documentation of such successful completion, in which case the following suspension will be applied;

- The student will be suspended for one full 50% of the extracurricular season in which they otherwise would have participated.
- A "full 50% of the extracurricular season" means an entire half of season or the remainder of the current extracurricular season and such portion of the next extracurricular season as to equate to the 100% 50% of an extracurricular season. For example: If a student commits a second offense and is suspended for the remaining 20% of the football season, the student would also miss the first 80% 30% of the basketball season.

Third Offense:

A student's third offense in his/her high school career will result in a suspension from all extracurricular activities for one calendar year. The student must also successfully complete a counseling assessment and program from Chestnut Health System, or a program agreed upon by the administration, and provide the athletic director documentation of such successful completion before being reinstated to extracurricular activities.

Fourth Offense:

A student's fourth offense in his/her high school career will result in suspension from all extracurricular activities for the remainder of the students high school career.

In the event that a code of conduct violation is not immediately issued the athlete will be moved to appropriate step. There is no Time limit on enforcement of this code of conduct. Administration will make every effort to issue code violations when an infraction is committed; however, student athletes must inform the administrator issuing a consequence that they are or plan to participate in athletics or activities.

2. Any squad member in attendance at a gathering where alcohol/illegal drugs has been determined to be present, but he/she has not consumed, may be suspended as follows:

First Offense:

A.	Football	1st two quarters
	All other sports	1 game

Second Offense

B.	Football	1 game
	All other sports	3 games

Third Offense (will be equal to 1st offense consumption):

C.	Football	2 games
	All other sports	6 games

Fourth Offense

The same as 2nd offense consumption

### 5th Offense

The same as 3rd offense consumption

These regulations will be enforced throughout the calendar year and are cumulative throughout the athlete's career.

3. Any squad member or student guilty of any act of vandalism, theft or conduct unbecoming of a squad member may not be allowed to participate in a contest or event for a period of up to nine weeks. (If the team does not participate in a contest during the nine week period, he/she shall miss the first contest following that period.) Any second violation may result in automatic suspension from the sport/activity in which the student is currently participating and all sports/activities for the remainder of the year.
4. Coaches and sponsors may impose curfews as appropriate, and such curfews may be waived to allow students who are employed to meet that obligation and travel home from work.
5. All athletes must follow Illinois High School Association rules such as the following:
  - A. Each squad member must attend school a minimum of one half of an attendance day and follow his/her regular schedule to be able to participate in a contest that evening. (Any deviation from this regulation must be with the approval of the athletic director and the school principal).
  - B. Athletes will not be permitted to wear jewelry while playing in athletic activities.
6. Swearing or abusive misconduct by a participant in sports or extracurricular activities may result in immediate "benching" of the offender for a length of time to be determined by the coach or sponsor responsible for the contest/event in progress.
7. Any gross misconduct or gross disobedience, either in or out of school, could result in suspension from all sports.

8. If a student participating in the current sport has an unexcused absence from practice or a game, he/she may not be allowed to participate in the next game. Subsequent offenses could result in suspension from the sport in which he/she is participating.
9. Athletes must arrive on time for all home games and must be on time to catch the school provided team transportation to away games. Athletes must use the school provided transportation to and from away games. Under unique and extenuating circumstances, a parent may contact the head coach and/or Athletic Director in advance and request to drive their son/daughter to a game. Upon request a student MAY be allowed to ride home with his/her parents. Parents must notify the coach before leaving the game. An athlete who violates this rule may be suspended from the next game for a first offense. A second offense may result in automatic suspension from the sport/activity.
11. Any coach/sponsor, upon the approval of the athletic director and principal, will have the authority to enforce other regulations deemed necessary for the good of the sport/activity. All students involved in a sport or activity so affected will be advised of such additional regulations before they go into effect.
12. Any student in possession of a weapon and/or making a threat to the school or school personnel will go before an athletic review board who will make a recommendation and determination for an appropriate athletic code consequence. Student may be suspended up to the entirety of their high school career. Student may be recommended for a threat assessment.
  - Review Board: CMHS Principal, TMS Principal, Athletic Director, Coach, and Department Chair

Civic Memorial High School  
Athletic/Activity Handbook  
Pledge Sheet

Date \_\_\_\_\_

I have received the Civic Memorial Athletic/Activity Handbook and agree to adhere to all the rules and regulations enclosed.

I understand that failure to abide by these rules/regulations and any other reasonable rules established by the coach/advisor may result in my removal from the team/squad/organization.

If an athlete, I also take responsibility for the risk involved in playing interscholastic sports and understand that there is a possibility of injury. Civic Memorial High School will continue to make every sport as safe as possible.

Student/Athlete Name \_\_\_\_\_  
(print)

Signed \_\_\_\_\_

I understand the rules and regulations of the Civic Memorial High School Athletic/Activity Handbook and support my son/daughter and the coaching staff in enforcing these rules and regulations. I, as a parent or guardian, also understand that there is a risk involved in playing interscholastic sports and realize that there is a possibility of injury to my son or daughter.

\_\_\_\_\_  
(signed) parent/guardian

Parent Phone Number: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

# Concussion Management Policy

## I. INTRODUCTION

The recognition and treatment of athletes who have suffered a concussion has become a national priority. An increasing number of studies have revealed that concussions, not properly treated, can result in permanent physical and cognitive deficits. The data also suggests that concussions can lead to the development of dementia earlier than expected and has led to mandates by the National Federation of High Schools (NFHS), NCAA and the NFL, among others. The NFHS mandated rule states “Effective with the 2010 high school season, any player who shows signs, symptoms or behaviors associated with a concussion must be removed from the game and shall not return to play until cleared by an appropriate health-care professional.”

Recovery from a concussion requires limitation of physical activity, including sports activities such as practice, drills, games, and at times even physical education classes. In significantly symptomatic athletes, mental activity should also be limited to allow the brain to heal. These activities may include limiting assignments, allowing greater time to complete quizzes and tests or assignments and less homework. Watching TV, texting, and playing video games may also slow recovery.

To better manage instances of concussion in our sports program, Civic Memorial High School requires the following:

1. All coaches (paid and volunteer) must complete annual training in the area of current concussion management practices. This training should include up- to-date information on the identification of concussion, the signs and symptoms associated with the injury, the risks involved with allowing athletes to continue to play while symptomatic, methods of concussion assessment, and the importance of gradual return to play practices.
2. Athletes suspected of having a concussion should be immediately removed from play and evaluated before being allowed to resume physical activity. All concussion evaluations should be done by a licensed health care professional (physician, physician’s assistant, nurse practitioner, or athletic trainer) trained in the treatment and management of concussions. Before the concussed athlete can return to action, the most current standard of care of the sports concussion includes the following: (1) the athlete must be asymptomatic at rest; (2) the athlete must display normal cognitive function as exhibited on postural stability (balance) testing; and (3) the athlete must provide written clearance from the evaluating medical provider. Upon return, the athlete should only be allowed to continue if he/she continues to be asymptomatic with activity. Utilizing the above standards, as well as experience and judgment, this health



care professional will be able to determine when the athlete has completely recovered from the concussion.

3. Information will be provided to parents about concussion annually (including signs and symptoms and risks involved with continuing to play while symptomatic) and parents will be required to provide written acknowledgement of such information prior to their child(ren) being allowed to participate in sport activity.

Once the athlete is medically cleared to return to physical activity, coaches at Civic Memorial High School will be required to follow a stepwise sequence to return to full activity. Each step should be separated by 24 hours and the athlete should not be allowed to advance to the next step if symptoms reappear:

Step 1: Athlete may begin low-impact activity such as light jogging or riding a stationary bicycle;

Step 2: Athlete may initiate aerobic activity fundamental to specific sport such as running or plyometrics.

Step 3: Athlete may begin non-contact sport drills specific to sport (dribbling, passing, catching, batting, etc.).

Step 4: Athlete may resume full contact sport activity in practice setting.

\*\*\*Concussion resources can be found on the Civic Memorial High School webpage.\*\*\*

## II. IHSA PROTOCOL

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

### Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion include the following:

- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion include the following:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. The official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury.

2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for

under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.

3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.

4. Otherwise, if an athlete can not be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to the IHSA's Return to Play (RTP) Policy before the student-athlete can return to practice or competition.

5. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be overruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

#### Return to Play (RTP) Policy

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires "any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

Policy: In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play. For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

#### IV. CONCUSSION TEAM

Mr. Justin Newell, Principal  
Mr. Todd Hannaford, Athletic Director/Assistant Principal  
Mr. Aaron Suessen, Athletic Trainer  
Mrs. Cheri Whitman, School Nurse  
Mrs. Anita Steinmann, School Counselor (A-K)  
Mrs. Emily Kisro, School Counselor (L-Z)  
Mrs. Janet Craig, School Social Worker  
Mrs. Janiece Stewart, M.D.  
Mr. Craig Harms, M.D.

#### V. ACCOMMODATIONS

The school counselor will inform the classroom teachers of the following accommodations that will be provided to the student athlete as they recover from the concussion. Other accommodations will be made if they are recommended by an appropriate healthcare professional, the school nurse, athletic trainer and/or school counselor. All accommodations are provided until the athlete is cleared to return unless otherwise determined by the Concussion Team. The school counselor will send a letter notifying the parent/guardian of the accommodations that are being provided to their student athlete. Teachers will be notified by email of accommodations being afforded to the student athlete in their classroom.

Allow extended time on the completion of homework and tests.

Assignments/tests must be modified to be non-computer based.

Reduce the number of homework questions.

It is optimum for the student not to test in the 7-day window; however, this is at the discretion of the student/parent.

No PE (Please do not have the students dress out.)

#### Multiple Concussions:

If the student-athlete has sustained more than one concussion, the Concussion Team will meet with the parent/guardian to determine additional accommodations that may be made available to the student athlete. These accommodations will be made for for a period of 1 year in the form of a 504. The 504 team will meet each year to determine if the student athlete is eligible for services.

## VI. ATTACHMENTS

- On-Site Concussion Evaluation
- IHSA Sport Medicine Acknowledgement and Consent Form

### Post Concussion Consent Form

Communications Chart	
1st Time Concussion	Multiple Concussions
Coach/athletic trainer contacts the parent/guardian. Parent/guardian is given a copy of the On-Site Concussion Form and the Concussion Fact Sheet. Students are removed from play, for 7 days minimum, from the last day a symptom was displayed.	Coach/athletic trainer contacts the parent/guardian. Parent/guardian is given a copy of the On-Site Concussion Form and the Concussion Fact Sheet.
Coach/athletic trainer fills out an injury report. Coach/athletic trainer contacts the athletic director and nurse by the next business day.	Coach/athletic trainer fills out an injury report. Coach/athletic trainer contacts the athletic director and nurse by the next business day.
Nurse follows up with the student-athlete and parent/guardian	Nurse follows up with the student-athlete and parent/guardian
Nurse informs the school counselor and principal.	School counselor arranges a date and time for a 504 meeting, which includes the parent/guardian, a classroom teacher, and a member of the concussion team.
School nurse informs the classroom teachers regarding appropriate accommodations.	Accommodations per the 504 meeting are sent to all classroom teachers. The accommodations will be in effect for a 1 year period.
School nurse sends a letter home to the parent/guardian about the school-provided accommodations.	Accommodations may be renewed, as determined by the 504 team, during the yearly meeting.
Student-athlete is released, by an appropriate healthcare official, for return to play.	The student-athlete is remove from play for the remainder of the season if this is their 2nd concussion within a 12 month period, unless they have a written release from a licensed medical doctor.
Parent/guardian signs the Post-Concussion Consent Form	If determined eligible to play, the parent/guardian signs the Post-Concussion Consent Form.





## IHSA Sports Medicine Acknowledgement & Consent Form

### Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

#### Symptoms may include one or more of the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Headaches</li><li>• "Pressure in head"</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul> | <ul style="list-style-type: none"><li>• Amnesia</li><li>• "Don't feel right"</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul> |
|--|--|

#### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness



## IHSA Sports Medicine Acknowledgement & Consent Form

### Acknowledgement and Consent

#### Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy. We also acknowledge that we are providing consent to be tested in accordance with the procedures outlined in the IHSA Performance-Enhancing Testing Policy.

#### STUDENT

Student Name (Print): \_\_\_\_\_ Grade (9-12) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENT or LEGAL GUARDIAN

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

#### Consent to Self Administer Asthma Medication

Illinois Public Act 098-0795 provides new directions for schools concerning the self-carry and self-administration of asthma medication by students. In order for students to carry and self-administer asthma medication, parents or guardians must provide schools with the following:

- Written authorization from a student's parents or guardians to allow the student to self-carry and self-administer the medication.
- The prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.

A full copy of the law can be found at <http://www.ilga.gov/legislation/publicacts/98/PDF/098-0795.pdf>.

Each year IHSA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.







## IHSA Sports Medicine Acknowledgement & Consent Form

### Concussion Information Sheet (Cont.)

#### What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

#### If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>



## IHSA Sports Medicine Acknowledgement & Consent Form

### IHSA Performance-Enhancing Substance Testing Policy

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Testing Program. Any student who participates in an IHSA-approved or sanctioned athletic event is subject to PES testing. A full copy of the testing program and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for program implementation in the IHSA Schools Center.

IHSA PES Testing Program

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20PES%20policy%20final.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>

*insert Consent Language here (w/o signature lines)*

### IHSA Steroid Testing Policy Consent to Random Testing

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/our student's body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at <http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>