



# Ingersoll Middle School

*CONNECT • CREATE • COLLABORATE*

Amy Jones - Principal  
Cara McGee - Assistant Principal

1605 E. Ash St., Canton, IL 61520  
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CUSD#66

## Ingersoll Middle School Student Handbook

**1605 East Ash Street St.  
Canton, Illinois 61520**

**Telephone: (309) 647-6951**

**Fax: (309) 647-6959**

**To report an absence: (309) 647-3400 ext.1301**

[www.cantonusd.org/](http://www.cantonusd.org/)

[www.cantonusd.org/ingersoll-middle-school.html](http://www.cantonusd.org/ingersoll-middle-school.html)

**Ms. Amy Jones**  
Principal

**Mrs. Liz Arvin**  
Assistant Principal

**Mr. Mark Gregory**  
Dean



### **Traditions:**

**Colors:** Purple and Gold

**Nickname:** Little Giants

**Motto:** "A Step Ahead"

**Song:** Fight for the dear old gold  
Fight! Fight! Fight!

Our teams are always best,  
Loyal and ever true.

Victory for CIMS, We'll fight for you!

## **General School Information**

Our 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 help promote student progress as well as an interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

The Board's comprehensive policy manual is available for public inspection through the District's website [www.cantonusd.org](http://www.cantonusd.org) or at the Board office, located at: 20 W. Walnut Street Canton, Illinois 61520

The School Board governs the school district, and is elected by the community. Current School Board members are:

- Jane Lewis      President
- Ben Bishop      Vice-President
- Mike Krulack      Secretary
- Anne Grzanich      Member
- Matt Kees      Member
- Brent Parry      Member
- Jordan Stanley      Member

The School Board has hired the following administrative staff to operate the school:

- Mr. Tad DeRenzy      Superintendent
- Ms. Amy Jones      Principal
- Mrs. Liz Arvin      Assistant Principal
- Mr. Mark Gregory      Dean
- Mr. Brad Hulet      Activities Director

## **Handbook Disclaimer**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right. The building administration may establish additional rules, procedures, and regulations not contained within this handbook. Such rules and regulations shall be consistent with those established by the Board of Education and the Superintendent of Schools. Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the administration reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. Students are expected to be respectful and cooperative when attending any school sponsored activity. When attending athletic contests, students shall exhibit good sportsmanship at all times. Students failing to exhibit appropriate behavior at school functions may be removed from the activity and given consequences for the specific behavior infraction.

**District Notifications**

The following parental notifications will be sent in the Canton District #66 Fall Newsletter

- Transportation Notification
- Rights Under FERPA and Illinois School Records Act

The Every Student Succeed Act requires schools to provide, upon request, directory information for their students to military recruiters. If a parent does not want this information released, a signed request by the parent must be sent to the school.

Illinois State Police  
School Violence Tip-Line  
1-800-477-0024

<b>Table of Contents</b>			
Acceptable Use Policy	pg 23	Lunch Periods/Cafeteria Usage	pg 9
Attendance	pg 5	Make Up Work	pg 16
Attire/Proper Dress	pg 9	Physical Education	pg 12
Book Bags	pg 16	Searches	pg 17
Bullying/Cyberbullying	pg 23	Sexual Harassment	pg 19
Dance Rules	pg 26	Skyward	pg 12
Discipline	pg 27	Special Education Services	pg 35
Emergency Drills	pg 14	Standardized Testing	pg 46
Extracurricular Code of Conduct	pg 46	Student Medication	pg 40
Fees	pg 14	Student Records Policy	pg 36
Food Allergies	pg 10	Tardies	pg 8
Grading Scale	pg 11	Teen Dating Violence	pg 19
Guidance	pg 33	Tobacco/Nicotine	pg 13
Health Records	pg 38	Transportation/Bus Rules and Expectations	pg 31
Lockers	pg 16	Truancy/Unexcused Absences	pg 7

## **SECTION I: General Information**

### **Attendance (General)**

The school day at IMS is 8:09 a.m. - 3:07 p.m. Monday – Friday. Students are not allowed to go to their lockers until 8:03 a.m. They will need to go to the office for a pass to go to their locker before the 8:03 a.m. bell. On Wednesdays IMS holds a late start. The school day on every Wednesday begins at 9:00 a.m. and ends at the regular school time of 3:07 p.m.; suggested arrival is 8:45 a.m. if students plan on eating breakfast at school.

To attend school at Ingersoll Middle School, a student shall reside within the boundaries of the District. In case of doubt, the Administration shall require proof of residence. In those cases where a student is residing with someone other than a parent, the District shall require proof of guardianship and that the student resides with that guardian within the District.

### **Regular Attendance at School**

The basic responsibility for the consistent attendance of the student lies with the student and the parent. The State Compulsory Attendance Law states that the parent is obligated to see that the student is in school.

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 they reside, 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.

There are two types of absences: excused and unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

### **Arrival Time Procedures**

Only students riding buses should arrive at school before 7:30 a.m. Bus riders will enter the school through the east (band hallway) cafeteria doors after the first bus arrives at approximately 7:20 a.m. All other students shall enter through the west cafeteria (Playground) doors no earlier than 7:40 a.m. After school starts at 8:09 a.m (8:55 a.m. on Wednesdays), students must enter through the south entrance on Ash Street and check in at the office. All exterior doors are locked until the end of the school day.

### **Excused Absence from School**

A **maximum of 7 absences** may be excused per semester by parent permission. After 7 absences, students must provide documentation from a medical, funeral, or legal agency for the absence to be excused. Administration will use discretion on severe circumstances for excusing absences. An excused absence occurs when class time is missed for an unavoidable reason. The following are considered "excused" absences. Documentation may be required:

- a. Death of an immediate family member

- b. Family illness or emergency
- c. Student illness
- d. Medical appointment
- e. Observance of a religious holiday (The School Code of Illinois, Section 26-1)
- F. Approved pre-arranged absence
- g. Court proceedings
- h. Other reasons as concluded by administration

### **Mental Health Days**

Students can be absent for cause of illness for up to five school days based on their mental or behavioral health without needing to show a medical note. After two such days have been used, students will be referred to appropriate school support personnel, i.e. school counselor or social worker.

### **Absence Procedure:**

When a student will be absent from school, a parent or guardian must notify the school on the day of the absence. The Ingersoll Middle School office hours are Monday – Friday 7:00 a.m.-4:00 p.m. (647-6951). A voicemail may be left for the office personnel outside of normal office hours. An unexcused absence may result in zeroes for all school work missed on the day of the absence, possibility of disciplinary action, and information turned over to the truancy officer.

*\*If a student misses half of the school day or more due to an illness or unexcused absence, they will not be able to attend sporting events or any extracurricular activities that day/night\**

### **Absences Due to a School Sponsored Activity**

Students who miss one or more classes for a school sponsored activity/field trip (whether for academic or athletic reasons) are expected to notify their teachers and acquire their assignments before the absence and make arrangements to complete the assignments during their absence. Administration will approve a field trip request based upon attendance, discipline, and academic progress of the students on the field trip request list.

### **Absence from School Due to a School Sponsored Activity**

Students who miss one or more classes for a school/Civic Event are expected to notify their teachers and acquire their assignments before the absence and make arrangements to complete the assignments during their absence. Pursuant to Public Act 102-981 (effective 1-1-23), school boards must allow “public middle school and high school” students one day-long excused absence per school year for the purpose of attending a civic event. If a parent/guardian fails to call the school on the day of the student’s absence, a grace period of two days will be allotted to change the student’s attendance record from unexcused to excused

## **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

## **Pre-arranged Absences**

Absences for vacations, trips, and other reasons may be approved when parents properly notify the school. Parents must provide notification to the school a minimum of 5 school days in advance. Please note the following additional items in regards to Pre-arranged Absence:

- a. Pre-arranged absences will be granted only for exceptional circumstances.
- b. Work which had been scheduled for submission prior to the date of the requested absence must be submitted before the absence occurs.
- c. Work missed during the Pre-arranged Absence should be turned in within the number of missed days plus 1 day upon the student's return to school unless other arrangements are made with individual teachers.
- d. The school will not assume responsibility for the academic progress of students who are removed from school against the recommendation of the Administration or if the proper Pre-arranged Absence procedure has not been implemented.
- e. Failure to follow the Pre-arranged Absence procedures may result in unexcused absences.

## **Unexcused Truant Absence from School**

Unexcused truant absences are those which could have been avoided and/or skipped school. Ingersoll Middle School students will receive zeroes for all work due on the day of a truant absence, whether or not they completed and submitted it. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered 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
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **Unexcused Absence from School**

Unexcused absences are those which could have been avoided. Any absences from classes 10 minutes or more without a valid excuse are classified as unexcused. If a parent/guardian fails to call the school on the day of the student's absence, a grace period of two days will be allotted to change

the student's attendance record from unexcused to excused. Ingersoll Middle School will allow student work to be made up when an absence is unexcused.

### **Extended Absence for Medical Reasons**

Prior to returning to class, students who have been absent from school five or more consecutive days because of illness or injury must present a physician's note indicating they are physically able to return to school. Any student requiring exemption from or modification of their physical education class must receive a restricted physical education report to be filled out and signed by their family doctor.

Students who have been hospitalized for mental health reasons need to arrange a meeting with their parents and school personnel (counselors, social workers, building administrator and case manager) prior to returning to school. Students also returning from a hospitalization will check in with a counselor or social worker at least once a week for their first month after returning to school.

### **Perfect Attendance:**

Students with perfect attendance for the year will receive recognition at an end-of-year assembly. Perfect attendance requires that students attend school every day and miss zero class time during that school day, not including lunch. Students marked "unexcused" for any class are ineligible for perfect attendance.

### **Tardies**

Students are expected to be on time to every class, and when returning from lunch. The passing period between classes is three minutes. Teachers will record tardies to class and inform the student of each tardy. A tardy is defined as being less than ten minutes late to a class. Students who are late five minutes or more to class will be sent immediately to the Main Office. Students who are late to school or late returning from lunch will report directly to the Main Office. If there is no valid reason for the tardiness, the administration will consider it to be an unexcused absence and issue an appropriate consequence. If a student receives more than 4 tardies in a week (on the 5th tardy) a 4:30 p.m. detention will be issued (reports are run Mondays). Parents will receive email communication when this happens and students will receive a paper indicating the time and room. If the detention is not served, a student will be issued two detentions. If both are missed, an in school suspension will follow, unless other arrangements are made with administration.

### **Checking In/Out of the Building:**

Students leaving the building during the school day for various excused reasons such as sickness or appointment, as well as those returning or arriving at school while the day is in progress, report directly to the attendance window at the office to sign in/out. ***Students may not leave the school grounds without permission once they have arrived at school until they leave at the end of the school day.***

### **Withdrawal/Transfer:**

Students transferring to a different school must obtain the necessary forms from the office on their last attendance day following direct contact between the parent and the school. Students are



responsible for cleaning out their locker and removing all personal belongings. In addition students are required to return any CUSD #66 property including school issued devices and books.

**Attire/Proper Dress:**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- a) Coats, hats, bandanas or other head coverings, hoods, gloves, sunglasses and other forms of outerwear apparel are to be removed upon entering the building. They are to be placed in student lockers and not worn in the building during the school day.
- b) Proper fitting clothing is to be worn. Pants and shorts must be worn at the waist. Sagging pants that expose any portion of an undergarment, whether the student is standing or sitting, are prohibited.
- c) No spaghetti straps, tank tops must go to the tip of the shoulder and go up to the bottom of the armpit.
- d) Male and female students must wear proper fitting clothing that completely covers the body, whether the student is sitting or standing, from the shoulders to mid-thigh. Blouse/shirt necklines must be above the underarm level. Undergarments are not to be visible.
- e) Appropriate shoes must be worn at all times. No shoes with wheels may be worn.
- f) Holes in jeans, pants, shorts, or leggings are not allowed above mid-thigh. Holes in shirts are not allowed.
- g) Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- h) Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- h) The District 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.
- i) Allow students to wear religious attire without the fear of discipline or discrimination.

Within these provisions, the basic responsibility for dress and grooming shall be left to the parents of the students.

**Cafeteria Usage/Lunch Periods**

The cafeteria is open for breakfast at 7:30 a.m. daily. Arbor Food Service prepares breakfast and lunch for Ingersoll Middle School students. Vending machines are available before and after school for student use. Students are to regard lunch periods similar to any other class and are expected to be in the cafeteria by the time the tardy bell has rung.

Students should form orderly lines at the lunch counters. Students must pre-arrange food from local establishments to be delivered to school by a parent or guardian. Students are not permitted to place orders from the building, or to be excused from class to place orders. Students are expected to clear their table and the area immediately surrounding the area at which they were seated during lunch.

No open food or beverages are to be taken out of the cafeteria. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

**Food Allergies/Anaphylaxis:**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 647-6951. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access their education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Canton USD #66 has developed and adopted a district wide Allergy Policy, which can be found on the Canton School District website under the Board of Education, Board Policies tab. If treats are sent to school for various occasions, treats must be store bought, individually packaged, and brought in the container with the original label.

**Gum, Candy, Soda:**

IMS prohibits gum chewing. Students may consume candy and soda or other beverages during the school day only if pre-approved by staff or as part of the student's lunch. Students may keep food/drink stored in their lockers only if kept in appropriate lunch containers and unopened.

**Hall Passes:**

Students use the hall pass record in their agenda/assignment book when requesting a pass from a teacher. Students found in unauthorized areas of the school without such permission are subject to disciplinary action. Students should avoid these areas without appropriate permission:

- Students in grades 5/6 will avoid the 7/8 hall.
- Students in grades 7/8 will avoid the 5/6 hall.
- Students may enter the locker rooms, the all-purpose room, or gymnasium, during only their scheduled PE times.
- Students may enter classrooms outside their scheduled class times only with teachers present.
- Students shall not enter hallways during lunch.

## Grading Scale

Canton District # 66 has adopted the following grading scale:

		<b>Non-Weighted</b>	<b>Weighted</b>
100-93	A	4.00	5.00
92-90	A-	3.67	4.67
89-87	B+	3.33	4.33
86-83	B	3.00	4.00
82-80	B-	2.67	3.67
79-77	C+	2.33	3.33
76-73	C	2.00	3.00
72-70	C-	1.67	2.67
69-67	D+	1.33	2.33
66-63	D	1.00	2.00
62-60	D-	0.67	1.67
59-0	F	0	0

## Honor Roll

An honor roll will be published at the completion of each quarter and at the completion of each semester. A student's name will appear on the honor roll if the following criteria are met:

1. Be enrolled and actively participate in at least six (6) periods of class. This will exclude Running Start students.
2. Have a grade average for all classes of 3.0 or higher for the quarter/semester.
3. Have no failing grades for the quarter/semester

## Response to Intervention (RtI):

Response to Intervention (RtI) is the practice of providing high quality, scientifically-based, instruction and interventions to struggling learners. The RtI process focuses on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

## Skylert Calling System:

Good relationships among students, school staff, and parents are essential to student success, and good relationships are created and maintained by good communication. Skylert is a calling system that school administrators can use in order to quickly send mass notifications to employees, parents, and students in the case of an emergency or for general information. Schools may use these automated calls for attendance, cancellations, reminders, athletic events, food service balances, and surveys. Skylert Calling System is an essential tool to increase efficiency, so that parents, staff, and students feel well-informed and connected. Canton School District #66 is committed to increase better communication between our schools, parents, students, staff, and community.

**Skyward Family Access:**

Family Access is a secure Internet based website that will allow parents and guardians to easily keep track of nearly everything their student does while at school. Among other things, this service will allow you to view your student's attendance, grades, schedule, food service balance, progress, assignments, and emergency information. Family Access is a free service and is available to all parents with children enrolled in the district. It helps parents and guardians stay informed about their student's progress and can build a stronger relationship between parents and our school community. Parents may contact the IMS office to gain login access to this website.

**Student Council:**

Members of the Student Council are elected to their positions and represent their fellow students. Students should contact members with their ideas about promoting a positive environment at Ingersoll.

**Student Health/Safety:**

Any student found to have live head lice or bed bugs will be sent home. Administration will work out plans to assist families in need.

**Teacher Conferences:**

Parents may schedule an appointment with any teacher or administrator. The *School Visitation Rights Act (Public Act 87-1240)* permits employed parents/guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school.

**Textbooks:**

The school furnishes textbooks to all students on a rental basis (textbook fee is \$140) to safeguard the district's investment. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

**Physical Education**

Students grade 6-8 are required to wear a standardized uniform and tennis shoes for PE class. The uniform can be purchased through the IMS PE Department at any time during the school year.

Those students who need to be excused from P.E. for medical reasons must bring a doctor's excuse requesting non-participation. This excuse must state the length of time the student is to be excused. The student must report to their P.E. instructor each day they are to be excused from P.E. At that time the P.E. instructors will provide assignments to compensate for the missed classes. All assignments will be completed in the alternate location provided.

**Closing of School**

When inclement weather or some other emergency makes it necessary to close school, Canton District #66 will issue a telephone call to all District #66 families through the Skylert message system. Parents are encouraged to keep their contact information current with their child's school. For your child's safety, make certain your child knows ahead of time where to go in case of an early

dismissal. Parents should continue to use local radio and television to stay informed during times of inclement weather. CUSD #66 may implement an e-Learning Day in the event school must be canceled. An e-Learning Day may be issued in place of an emergency day, as defined by the Illinois State Board of Education. In most cases, an e-Learning Day would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (i.e. loss of power, water, mandated closures, or other need to close one or all school buildings).

### **Daily Announcements**

Daily announcements will be read beginning at 8:15 a.m. each day. Announcements for the next day should be in the office no later than 2:30 p.m. Only announcements submitted by a staff member will be included in the daily announcements.

### **Drugs & Alcohol**

In an effort to reduce instances of substance abuse and disruptions, IMS reserves the right to take actions which are designed to detect and/or have prevention value relating to students violating school policies as they pertain to student health and school safety. Measures taken by IMS may include, but are not limited to, video surveillance, breathalyzers, and canine searches of the school and parking lot.

The illicit use, possession, or distribution of drugs, look-alike drugs, vape or e-sensation smoke is not permitted on school buses, at school bus stops, 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, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession. Use of drugs authorized by a medical prescription from a licensed physician and registered and stored in the Main Office shall not be considered a violation of this rule. Prescription inhalers are to be kept with the student to be used as directed by their physician. A student, while at school, within 1000 feet of a school building/facility, on school conveyances, bus stop, or at any school function, whether or not on school premises shall not:

- a. Possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs or abuse including alcoholic beverages or any counterfeit drugs of abuse.
- b. Instigate or conspire with others to possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
- c. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
- d. Possess, use, sell, offer to sell, deliver or conceal any instrument or paraphernalia for use with drugs of abuse (for example hypodermic needle, syringe, water pipe, roach clip). A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs or abuse including alcoholic beverages or counterfeit drugs of abuse. (See Student Code of Conduct pg. 20)

### **Tobacco/Nicotine**

The use and possession of tobacco products (including E-cigarettes and Vape-pens), matches and/or lighters by students is not permitted on school buses, in school buildings, or on school grounds at any time. These areas include the parking lots, all school property, and in areas adjacent to the campus. Violators are subject to discipline (See Code of Student Conduct).

### **Emergency Drills**

Safety drills will occur at times established by the school administration. 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) active shooter drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

**Tornado** - Each classroom is furnished with an information sheet containing instructions pertaining to procedures in the event of a tornado. This information is posted in a prominent place in the classroom. Tornado drills will be conducted annually, with information provided over the public address system. Students are expected to take tornado drills seriously since knowing what to do in the event of a real alert may save lives.

**Fire** - A fire alert or drill will be signaled by a distinct sounding of the fire alarm. Upon hearing this signal, everyone is to evacuate the building promptly in accordance with the pre-arranged procedures posted in each classroom. Students will be allowed to re-enter the building once the all clear signal has been given by administration. Students who are uncooperative during an emergency drill will be referred to a building administrator for disciplinary action.

### **Active Shooter (ALICE) - ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE**

Canton Union School District 66 School District employs the ALICE philosophy of emergency management. In the event of a crisis the district will use real language in a timely manner to determine the best course of action for student safety.

**Bus Evacuation** - Bus evacuation drills will be initiated by building administration and will be conducted through students classes.

### **Fees**

The school establishes fees and charges to fund certain school activities including: registration fees, athletic fees, and technology fees. Some students may be unable to pay these fees. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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. A student is eligible for a fee waiver if student currently lives in a household that meets one of the following:

1. The income guidelines, with the same limits based on the household size, that are used for the federal free meals program.
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. 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.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building Principal at 647-6951 Pursuant to the Hunger-Free Students' 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 edibility guidelines.

### **Student Planner**

All IMS students will receive a student planner at the beginning of the year. Students are not to be in the halls before the 8:03 a.m. bell, during class or lunch without a valid student planner hall pass. This is necessary to ensure that classes are not interrupted and that lockers and student property are safe.

Students must show their hall pass to any staff member who requests to see the pass. Any student in the hall without a valid pass in their student planner is subject to disciplinary action (See Code of Student Conduct). Passes are to be issued to students on a minimal basis. Office call slips are used by the Main Office personnel desiring to see a student. Students are required to honor the directions on a pass and not use it for a purpose other than which it was intended. The replacement cost will be \$3.

## **Lockers**

A locker has been assigned to each student enrolled at IMS. Lockers remain the property of IMS and should the occasion arise, inspection of these lockers may be made by school personnel to ensure that the lockers are being used for the purpose intended by the school. Students must only use their assigned locker and are responsible for its condition. Students should keep their lockers locked at all times and should not share their combinations with other students.

## **Backpacks / Book bags**

Book bags, backpacks, large gym bags, etc., are not permitted in classrooms or locker rooms during school hours. Such bags may be brought to school, put in the student's locker before school, and taken home after school. All sports bags should be stored in the designated storage location. Purses are not allowed in the classroom and should be left in the student's locker. Exceptions to this rule may be made for students who require special accommodations or permission from the building Principal.

## **Lost and Found**

Lost books that are found in and around the school should be turned in to the school library. Wallets, purses, rings, watches, airpods, cell phones, etc. should be turned in to the Main Office or School Resource Officer.

## **Make Up Work**

If a student is absent, they will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will have the number of days absent plus 1 day to get all work turned in from the absence. Students who are unexcused from school may be allowed to make up missed work. Students that are truant from school will not be able to make up work for credit.

## **Messages**

Messages will be delivered to students by the end of the day. In the event of a family emergency, messages will be delivered immediately and/or the student will be brought to the office.

## **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 in the student's locker 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.**



### **School Telephones/ Personal Devices**

Students may use the office phone, with permission, to make phone calls. Students are required to use the office telephone to notify their parents or guardian in the event of an emergency or illness. Students may not use their cell phones or smartwatches to contact their parents or guardian during the school day without approval from an administrator. If a student should need to use their cell phone they are to report to the main office to do so. Cell phones and smartwatches are not permitted to be on the student at any time during the school day. Cell phones and smartwatches may be brought to school but should be placed in, and remain in the student's locker for the entirety of the school day. Exceptions to this rule may be made for students who require special accommodations or permission from the building Principal. Students found with their cell phone/smartwatches or using their cellphone, or smart watches are subject to school discipline.

### **Searches 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 resource 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 administration 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.

### **Student Search**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks, 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.

### **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.

### **Video Monitoring**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be used 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 event may be provided to law enforcement personnel.

### **Transportation-Bus Transportation**

District #66 provides bus transportation to those students who qualify that are more than 1.5 miles from the home of the student to the nearest property line of IMS. Those students that are unable to follow district rules may lose their bus privileges. The bus guidelines are as follows:

1. Students should arrive at the bus stop five minutes early. School buses are on tight schedules and cannot wait.
2. Stay out of the street and roads when waiting for your bus.
3. The bus will pick up or drop off students only at designated bus stops.
4. Always cross the road in front of the bus where the bus driver can see you. Walk 10 steps ahead of the bus and wait until the bus driver signals for you to cross.
5. Loud talking, shouting, or fighting will not be tolerated on the bus.
6. Be absolutely quiet when the bus is approaching a railroad crossing.
7. If there is a bus emergency, stay calm, listen to the driver, and follow instructions.
8. Remain seated while the bus is in motion. Do not move around or change seats on the bus.
9. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
10. No eating or drinking is allowed on the bus.
11. Never tamper with the bus or any of its equipment. Riders who destroy property will pay for the damages.
12. Keep bags, coats, and all other objects out of the aisles.
13. Do not litter. Help keep the bus clean, sanitary, and orderly.
14. When you get off the bus, move away quickly and stay clear of the rear wheels.
15. The driver is in full charge of the bus and students while in transit.
16. The bus driver is authorized to assign seats.

### **Sexual Equality and Equal Opportunity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building administration.

### **Sexual Harassment**

It is the policy of Canton Union School District #66 to provide for its employees and students an environment free from any behavior which would be legally construed to be sexual harassment. Complaints relative to this policy may be reported verbally or in writing to any supervisor, principal, counselor or the superintendent. Questions as to what constitutes sexual harassment shall be directed to the IMS office and/or guidance office. A copy of this policy may be secured in the hIMS or guidance office.

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever they make sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment
  - b. Creating an intimidating, hostile, or offensive educational environment
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **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.

## **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 as 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/guardians 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.

**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)

**Making a Complaint: Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to one of the Complaint Managers: Ms. Jones or Mrs. McGee, or a counselor or social worker within IMS. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**District Complaint Managers**

- Uniform Grievance (board policy 2:260): Jason Parsons or Jeff Utsinger at 647-9411.
- Equal Opportunity Employment (board policy 5:10) Jay Valencia at 647-1820 or Tad DeRenzy at 647-9411.
- Workplace Harassment (board policy 5:20): Missy Ryba at 647-1418 or Jeff Utsinger at 647-9411.

- Harassment of Students (board policy 7:20): Missy Ryba at 647-1418 or Jeff Utsinger at 647-9411.

### **Bullying / Cyberbullying**

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:
  - a. Placing the student in reasonable fear of harm to the student's person or property.
  - b. Causing a substantially detrimental effect on the student's physical or mental health.
  - c. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services activities, or privileges provided by a school. Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
5. Reports of bullying or harassment can be made through the following district link:  
<https://www.cantonusd.org/report-bullying.html>

### **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 proscribed 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.**

### **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 will result in a cancellation of those privileges. The building administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Their decision is final.

## **Unacceptable Use**

The user is responsible for their actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. 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;
8. Using another user's account or password;
9. Posting material authored or created by another without their consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the 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. Select an appropriate avatar for your school Google account.
3. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
4. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
5. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in any way that would disrupt its use by other users.
7. Consider all communications and information accessible via the network to be the District's 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:**

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**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 computer viruses.

**Telephone Charges**

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

**Copyright Web Publishing Rules**

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site 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.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. 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.

### **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 as an education tool.

1. 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.
2. 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.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain 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 electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet 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.
5. Use of the School District's email system constitutes consent to these regulations.

### **Dance Rules**

Dances are offered to 7th & 8th grade Ingersoll Middle School students as a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Students with unexcused absences on the day of the dance will not be permitted to attend the dance. Students absent due to school-sponsored activities will be allowed to attend the dance. Students who are suspended from school may not attend school dances. The Good Night Rule applies to all students and their guests.

### **Good Night Rule**

Students who leave the dance will not be permitted to re-enter the dance.

### **Dance Etiquette**

The following protocol must be followed at all IMS dances: Dances are school sponsored events and appropriate behavior and dancing is expected. Students must dance face to face only.

## **Section II: Discipline**

### **Philosophy of Student Discipline**

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, their parents, and other support personnel to help the student correct their behavior. All disciplinary action 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 history, their age and maturation, any mitigating circumstances, and the effect of their actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

### **Promoting Responsible Student Behavior:**

It is our belief that there is a significant distinction between an 11-year-old entering a middle school for the first time and a 14-year-old preparing to leave for High School. The responsibilities and privileges should reflect that difference. Thus, each group of students, in their varying degree of development and preparation should be afforded an increasing level of privileges and independence, provided they meet and uphold school standards. Primarily, the standards are: regular attendance, hard work, good grades, and excellent behavior. Although students earn the privileges in a progression, they can also lose them. It is important to remember that these are privileges and not rights. Loss of a privilege is not punishment; it simply means that the student has not met the required standards.

*Ingersoll Middle School abides by state of Illinois and Federal law and as such does not discriminate on the basis of race, color, disability, national origin, sex or on the basis of age.*

### **Delegation of Authority:**

All school personnel with students under their charge are authorized to impose any appropriate disciplinary measure, other than suspension, expulsion, corporal punishment in accordance with the policies and rules on student discipline. Teachers, other certified educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The superintendent, building principal, and assistant building principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school, from all school functions, and from riding the school bus, for up to ten (10) consecutive school days, provided they follow appropriate procedures. The Board of Education may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

### **Location:**

The grounds for disciplinary action, including those described later in this document, apply whenever the student's conduct reasonably relates to school or school activities, including but not

limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Bus stops (before and after school)
3. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to the school;
4. Traveling to or from school or a school activity, function or event; or
5. Anywhere, if (a) the conduct may reasonably be considered a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

**Room Detentions:**

Teachers may issue classroom detentions (SST/Supervised Study Time). The issuing teacher supervises those sessions, generally held from 3:07 p.m.-3:30 p.m. Students issued teacher detentions have a minimum of twenty-four (24) hour notice in order to make appropriate transportation arrangements. Teachers may refer uncooperative students or those who fail to serve the room detention to the assistant principal for further disciplinary action. Students do not receive a room detention and school-wide detention for the same infraction.

**School-wide Detentions (4:30):**

School-wide 3:30-4:30 detentions are issued by administration only. Detentions begin promptly at 3:30 p.m. and run until 4:30 p.m. Students serve these on the date indicated on the detention slip. Parents must contact the school directly if a student cannot serve a detention on the assigned day. The detention supervisor may remove a student for disruptive behavior, or failure to bring work, which results in an additional detention(s) or more severe consequences. Students have the responsibility to inform their parents of any detention and to make necessary arrangements for transportation. School staff will attempt to notify parents of detentions. If a student misses their detention without prior notice from a parent or guardian, they will be required to make up that detention and serve another. If the second detention is not served, ISS may be issued.

**Suspension:**

Suspensions progress in length and structure except in cases where student conduct or individual rules stipulate more severe consequences. Suspensions range from one (1) to ten (10) days, depending upon the circumstances and severity of the case.

a) **In-school Suspension:** The principal or designee can assign in-school suspension for a period not to exceed five (5) consecutive school days. The building principal or designee shall ensure proper supervision of the student. Students report to the office when they arrive at school. They may bring a sack lunch or have a lunch delivered from the cafeteria; no soda or snack food is allowed. Work completed by 3:07 p.m. receives credit. Alternate assignments required of students who do not bring or complete assigned work receive no credit. Students must follow other rules posted in the room.

Students failing to successfully complete an in-school suspension receive an out-of-school suspension for one to three (1-3) days. Those leaving ill must serve the entire next day.

**b) Out-of-school Suspension:** Out-of-school suspensions of 3 days or less may be used only if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities. School officials shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable. Out-of-school suspensions of longer than 3 days may be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school.

Students remain under the supervision of their parents and are prohibited from being on school property or attending any school function until the next regular school day after the suspension has ended. Suspended pupils shall have the opportunity to make up work for equivalent academic credit. A student subject to suspension may be eligible for a transfer to an alternative school program.

**Expulsion:**

The Board of Education may expel students from school and all school-sponsored activities and events for a definite period of time not to exceed two (2) calendar years, provided that it follows appropriate procedures. Policy strictly bars an expelled student from school grounds. A student subject to expulsion may be eligible for a transfer to an alternative school program.

**Appeals:**

Students or parents dissatisfied with the principal or assistant principal's decision may appeal to the principal, next to the superintendent, and finally to the Board of Education.

**Other Disciplinary Measures:** These may include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Notification of parent/guardian
5. Restricted lunch
6. Contract
7. Financial restitution
8. Suspension of bus riding privileges
9. Community service for the school/district
10. Notification of juvenile authorities whenever conduct involves illegal drugs controlled substances, lookalikes, alcohol, or weapons

**Corporal punishment:** School officials shall not use corporal punishment, defined as "slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm". Corporal punishment does not include reasonable force as needed to

maintain safety for other students, school personnel, or persons or for the purpose of self-defense or the defense of property.

**Notification:**

School staff shall immediately notify the building principal in the event that the staff member (1) observes any person in possession of a firearm on or around school grounds; however, the staff member may delay such action if immediate notice would endanger students under the staff member's supervision; (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, state police, and the student's parent(s)/guardian(s).

**Classroom Rules:**

Each classroom teacher will establish rules governing student behavior for that class. Although these rules will vary somewhat from class to class, they will not be inconsistent with the rules of conduct as described in this handbook; nor will they be inconsistent with established Board of Education policy. Teachers are also encouraged to arrange contacts and/or conferences with parents as necessary when a student's behavior or academic progress is not satisfactory. When a student's behavior is uncooperative to the extent that they have exhausted the provisions of a teacher's classroom rules, that student will be referred to a building administrator office for additional and more severe disciplinary action.

**The following are school-wide discipline rules:**

- a. Respect the rights, property, and opinions of others
- b. Keep hands, feet, and objects to yourself
- c. Come to class prepared with all of your materials
- d. Do not use vulgar or profane language
- e. Follow directions the first time they are given

**Discipline of Special Education Students**

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

**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, or physical restraint as discipline or punishment, convenience for staff, retaliation, as 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.

### **Bus Expectations, Discipline and Procedures**

Safety is a department priority; therefore, proper conduct on school buses by all transported students is required. Transportation is a privilege granted to students contingent upon the exhibition of proper behavior; therefore, IMS has established transportation student behavior guidelines which apply to all students. Each student and their parent/guardian is responsible for the behavior of the student before, after & while on school provided transportation.

A student's privilege to ride the school bus or in school provided transportation may be suspended or revoked. Revocation of a student's bus riding privilege is not considered an exclusion, expulsion, or suspension from school. The district does not provide alternative transportation for a student that has lost his/her riding privilege. Decisions regarding special education students will take into account their IEP needs/requirements.

Parents are also responsible for their child's behavior while they are at their designated bus stop. These riding rules apply there as well as in line up at school.

#### **These bus rules have been established for all students to follow to insure a safe ride for all.**

1. Respect the bus driver, bus aide, other students, property and themselves.
2. Obey the bus driver and bus aide's instructions/directions the first time given.
3. Keep hands and feet off other people and their property.
4. **Sit** at all times when on the bus unless exiting or entering.
5. Remain in the originally selected or assigned seat for the entirety of the ride. Students may NOT switch seats unless told to by the driver or bus supervisor.
5. Speak only to those around them in conversational (inside) voices using respectful words.
6. Communicate any problems or conflicts with the bus driver, bus aide, or school administration.

### **SCHOOL BUS RULES & EXPECTATIONS**

#### ***Prior to Loading the Bus:***

1. Students have a responsibility to be at the designated stop on time. The driver cannot be expected to wait. Parents are responsible for their student's behavior prior to loading the bus.
2. Students should stay at least 10 feet away from the roadway while waiting for the bus and at least 10 feet away from the moving bus and wait until the bus stops before approaching it.

3. Students will only be picked up at designated stops.

***While on the Bus: Students will:*** Respect the bus driver, other students, property and themselves.

1. Obey the bus driver's instructions/directions the first time given.
2. Keep hands/feet off other people and their property.
3. Sit while the bus is in motion.
4. Speak only to those around them in conversational (inside) voices using respectful words.
5. Communicate any problems or conflicts with the bus driver.

***After Leaving the Bus:***

- If a student must cross the road after leaving the bus, he/she shall wait for the driver's signal and then cross in front of the bus.
- If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
- Students will be dropped off only at designated bus stops.

*\*\*Infractions of any of these rules listed above can lead to disciplinary actions determined by administration.\*\**

## **VIDEO CAMERAS**

Many buses have been equipped to videotape for the primary purpose of preventing disciplinary problems and vandalism on the bus. Access to and use of videotapes from buses shall be limited. Only the transportation director, bus drivers, principals, police, and the District Administrator shall be authorized to view the videotape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation.

**Other Disciplinary Measures:** These may include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Notification of parent/guardian
5. Restricted lunch
6. Contract
7. Financial restitution
8. Suspension of bus riding privileges
9. Community service for the school/district
10. Notification of juvenile authorities whenever conduct involves illegal drugs controlled substances, lookalikes, alcohol, or weapons

## **Notification:**

School staff shall immediately notify the building principal in the event that the staff member (1)



observes any person in possession of a firearm on or around school grounds; however, the staff member may delay such action if immediate notice would endanger students under the staff member's supervision; (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, state police, and the student's parent(s)/guardian(s).

### **SECTION III: Guidance Services/ Student Services Information**

#### **Guidance/ Counseling Services**

Services are available to all students at IMS. A counselor will discuss and listen, in a confidential manner, when the student is having difficulty in a subject, or experiencing personal problems. Help may be received in resolving conflicts and scheduling problems, testing or requesting other referral services.

#### **Accelerated/Enriched Placement Procedures**

This document outlines the necessary steps in determining whether a student will be enrolled in accelerated/enriched classes. The principal will make the final decision to enroll a student in consultation with the teacher(s) involved and the Accelerated/Enriched Committee. No decision will be made without documented prior attempts by the staff to involve and consult with the parent. Final decisions to enroll in the accelerated/enriched class(es) will be made by the committee at the completion of the school year.

#### **Advanced Placement**

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 highschool 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.

#### **Factors for Consideration**

Ingersoll Middle School requires that a student be enrolled in accelerated/enriched classes based on the process and criteria set forth by the principal and the Accelerated/Enriched Committee.

A parent may request that a child be reviewed for placement in accelerated/enriched classes. The parent's request, including specific reasons for the request, must be made in writing and submitted to the principal. The principal will review the request, in consultation with the teacher(s) involved and the Accelerated/Enriched Committee, and issue a written response.

#### **Students who move in to District**

If a student moves to CUSD District #66 during the course of the school year, the student will

initially be placed in a regular division math/English Language Arts class. Upon completion of diagnostic assessments and a careful review of records from the previous school, the student may be considered for placement in the accelerated/enriched programs.

### **Notification of Academic Accelerated/Enriched Classes**

Parents will be informed about their child's progress throughout the year. It is the responsibility of the teacher(s) to document appropriate communications with parents concerning a student's specific academic progress. Teachers will provide parents with appropriate recommendations to help their child address academic deficiencies.

Parents shall be notified of possible removal from Accelerated/Enriched classes as soon as academic progress warrants, but no later than the end of the third quarter. Exceptions to this timeline may be made when dealing with newly enrolled students. A student will not be removed unless this process is followed.

### **Notification of Placement/Appeal**

Parents will be notified by mail of a child's placement in the accelerated/enriched class(es). Parents may request a meeting with the building principal in order to review their student's criteria and placement. A request for a review meeting should be made 10 days after notification of the child's placement. In the event that a parent feels that a child should be placed in the Accelerated/Enriched program, parents may request a review meeting with the building principal within 10 days after the scheduled registration date.

### **Process**

An Ingersoll Middle School Committee will meet prior to July of each school year to review all available student data submitted by the previous year's teacher(s). The committee will consist of no less than three members (two teachers and the principal). The teachers will represent both the math and language arts departments. After reviewing all available student data, the committee will make determinations for student placement into the accelerated math program and/ or the enriched/accelerated language arts program. A definition of each program will be provided to parents/students with the students' schedules during registration.

### **Criteria**

#### **Enriched/Accelerated Language Arts and Math Programs**

Students are placed after considering the triangulation of the following criteria:

- Otis-Lennon School Ability Test (OLSAT) Scores
- IAR: The Illinois Assessment of Readiness
- iReady
- STAR
- Student Profile

## **Special Education Services**

Canton Union School District provides for its special education services by membership in the West Central Illinois Special Education Cooperative. Canton Schools offer a free and appropriate education to all children. Any child, ages 3-21, whose parents or legal guardians reside in the school district is eligible for special education services if the child's impairment is determined to interfere with their educational progress as determined by a multidisciplinary staffing. The kinds of impairments for which services can be provided are visual, hearing, physical, speech/language, learning disability, behavioral, or mental.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **Notice to Parents/Guardians of Children with Disabilities**

Under the Individuals with Disabilities Education Act, the District must provide students with disabilities the appropriate special education and related services to address their educational needs. If your student receives related services from the District through their Individualized Education Plan (IEP), such as occupational therapy, physical therapy, social work and/or speech therapy, you may request copies of the related service logs developed and maintained by the District for your child. These related service logs include information regarding the type and duration of related services administered to your child.

If you have any questions regarding your child's special education services, please contact your child's case manager or therapist.

### **Behavioral Interventions**

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

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

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

### **Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

### **Response to Intervention (RtI)**

Response to Intervention (RtI) is the practice of providing high-quality, scientifically- based instruction and interventions to struggling learners. The RtI process focuses on high- quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

### **The Student Records Policy provides:**

1. That with the exception of a court order or emergency, the parents or student have control of access and release of the Student Record;
2. The right for parents or students to review the Permanent and Temporary Record. Such review shall be in the presence of a counselor;
3. That District personnel such as school administrators, teachers, counselors, school nurses, speech therapists, school psychologists and school social workers who normally have a current and legitimate educational interest in the student shall have access as needed for professional purposes;
4. The "Directory Information" shall not be released to the general public;
5. The building administrator, serving as the official record custodian, implements the Student Record Policy. Complete copies of the Records Policy are available in the office of the building administrator.

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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school days of the day the District receives a request for access.**

The degree of access a student has to their 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) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State 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; 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 ceded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon request.

**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
- Gender
- 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.***

**Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

**Health Records/Information**

**Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the building principal.

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register midterm have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15 allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's academic record until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions:**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **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 an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Emergency epinephrine auto-injector (EpiPen®) are located in the school office. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the office staff if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.



3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Infested students will 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.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children that need to be checked for head lice are prohibited from riding the bus to school.

### **Bed Bug**

If a suspected bed bug is found on a student or a student's belongings, the following procedures will be followed:

1. Students found with an infestation will not be allowed to take books or devices home.
2. If a student is infested with bed bugs, call the parent/guardian immediately and ask the parent/guardian to attend a meeting. Inform parent/guardian that any chronic cases will result in a report to DCFS. Conduct meetings in an isolated place to reduce risk of contamination and to provide privacy.
3. A letter will be provided to the parent/guardian with a bed bug inspection report. Parents/guardians must return the report before the student is allowed into school.
4. Have the parent/guardian provide a change of clothing in a plastic bag. School personnel will dry, wash, and dry clothing, and place clothing in a bag.
5. In the event of re-infestation, call the parent/guardian, repeat the process, and have the parent/guardian change the student's clothes.
6. If a student is re-infested 3 times or more, the student may be excluded from school.
7. Extreme or chronic cases will result in exclusion and may result in a report to DCFS.

### **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. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office and guidance

department. department. If you or someone you know needs or wants help for mental health concerns, you can contact National Suicide Prevention Lifeline at 988, Text HOME to 741741 to reach the Crisis Text Line, and/or Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email HELP@Safe2HelpIL.com.

#### **Section IV: General Notices and Parental Information**

##### **NOTIFICATION OF ASBESTOS-CONTAINING MATERIALS**

Through the 1970's asbestos was used in many building materials until its use was discontinued for many applications. Governmental guidelines were established in the 1980's that require public building owners to periodically inspect, and if necessary remove asbestos that could pose a potential risk.

Properly maintained, asbestos containing building materials do not possess a health threat. District 66 maintenance and custodial staff receive training mandated by OSHA and the Illinois Department of Public Health on the procedures to be used to identify potential hazardous situations. They also maintain flooring in accordance with recommended work practices by the EPA. When asbestos must be removed in any of the buildings, it will be done by licensed professionals from the Illinois Department of Public Health and disposed of in accordance with federal regulations. District 66 complies with the government guidelines. For all buildings erected before 1990, an asbestos management plan and inspection report is available for public review in the school. Additionally, a complete set of the district records is maintained at the Buildings and Grounds Department. Should you have any questions, or wish to review these records, please contact the Director of Buildings and Grounds at 309.647.9411. The last six month inspection was conducted on 4/2022 and the last 3 year re-inspection was completed on 4/12/2021.

##### **Educational Animals**

Animals may be present in the educational environment throughout the school year. These animals will serve a variety of purposes, such as therapy animals used to assist students with specific needs or other animals brought in to further student knowledge in regards to academic standards. For specific information in regards to policies and procedures please see CUSD #66 Board of Education Policy 6:100.

##### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

For questions related to this program or to express input in the school's English Learners program, contact Jason Parsons Director of Curriculum and Instruction at 647-1600.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes their temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families contact the building principal or the guidance department at the school.

### **Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building principal.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **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. Letters verifying participation in this program are available from the school office upon request.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's children):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – they are responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times they are in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **Standardized Testing**

#### **IAR**

As part of its statewide accountability testing program, the Illinois State Board of Education (ISBE) requires all public school students in grades 5 through 8 to take the IAR. The IAR will be given to all 5th through 8th grade students. The test will be administered at IMS in March.

#### **STAR**

All students in grades 5 through 8 are required to participate in the STAR assessment 3 times (fall, winter, and spring benchmark),

#### **Illinois Science Assessment**

The Illinois Science Assessment is also a yearly required assessment for grades 5 and 8.

#### **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. Sexual behaviors or attitudes.
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.

The student's parent/guardian may inspect the survey or evaluation upon, and 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.

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **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/>.

## **SECTION V: Extracurricular Code of Conduct**

### **Introduction to the IMS Activities Handbook**

The intent of this handbook is to provide information regarding activities at IMS to all participants in our programs. It is the expectation that you and your parents review and discuss the handbook.

While participating in extracurricular activities you are representing IMS. You are expected to demonstrate appropriate behavior on and off the field, court, or other competitive arena. In order to field a quality extra-curricular team, we must maintain quality participants. Exemplary sportsmanship must be displayed at all times.

The staff and administration welcome you to the IMS Activities Program. We will strive to assist you in any way necessary. We wish you the best of luck and hope your participation in extracurricular activities at IMS far exceeds your expectations.

Principal-Amy Jones  
Asst. Principal- Liz Arvin  
Dean- Mark Gregory  
Activities Director-Brad Hulet  
Athletic Office Secretary-Teresa Schoon

### **Ingersoll Middle School Athletic Philosophy**

An individual's total education extends beyond the classroom. The purpose of the IMS extra-curricular program is to provide each student with opportunities for emotional, cultural, mental, physical, and social growth by participating in student-selected activities. This growth can be accomplished through activities that support and advance the curriculum, promote responsibility and teamwork, develop a sense of ownership in the school, and reflect and enhance the goals of District 66. Such participation is a privilege that carries with it a responsibility to teammates, school, and community.

### **Objectives and Principles of Participation**

In order to be considered a worthwhile educational experience, athletics must possess and maintain specific objectives and expectations. All objectives and principles must maintain a focus on the welfare and educational development of the student-athlete. These objectives include, but are not limited to:

- Positive moral qualities
- Constructive social abilities
- Emotional maturity
- Physical fitness and skills
- Mental toughness

Participation in extra-curricular activities will provide student-athletes with the opportunity to:

- Develop physical skills and talents to their maximum potential
- Engage in competition, while promoting safety, health, and physical fitness

- Exemplify positive sportsmanship as a means for learning positive citizenship
- Learn to appropriately experience both accomplishment and failure in competition
- Understand that consequences follow the violation of a rule or policy
- Exercise self-discipline and self-sacrifice in order to achieve team goals
- Gain experience in problem-solving and decision-making
- Learn to develop trust and accept responsibility that comes with earning the respect of others

### **Eligibility**

Membership or participation in a school-sanctioned activity is a privilege, not a right. Participants must meet IMS and IESA participation guidelines each week.

1. A student must be passing all school subjects to maintain extracurricular eligibility in athletics and clubs.
2. Eligibility is taken weekly on Monday morning and runs Monday through Saturday.
3. A weekly grade check will be conducted; those individuals not passing 1 or more classes will be ineligible for the following week
4. In order to be considered as a non-passing grade, there must be a minimum of 4 grades in the gradebook for the class to count.
5. Students who receive a failing grade at the end of a quarter will be ineligible until eligibility is run again. Eligibility will be run every Monday.
6. Eligibility will reset each school year.
7. The school and coach may issue other athletic guidelines.

### **Code of Conduct**

#### **For All Participants**

**All** students who participate in extracurricular programs are expected to follow the Code of Conduct:

1. Adhere to the school rules and regulations as established in the student handbook by the Board of Education
2. Respect the rights of others
3. Refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal, and written expression
4. Refrain from gross disobedience or misconduct as defined in the student handbook
5. Obey city, state, and federal laws
6. Demonstrate the qualities of scholarship, leadership, service, and character

### **Extracurricular Conduct Policy**

#### **STUDENT ORGANIZATION LEADERS, PERFORMANCE GROUPS, AND COMPETITION GROUPS**

The Board of Education believes all student leaders are representatives of the school. Leaders of student organizations and members of performance and competition groups include, but are not limited to, the following:

Archery  
Art Club  
Band  
Book Club  
Chorus  
Dungeons and Dragons  
Girls Unplugged  
History Club  
IMS Press  
Student Council  
Trap Shooting

\*Any future performing or competitive groups

Participation in these leadership roles or in the athletic programs is considered a privilege and not a right. Therefore, in addition to the above rules, participants must follow all other conduct rules as set forth below. It is understood that these rules and regulations are to supplement any existing Board of Education policies. These rules and regulations shall apply **all year-round for the duration of the participant's school career.** The following conduct is prohibited:

1. Possession or use of tobacco products, e-cigarettes, or look-alike product in ANY FORM
2. Possession or being under the influence of alcohol or other mood-altering substance(s).
3. Possession, use, or distribution of, or Under the Influence of Drugs, look-alike drugs, or other controlled substance(s) or paraphernalia.
4. Positive drug/alcohol test results from the random drug/alcohol testing.
5. Misconduct not specifically set forth in the code can constitute a 1st offense or a subsequent offense or serve as the basis for complete removal from the activity.

### **Offenses**

The following apply to 1, 2, 3, 4, 5 above cumulatively.

#### **1st Offense:**

Suspension from participation in 25% of the scheduled contests, meetings, or scheduled competitions or 25% of the next activity in which they participated. An incomplete suspension will be carried over to the next season they participate in. During the period of suspension, the student will not be allowed to travel with the team. Participants are expected to continue practicing with the team/club at the coach's discretion. The suspension will be considered fulfilled only if the participant finishes each season in good standing.

#### **2nd Offense:**

Dropped from all activities, clubs, events, meetings, or competitions for one calendar year from the date of the last violation. Upon administrative approval, the offender may complete a counseling program, approved by the administration, appropriate for the nature of the offense (defined below). The infraction may be reduced, at administrative discretion, to 180 days from the date of the infraction if counseling is completed.



### **3rd Offense:**

Dropped from all activities, clubs, events, meetings, or competitions for the remainder of scholastic career. After one calendar year, with no further infractions, and completion of an approved counseling program the student and their parent/guardian may appeal for reinstatement. The student and their parent/guardian must both meet with the IMS administration to evaluate the student's performance in academics and attendance. Unexcused absences and/or out-of-school suspensions may eliminate the student from further extra-curricular participation. The appeal in no way guarantees the re-establishment of eligibility. Each appeal will be evaluated on an individual basis.

### **Infractions**

An infraction occurs when students attend a supervised or unsupervised gathering where alcohol or drugs are present. These students who are on record (police report) with a blood alcohol level of 0.00 will be given 20 hours of community service for their attendance at the gathering. The completion of community service hours, and the reflection assignment, must be approved by the building administration.

A student who has transferred from another school and has been suspended from athletics at that school due to a violation of the Athletic Code shall not be allowed to participate in any athletic activity at CANTON USD #66 until the suspension has been completed.

If the infraction is for substance abuse (including tobacco), the student may participate in a counseling program, at the student's expense. The counseling program must be approved by the administration. The student must obtain a referral sheet from the administration indicating the offense infraction. The student must provide evidence of completion as validated by a signed certificate of completion. The certificate of completion shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of completion to the administration will invalidate the program completion. The purpose of this requirement is for the student to be evaluated and obtain assistance if needed.

If a suspension is issued when a student-athlete is out of season, the next sports season during which the athlete serves the suspension must be finished in good standing in order to have the suspension considered served. If the student-athlete does not finish the season in good standing, then the entire suspension will be served the next sports season when the student-athlete is involved.

### **Drug, Tobacco, and Alcohol Testing**

The extracurricular Drug and Alcohol Prevention Program at IMS is maintained in order to foster the health, safety, and welfare of all its students. IMS counselors also serve as a resource to students and families through the suggestion of agencies that address substance abuse.

Each student and their parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will render the student ineligible to participate in any extracurricular activity.

The district policy can be found at <http://www.cantonusd.org> or copies are available in the Middle School Office.

Monthly, throughout the school year, the administration or designee will randomly test 15-20 extracurricular participants including those from clubs, activities, and athletics. The random selection will be conducted by the testing agent. A student will be ineligible for all extracurricular activities for one calendar year if they tamper or cheat during the collection of specimens. This will be reported to the parent(s) or guardian(s). The student or parent/guardian may request that the same urine specimen be tested again by our testing agent at the parent/guardian's expense, provided a urine specimen was the mode of testing. The student will be suspended from all activities pending the re-test of the specimen. If a student refuses to take a test when randomly selected, the student shall be considered to have received a positive result and the consequences of such will be invoked.

### **Other Rules**

Apart from this drug-testing program, the IESA as well as each activity's coaching staff or sponsor may have their own rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and regulations. Violation of team rules, regulations, and/or requirements will result in disciplinary action including, but not limited to, removal from the activity/team.

### **Felony Convictions**

Student participants who plead or who are proven guilty of committing a felony will be dropped from all activities and athletic participation for the remainder of their scholastic career. After one calendar year, with no further infractions and completion of an approved counseling program, the student and their parent/guardian may appeal for reinstatement. The student and their parent/guardian must both meet with the IMS administration to evaluate the student's performance in academics and attendance. Unexcused absences and/or out-of-school suspensions may eliminate the student from further extra-curricular participation. The appeal in no way guarantees the re-establishment of eligibility. Each appeal will be evaluated on an individual basis.

### **Dress**

Proper dress and grooming for participation and travel during the season for athletics and activities shall be determined by the coach/sponsor of each activity, and they shall, after consultation with the

Activity Director, convey their regulation to the team members. The expectations for dress in the student handbook will be a general guideline.

### **Language**

Profanity and/or abusive language, obscene gestures, and/or other forms of inappropriate behavior by participants involved in any activity will not be tolerated. Coaches/Sponsors shall discipline violators.

### **Theft of School, Team, or Other Individual's Possessions**

Proven theft by a participant of possessions of this school, other schools, and/or possessions of other individuals shall be grounds for dismissal from participation in all athletics/activities at IMS. The administration shall discipline violators with input from the coach/sponsor.

### **Honesty and Integrity**

Honesty and Integrity among teammates and/or fellow students is a requirement. Cheating, lying, and deceitful practices shall not be tolerated. Coaches/Sponsors shall discipline violators.

### **Evidence**

If a member of the administration receives information or reports from any credible source that a student has violated any of the rules and regulations of the extra-curricular code of conduct, they shall promptly investigate the charge. Examples of the sources of information could include a report from a faculty member, police reports, court dispositions, or any other information regarding misconduct.

If there is sufficient evidence to believe a violation may have occurred, the administration shall:

1. Interview the student, notifying them of the charge and requesting a response;
2. If the student denies the charge, give an explanation to the student of the evidence and facts leading to the charge; and
3. Give the student an opportunity to respond or present an explanation of the event.

### **Due Process**

A) A student will be advised of the charges against them by the sponsor and/or Administration and be given the opportunity to respond to the charges before a decision is made or a penalty imposed.

B) The student and their parents/guardians will be advised in writing by the sponsor and/or Administration of any disciplinary action taken as a result of the charge and made aware of their right to appeal.

C) The student or parent/guardian may appeal the disciplinary action by responding in writing to the Principal within one calendar week of the date on the notice of disciplinary action. The Principal will hear the appeal unless the student and/or parents/guardians request the Extracurricular Board to hear the appeal. The Extracurricular Board shall consist of the building administrator and two coaches/sponsors.

D) Upon appeal, the Principal or Extracurricular Board may recommend one or more of the following:

1. Overrule the penalty: reinstatement of the participant.

2. Sustain the penalty as initially imposed.
  3. Modify the initial penalty.
  4. Suspend the participant from participation in all activities (ranging from 180 school days to the remainder of their school career.)
- E) Sources used to identify violations are:
1. Participant and/or parent admission of infraction;
  2. Information provided by law enforcement officials;
  3. Public notices of offenses;
  4. Court dispositions; and
  5. School District personnel.
- F) If a participant is indicted by a Grand Jury or charged by the State's Attorney for a criminal offense, the participant will be suspended from participation in any contest in the activity in which they are participating pending a resolution by the judicial system. However, the length of the suspension may not exceed the penalty for the offense infraction. The participant may practice while on suspension. Athletes may not sit on the bench with the team during contests.
- G) Students who are ineligible for academic or code violations may not travel with a school organization to events away from IMS.
- H) Extracurricular activity sponsors are responsible for maintaining all other approved training guidelines for their group/organization.
- I) If a violation occurs at the time a participant is injured or ineligible, the suspension will start when the individual returns to practice or is academically eligible.
- J) The principal or activity sponsor will notify any student suspended for violation of the extracurricular participation guidelines in writing, and will also notify their parents/guardian. If an individual completes their suspension during a sport season, but does not successfully complete that sport season, then they have not satisfied the suspension and it will be carried over to the next sport season in which the individual participates. A sports season is defined as the first official practice day through the last contests for that activity.
- K) The sponsor or head coach may establish training/participation rules for their sport or activity, which may include:
1. Curfew.
  2. Appropriate or required dress standards for scheduled contests.
  3. Practice regulations, including attendance, tardies, etc.
  4. Other rules appropriate for that particular activity. Training/participation rules for each sport or activity are to be written and distributed to all participants at the beginning of each sport or activity season. However, sponsors or head coaches may increase the suspension percentage with Administration approval.

### **School Day Attendance and Participation**

If a student is too ill to come to school, then it's not appropriate for them to be present for practice or competition unless they are in school for **5 periods of the school day**. Emergency or unique medical situations can be appealed to the athletic director and/or administration. Participants missing one or more class periods during the school day, which are unexcused, shall be suspended from participating in any extracurricular activity scheduled for that day. If no activity is scheduled for that day, athletes may not participate in the next regularly scheduled contest in the sport in which they are involved.

### **School Property/Equipment**

Participants shall be responsible for all school equipment issued during an extracurricular activity season. Participants who damage or fail to return equipment shall make a **monetary restitution for such items at replacement cost.**

1. Participants shall not be allowed to receive awards and shall be suspended from further extracurricular involvement until such obligations are met.
2. School authorities may withhold official records until obligations are met.
3. Please do not abuse your equipment. Considerable money is expended to supply the best equipment for your use and safety; please treat it with respect.

### **Transportation Policy**

IMS provides transportation to and from all athletic contests. All athletes are required to use school transportation. Athletes may not participate in any away contest if they drive themselves to the event or if they use alternate transportation without prior permission from the coach/activity director.

In extenuating circumstances, parents may need to drive their own children to or from a contest, but coaches need written notification and approval from the activities director must be granted in advance.

### **Student Athlete Concussion Protocol**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the IESA before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.