



CARTHAGE MIDDLE SCHOOL
STUDENT-PARENT HANDBOOK
2023-2024

This Handbook belongs to:

Name _____

Address _____

City/Town _____

Zip Code _____ Phone _____

Student No. _____

“THE MISSION OF CARTHAGE MIDDLE SCHOOL IS TO PROVIDE AN ACADEMICALLY CHALLENGING PROGRAM WHICH RECOGNIZES STUDENTS’ NEED FOR PERSONAL GUIDANCE, ACCEPTANCE, SECURITY AND SOCIAL GROWTH AT A TIME OF TRANSITION DURING ADOLESCENCE.”

INDEX

Section 1 – Introductory Information & General Notices

- 3.....Introduction
- 4.....Contact Information
- 5.....Calendar Guide
- 6.....Animals
 - Assemblies
 - Crossing Guard
 - Daily Announcements
 - Emergency School Closings
 - Equal Opportunity and Sex Equity
 - Fund Raising Information
 - Gum, Beverages & Candy
- 7.....Leaving School Grounds
 - Lost and Found
 - Middle School Philosophy
 - Missing/Stolen Items
 - Positive Behavior Interventions and Support (PBIS)
 - Schedules
 - Special Occasions
 - Student Lockers
- 8.....Telephones
 - Video & Audio Monitoring Systems
 - Visitors
- 9.....Volunteers
 - Weather Policy
 - Unwritten Rules

Section 2 – Registration, Attendance and Graduation

- 9.....Registration and Transfer Information
 - Entrance Requirements
- 10..... Students Who Enroll After the Beginning of the School Year
 - Transfer Procedures
 - Transfer to Another School
 - Attendance Information
- 10..... Illinois Attendance Law
- 11..... Notification of Absences
 - Student Absences
 - Make-Up Work
- 12..... Deer Hunting Policy
 - Prearranged
 - Partial Day
 - Unexcused Absences
 - Tardiness
 - Passes
- 13.....Truancy
 - Promotion Policy
- 13&14 Home and Hospital Instruction

Section 3 – Student Fees & Meal Costs

- 14..... Fines, Fees and Charges; Waiver of Student Fees
- Breakfast and Lunch Regulations

Section 4 – Transportation and Parking

- 15..... Bus Transportation

- 16..... Bus Discipline
 - Electronic Recording on School Buses
- 17..... After School Pickup
 - Transportation to school Activities

Section 5 – Health & Safety

- 17..... Required Health Examinations and Immunizations
 - Eye Examination
 - Dental Examination
- 18..... Exemptions
 - Student Medication
 - Self-Administration of Medication
 - Administration of Medical Cannabis
 - Undesignated Medications
- 19..... Student with Life Threatening Allergies or Chronic Illness
 - Care of Students with Diabetes
 - Designated Caregiver Administration of Medical Cannabis
- 20..... Health Records
 - Insurance
 - Handling Emergency Accidents & Illness Procedure
 - Treats & Snacks
 - Blood Borne Pathogen Policy
- 21..... Asthma Policy
 - Notification to Public Concerning Asbestos
 - Emergency Aid to Students
 - Drills & Evacuation of the School
 - Contagious or Infectious Disease
- 22..... Head Lice and Other Communicable Condition
 - Mental Health Services
 - Parental Responsibility Law
 - Suicide & Depression Awareness and Prevention
 - School Operations During a Pandemic

Section 6 – Discipline and Conduct

- 23..... Discipline Policy
 - Disciplinary Procedure
- 24..... Classroom Management Plans
 - Discipline Plan
 - Minor Behaviors that Could Result in Referrals
 - Major Behaviors that Will Result in Consequences
- 25..... Possible Consequences for Misbehavior that Results in Office Referral
 - Warnings
- 26..... Blue Blast Warnings System
 - Blue Blast “Buy Back” System
 - Chain of Command
 - Discipline Detention
 - Detention Rules
- 27 Office Referral
 - In-School Suspensions
 - Out-of-School Suspensions
 - Expulsions
 - Social Probation
- 28..... Discipline Standards
 - Standards of Conduct
 - Prohibited Student Conduct

- 30..... When and Where Conduct Rules Apply
Disciplinary Measures
- 31.....Isolated Time Out, Time Out & Physical Restraint
Corporal Punishment
Weapons Prohibition
- 32..... Gang & Gang Activity Prohibited
Re-Engagement of Returning Students
- 33..... Prevention of and Response to Bullying,
Intimidation and Harassment
- 34.....Access to Student Social Networking Passwords and
Websites
Due Process Rights of Students

Section 7 – Internet, Technology & Publications

- 34.....Acceptable Use Policy/Authorization for Internet
Access
- 37.....Guidelines for Student Distribution of Non-School-
Sponsored Publications
- 38.....Student Use of Electronic Devices
- 39..... Bring Your Own Technology
Letter to Parents Regarding Access to Student
Social Networking Passwords and Websites
Notice to Parents about Educational Technology

Section 8 – Search and Seizure

- 40..... Search and Seizure
School Property & Equipment as well as Personal
Effects Left There by Student
- 41..... Students Search
Seizure of Property
Questioning of Students Suspected of Committing
Criminal Activity

Section 9 – Athletics & Extra-Curricular Activities

- 41..... Extra-Curricular Policy Handbook
Introduction
- 42..... Philosophy
Responsibilities
Athletic Rules & Code of Conduct
IESA
Academic Eligibility
Requirements for Participation
- 43..... Behavioral Conduct
Ejections
Public Displays of Affection
Drugs, Alcohol and Tobacco
- 44..... Rules in Effect
Absence from School on Day of Activity
Attendance at School Dances
Travel
Athletic Equipment
Athletic Injuries and Their Care
- 45..... Student Athlete Concussions and Head Injuries
Physicals, Insurance/Waiver, Parental Permission
Athletic Code of Conduct
Rules and Regulations
- 46..... District Athletic Policy
- 47..... Alcohol/Chemical Abuse Rules/Regulations
Reporting Violations
Voluntary Admissions
- 48..... Parent Support
Co-Curricular and Athletics Activities
Guidelines for Extra-Curricular Activities
Practice Scheduling

- Communications with Student Participants and
Their Parents
- Summer Activity Camps

Section 10 – Education of Children with Disabilities

- 49..... Accommodating Individuals with Disabilities
Request to Access Classroom or Personnel for
Special Education Evaluation or Observation
Educating Children with Disabilities
Discipline of Special Education Students
Exemption from Physical Education Requirement
- 50..... Behavior Intervention Guidelines

Section 11 – Student Records & Privacy

- 51..... Surveys by Third Parties
Surveys Requesting Personal Information
Instructional Material
Maintenance of Student Records
Permanent Student File
Temporary Student File
- 52..... Students Receiving Special Ed Services
Access to Student Records
- 53..... Student Record Challenges

Section 12 – Parental Right Notification

- 54..... Standardized Testing
Homeless Child's Right to Education
- 55.....English Language Learners
Pesticides
Mandated Reporter
Sex Offender & Violent Offender Laws
- 55.....Teacher Qualifications

Section 13 – Instruction

- 56..... Academic Information
Report Cards & Grading
Honesty and Integrity
Middle School Semester Grades
Honor Roll
Schedule Changes
- 57..... Movies, Videos & DVD
Exemption from Physical Education Requirement
Physical Education Uniforms and Lockers
Music
Computer Lab
Teaming and Grade Level Teams
Homeroom Teachers
- 58..... Hancock & McDonough County Learning Center
Parent Notices Required by Every Student Succeeds
Act

Section 14 - Acknowledgement & Receipts

- 59..... Athletic Code Policy Agreement
- 60..... Student User Acknowledgement & Release
- 61..... Internet User Acknowledgement & Release
- 62..... Student/Parent Handbook Acknowledgement and
pledge

Section 1 – Introductory Information and General Notices

INTRODUCTION TO THE HANDBOOK

This handbook has been prepared to assist students, parents, and teachers in understanding what is expected at Carthage Middle School (CMS). All policies and rules have been reviewed by a committee of students, parents, teachers and administrators. They have been approved by the Board of Education. **This publication does NOT contain all of the facts, rules, and policies necessary for the operation of the Carthage Middle School.** We have tried to provide information involving a student's daily routine like time schedules, calendars, general information, rules and consequences. The goal is to provide a helpful reference for parents and students during the school year.

This Handbook expresses the philosophy of the Carthage Elementary School District #317 concerning the student's responsibility to the school, fellow students and the community. Its focus is on desired behaviors; those we expect to see each day.

A major responsibility is for each student to attend school every day. By doing this, a student's educational goals can be achieved. Physical and mental awareness is critical to accomplishing these goals. Daily attendance, arriving to class on time, staying alert and focused create an atmosphere conducive to the educational process. Since all organizations in our society establish rules and regulations, it is important that students learn to interact in society by following established rules and procedures. This will help CMS meet the school's educational objectives that were designed to help children learn.

CMS endorses the middle school philosophy. This philosophy uses the team concept. Each child has a team involved to help them succeed. Their team includes the child, parents (guardians), school and community. Together the team communicates, brainstorms and supports an educational program that will help each child learn. The mission of CMS focuses on the needs of the young adolescent child.

We welcome suggested changes and additions that may improve the usefulness of this Handbook. Please submit your opinions and ideas to the building principal.

Welcome to Carthage Middle School, a school where *"Commitment Means Success."*

Board of Education, Carthage Middle School Staff & Administration

A BILL OF RIGHTS AND RESPONSIBILITIES FOR LEARNING

The traditional mission of our public schools has been to prepare our nation's young people for equal and responsible citizenship and productive adulthood. We, at Carthage Middle School, reaffirm that mission by remembering that democratic citizenship and productive adulthood begin with standards of conduct and standards for achievement in our schools. Other education reforms may work; high standards of conduct and achievement do work--and nothing else can work without them.

Recognizing that rights carry responsibilities, we declare that:

1. All students and school staff have a right to schools that are safe, orderly, and drug free.
2. All students and school staff have a right to learn and work in school districts and schools that have clear discipline codes with fair and consistently enforced consequences for misbehavior.
3. All students and school staff have a right to learn and work in school districts that have alternative education placements for violent or chronically disruptive students.
4. All students and school staff have a right to be treated with courtesy and respect.
5. All students and school staff have a right to learn and work in school districts, schools and classrooms that have clearly stated and rigorous academic standards.
6. All students and school staff have a right to learn and work in well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
7. All students and school staff have a right to learn and work in schools where teachers know their subject matter and how to teach it.
8. All students and school staff have a right to learn and work in school districts, schools, and classrooms, where high grades stand for high achievement and promotion is earned.
9. All students and school staff members have a right to learn and work in school districts and schools where getting a high school diploma means having the knowledge and skills essential for college or a good job.
10. All students and school staff have a right to be supported by parents, the community, public officials and businesses in their efforts to uphold high standards of conduct and achievement.

Carthage Middle School

640 Buchanan Street
Carthage, IL 62321
(217) 357-3914
Fax (217) 357-3755

Brandon VanCamp, Dean of Students
bvancamp@cesd317.org

Lauren Gronewold, Secretary
lgronewold@cesd317.org

District Office

210 S. Adams
Carthage, IL 62321
217-357-3922
Fax (217) 357-6793

Dustin Day, Superintendent
dday@cesd317.org

District Website

www.cesd317.org

Board of Education Members

Luke Burling - President
Dillion Darbyshire – Vice-President
Stephanie Fitch – Secretary
Linda Housewright
Sean Dickerson
Derrick Nelson
Jacoby Murphy

Middle School Certified Staff

Sara Amschler
Allison Baumann
Raylene Gunning
Lyle Klein
Nick Klein
Scott Knicl
Kaitlyn Krieg
Christine Lewis
Sarah Roberts
Abbey Schaeffer
Amy Shirey
Darcy Stonger
Jenny White

Middle School Support Staff

Laura Barnett
Brian Castlebury
Lauren Gronewold
Kalley Jones
Jennifer Lambert
Vicky Lantz
Robbie Middle
Jacob Rowland
Christine White

To contact a Carthage Middle School teacher, call 357-3914 or email the teacher. If a teacher is in class, a message will be given to the teacher who will return the call at their earliest convenience.

Carthage E.S.D.#317

2023-2024 Calendar Guide

August 2023

August 14		Teachers' Institute
August 15		Teachers' Institute
August 16		First Day of Student Attendance

September 2023

September 4	No School	Labor Day
September 15	School Ends at 12:30	Half Day School Improvement

October 2023

October 9	No School	Columbus Day
October 13	School Ends at 12:30	Half Day School Improvement
October 20	No School	Parent/Teacher Conferences

November 2023

November 10	No School	Not in Attendance
November 21	School Ends at 12:30	Half Day School Improvement
November 22, 23 & 24	No School	Thanksgiving Vacation

December 2023

December 20	School Ends at 12:30	Half Day School Improvement
December 21 thru 29	No School	Christmas Break

January 2024

January 1	No School	New Year's Day
January 2	No School	Not in Attendance
January 3	No School	Teachers' Institute
January 15	No School	Martin Luther King, Jr. Day

February 2024

February 9	School Ends at 12:30	Half Day School Improvement
February 12	No School	Lincoln's Birthday

March 2024

March 8	School Ends at 12:30	Half Day School Improvement
March 29	No School	Good Friday

April 2024

April 1	No School	Easter Break
April 2	No School	Easter Break
April 19	No School*	Emergency Make-Up Day
April 26	No School*	Emergency Make-Up Day

May 2024

May 3	No School*	Emergency Make-Up Day
May 10	No School*	Emergency Make-Up Day
May 17	No School*	Emergency Make-Up Day
May 23	School Ends at 12:30	Last Day of Student Attendance
May 24	No School	Half Day School Improvement
		Teachers' Institute

Significant Dates & Times

October 11		End of 1st Quarter
December 20		End of 2nd Quarter
March 8		End of 3rd Quarter
May 20		End of 4th Quarter

Regular Bell Schedule

	Primary School	Middle School	
Start	8:00	8:00	
Dismiss	3:00	3:10	
Early Dismissal Times for Half-Day School Improvement Days	Shuttle bus pickup: 12:20 All other students: 12:30	12:35	

*** Subject to change if emergency days are used**

3/2/2023

Animals

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Assemblies

Periodically assemblies will be held to hear speakers, to prepare for athletic events, receive awards and to instruct the entire student body. Suggestions for future assemblies from the student body via the Student Council are welcomed and will be given serious consideration. Students are to maintain polite, courteous and positive behavior at assemblies.

Crossing Guard

Crossing Highway 136 (Buchanan Street) must be at the location of the crossing guard. Students are required to strictly follow the signals of the crossing guard. Students are to stand in a single line away from the highway and wait for the crossing guard to direct them across the highway. No student may cross the highway during the school day without an adult. Students should go to the office at Carthage Middle School to seek assistance in crossing the highway if no crossing guard is present.

Daily Announcements

Daily announcements are read on the intercom every morning to all classes. They will also be posted on the school website at www.cesd317.org. The announcements contain activities and items of interest to both staff and students. Students may have items placed in the announcements with prior approval from the principal.

Emergency School Closings

Occasionally the weather is such that it is too dangerous to transport students to school due to snow or ice or severe storms. If the superintendent determines this to be the case, it will be announced on TV stations as early as possible. Please check the following local stations if you suspect that there may be a weather problem. In addition, parents will be notified by phone at all numbers provided for the School Messenger emergency calling system. The information will also be scrolling across the homepage of the district website (www.cesd317.org).

Quincy KHQA-TV

Quincy WGEM-TV

Please listen to the local radio and TV stations in case the weather would deteriorate during the day. Have a plan for your child if school would need to be dismissed early due to weather. Your child should be told what to do at the beginning of the school year if such a situation would take place. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, 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 principal.

Fund Raising Information

All fund raisers must be approved by the administration in advance.

Gum, Beverages, & Candy

Gum is not allowed in school. Candy and pop are prohibited at school unless a teacher has given special permission for these privileges. Such privileges extend only during the class period designated by the teacher.

NO OPEN CONTAINERS OR FOOD WILL BE ALLOWED IN THE LOCKERS! BEVERAGES AND/OR FOOD ARE NOT ALLOWED IN THE MIDDLE SCHOOL GYM. Beverages are allowed in the school gym only on special occasions designated by school officials.

Leaving School Grounds

Once students arrive at CMS they are not allowed to leave the school grounds. NO TRIPS TO THE GAS STATION.

Lost and Found

Lost and found articles are kept in the office. After a reasonable amount of time, all unclaimed items are donated to a local charity or discarded.

Middle School Philosophy

The Middle School philosophy focuses on linking together every part of the young adolescent child's life. Home and school work together to communicate and understand the academic, social and emotional needs of each child. The educational program is designed to meet the needs and provide the support necessary to help middle school students succeed. We recognize the independence and personal search for an identity that they want to claim. Through guidance and a sensitivity to needs, teachers counsel students in their search. The teaching staff, support, and administration help them overcome struggles with their changing bodies, feelings and emotional highs and lows.

Missing/Stolen Items

The school is not responsible for recovery or replacement of lost, stolen or broken items.

Positive Behavior Interventions and Support (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a proactive systems approach for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond. The focus is to have our school develop structures for teaching expected behaviors and social skills, creating student behavioral and academic support systems, and applying data-based decision-making to discipline, academics and social/emotional learning at the school level. The Illinois PBIS Network promotes family requirements contained in the NCLB Act, and IDEA 2004, are embedded in the PBIS Support. Standards Aligned Curriculum and Response to Intervention are provided to assist our school in meeting Illinois' educational goals and mandates. PBIS at Carthage Middle School has four simple school-wide expectations that are defined, explained, and reinforced. Direct instruction occurs weekly on these expected behaviors with a system of opportunities for students to "purchase" privileges and rewards.

Schedules

Students should arrive at Carthage Middle School at 7:40 a.m. for breakfast and may enter Carthage Middle School at 7:40 a.m. Supervision begins at these times. (Unless accompanied by staff on special occasions). Students arriving sooner will not be supervised. All students are expected to leave school grounds by 3:25 p.m. unless participating in a supervised extra-curricular activity, working with a teacher or any other approved supervised activity. Students are not allowed to stay at CMS between 3:25 and the time of practice, game, activity, etc. without prearranged supervision.

Special Occasions

Families are asked to celebrate their child's birthday and/or special occasion after school. If flowers are sent to the school, the student will not receive them until leaving the building at the end of the day. Birthday or party invitations should be distributed off school grounds. Once again students who are not invited to a party feel hurt. Mailing the invitations or distributing them somewhere other than school is appreciated. At the middle school relatives of students are not allowed to eat lunch with the students.

Student Lockers

Students at the Middle School are assigned lockers. It is advised that money and valuable personal items not be stored in lockers. A student's school locker is the property of the school and must be used for the purposes intended which include a storage area for books, school supplies and outdoor garments. If school officials believe that a student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker and its contents at any time with or without the student's knowledge or consent. Lockers may be searched by school officials at any time. Law enforcement officials who wish to search lockers shall possess a valid search warrant. Students are encouraged to purchase and use locks on their lockers. Students are encouraged to give combinations and spare keys to the school office. This will save many locks from having to be cut off due to forgotten combinations or lost keys.

Telephones

The office telephone is a business phone and should be used by students for emergencies only. Parents should call school in case of an emergency, to report a student's absence or to conduct school business.

Video & Audio Monitoring Systems

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

Visitors

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

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

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

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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. Volunteers may be required to submit to a background check in advance of serving as volunteers.

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.

Volunteers can become an important tool for students, and we encourage positive adult participation where appropriate. Volunteers must take great care in how they handle any observations, student information, and any other circumstances to which they may be privy. They must be very careful not to carry student information to the public. Confidentiality is to be maintained at all times as in judgments of teaching proficiency, disciplinary situations, or students and teachers in general. Volunteers are urged to refrain from being near office areas or teacher workroom areas where private conversations regarding professional issues may occur. Volunteers will be assigned duties by the administration.

Weather Policy

As a general rule, all students will have a daily opportunity to have noon recess in the gym on campus. Other recesses will be outside unless the temperature is below 25 degrees by our thermometer, or conditions of active rain. We will use this as a general guide. Your child should dress appropriately for cold weather. The person on duty has control of whether or not students wear coats. Conditions of mud or snow cover will also affect when students go out. If you feel your child has a temporary illness and needs to be in for a period of 1-2 days, we will need a note. If that period would need to be longer, we need a doctor’s excuse.

Unwritten Rules

There are additional unwritten rules for which students will be held responsible. Rules are made to protect the rights of all individuals. This means your rights. When someone infringes upon the rights of others, they will receive consequences as a result of their actions.

Section 2 – Registration, Transfer Attendance, Promotion and Graduation

Registration and Transfer Information

1. District wide school registration will take place at online or at Carthage Middle School (2 weeks before the start of School) Registration will also be available at Carthage Primary School throughout the summer months.
2. The parent or legal guardian will complete registration forms.
3. Registration forms may be picked up in advance in the school office or may be downloaded from the district website at www.cesd317.org
4. Failure to pay book rental fees in a timely manner following a request for fees will result in charges being turned over to a collection agency. This includes any unpaid balances from the previous year.

Entrance Requirements

1. Students entering the Carthage Elementary School District for the first time shall be required to furnish a copy of an official birth certificate, evidence of physical, dental and vision examinations and other information as required.
2. New physical, dental and vision examinations are required of all students entering kindergarten, sixth grade, and out-of-state students. Additional health examinations of pupils may be required when deemed necessary by the school authorities. A record of such examination from another Illinois school will be accepted. Proper immunization will also be required of each student.
3. Students entering from another district must have a transfer form from their previous school detailing academic and disciplinary information.

Students Who Enroll After the Beginning of the School Year

1. New students entering the district shall register at the school building they will be attending.
Primary School (Grades Prek-4)
Middle School (Grades 5-8)
2. New students must be living with a parent or legal guardian or submit an affidavit of Residence detailing where the student is residing on a continuous basis.
3. The book rental charge for students entering school after opening day will be set as follows:

First Quarter	Full
Second Quarter	75%
Third Quarter	50%
Fourth Quarter	25%
4. Failure to pay book rental fees in a timely manner following a request for fees will result in charges being turned over to a collection agency.

Transfer Procedures

Students who will be leaving Carthage Elementary School District and moving to another school district should follow these procedures:

- a) The parent or guardian should phone or write the principal at Carthage Middle School to inform the school the child will be moving.
- b) The parent or legal guardian should sign a release form from the new district that allows Carthage Elementary School District to send the student's records to the new school.
- c) The student should turn in all textbooks and school property before their last day. They should clean out their locker and take personal belongings home.
- d) Textbooks are rented. In cases of excessive damages, the parent will be advised of repair or replacement costs.
- e) Book rental refunds will be made on the following basis: 1st
Quarter - One-Half
2nd Quarter - No Refund

Transfer to Another School

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Attendance Information

Regular attendance is one of the most important factors determining success or failure in school. Daily attendance is the responsibility of the individual student and his/her parent or guardian. Good attendance provides academic growth, a better opportunity to succeed in school and development of social skills. Teachers are willing to assist students who must miss school for legitimate reasons. However, teachers are not expected to devote extra time and effort to assist students who have missed school for some unnecessary reason.

Illinois Attendance Law

Illinois law requires that whoever has custody or control of any child between six (September 1st) and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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 certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive

program.

Notification of Absences

In the event of any absence, the student's parent or guardian is required to call the school at 217-357-3914 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Parents of students absent due to health or family emergencies should call the principal's office to report the reason. Parents must call to notify the office of an upcoming dental or medical appointment prior to the absence. This request will be approved or disapproved upon the student presenting the office with a doctor's note. The note will be filed. Students with excused absences will be allowed one school day to make up work for each day absent.

Student Absences

There are two types of absences: excused and unexcused. The school may require documentation explaining the reason for the student's absence.

Excused absences include:

- Illness
- Observance of a religious holiday
- Doctor/Dentist Appointment
- Family emergency
- Death in the immediate family, family emergency
- Situations beyond the control of the student
- Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Attending a military honors funeral to sound TAPS
- Other reasons as approved by the principal.
- One Day per school year to attend a civic event

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal or his/her designee.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

Make-Up Work

If a student's absence is excused or unexcused from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit. Students will have one day (the following school day from their return) to turn in outstanding make up work.

Deer Hunting Policy

Only one (1) day may be used as an "excused" absence. This one day must be prearranged with a note from a parent or guardian and a copy of your deer permit turned into the office at least 48 hours in advance of the day the student is to be absent. The student will receive a prearranged absence form that must be signed by all of the student's teachers. This form must then be returned to the office. All work for the day of absence must be turned into the teacher in advance. Failure to follow this procedure will result in denial of an excused absence. The school reserves

the right to determine if the absence is excused or unexcused. If there is an early dismissal during deer hunting, the day of early dismissal **IS** counted as one day allowed.

Prearranged

Students may prearrange an absence if approved in advance by the principal. Prearranged absences must be arranged two days in advance by the parent or guardian. A written request must be submitted for the absence to be excused. Students must make arrangements with the teacher before the absence, to hand in required work. All work must be completed when they return to school.

Partial Day

Students may leave the school grounds while classes are in session if approved by the principal or someone acting in the principal's capacity. The principal shall determine if any person calling or requesting that a child be excused is authorized by the legal parent or guardian.

If students become ill or injured, they may be excused to go home by the principal or someone acting in the principal's capacity. A parent or other designated adult should provide transportation, if possible.

Should it be necessary for a student to leave school, a written request from the parent must be turned into the office stating: when, where and why.

Students must report to the office when arriving or leaving during the school day. Parents must sign students in or out of the building in the office. If a parent calls, the student may sign himself/herself in or out.

Unexcused Absences

It is important that students attend school whenever physically possible.

Examples of unexcused absences are:

- Staying home without being ill
- Shopping
- Babysitting
- Oversleeping
- Delivering newspapers
- Haircuts or other hair or beauty appointments
- Going to the bank
- Undefined personal reasons
- Birthdays
- Missing the bus
- Family excursions or vacations which are not prearranged
- Other reasons not listed which are unexcused by decision of the administration

Tardiness

The most effective class period begins on time. Students are expected to report to their first hour class by 8:00 a.m. and all other classes on time. Students arriving late with a written excuse from a teacher or the office are not counted tardy. Chronic tardiness will be turned over to the truancy office.

Three tardies per class period within a semester may result in a teacher giving a detention.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. 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.

Penalties for an unexcused absence are designed to help students understand daily school attendance is critical in the learning process. After five unexcused absences, the Truancy Office at the Regional Office of Education will be notified.

Please remember that parent or guardian approval does not guarantee the absence will be excused. After 8 excused absences from a parent, any absence after that must be accompanied by a doctor's note for the rest of the year. If this is not done, the absence will be recorded as unexcused.

Students who are absent from school due to illness may not participate nor attend after school or evening district activities. Students absent in the morning must be in school by 1:00 p.m. to be exempt from these conditions. Students absent in the morning of the 12:30 p.m. dismissal day must be in school by 10:00 a.m. Students absent in the morning of the 2:20 p.m. dismissal day must be in school by 12:00 p.m. Students who go home sick during the day may not participate nor attend after school or evening district activities.

Promotion Policy

Students who do not meet the standards of academics, social and emotional benchmarks, and/or attendance will be considered for retention by consultation of the classroom teacher, parent, and principal. If a teacher considers a child a candidate for retention, the teacher will be in contact with the parents throughout the year. Whenever possible, meetings with parents on retention will be discussed by the end of the third quarter.

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents or guardians. The system shall also determine when promotion or grade requirements are met.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on criterion referenced testing. A student shall not be promoted based on age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student not promoted.

Home and Hospital Instruction

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

For information on home or hospital instruction, contact the building principal.

(As required by State law: Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician).

Section 3 – Student Fees & Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Applications for fee waivers 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 at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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
- When one or more of the parents/guardians are involved in a work stoppage

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

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

Breakfast and Lunch Regulations

Breakfast and hot lunch are served in the cafeteria. Breakfast is served from 7:40 AM - 7:55 AM. Food should not be taken from the cafeteria area and lunches brought from home must be consumed in this designated area. Middle School students have a closed lunch period. They are required to remain at school during the lunch period. Prices for meals are set at the beginning of the year. Milk may be purchased at noon and in the mornings.

Each student must take a tray from the cafeteria or bring a sack lunch from home. Eating lunch is very important to a student's success. Students are required to select a fruit or vegetable with the school lunch, plus at least two other components of the meal.

Students need to keep their lunch bills current. We will not be offering credit for those with outstanding lunch bills.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks.

Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Families may fill out applications for free or reduced lunches. Proper names, Social Security numbers and income levels are required to properly fill out the free or reduced lunch forms. Applications are available in each school and on the school website (www.cesd317.org). One application may be used for the entire family. Guidelines change yearly. The information obtained from the applications is confidential and

prompt attention will be given to all applications.

Section 4 – Transportation

Bus Transportation

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

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct, including but not limited to the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

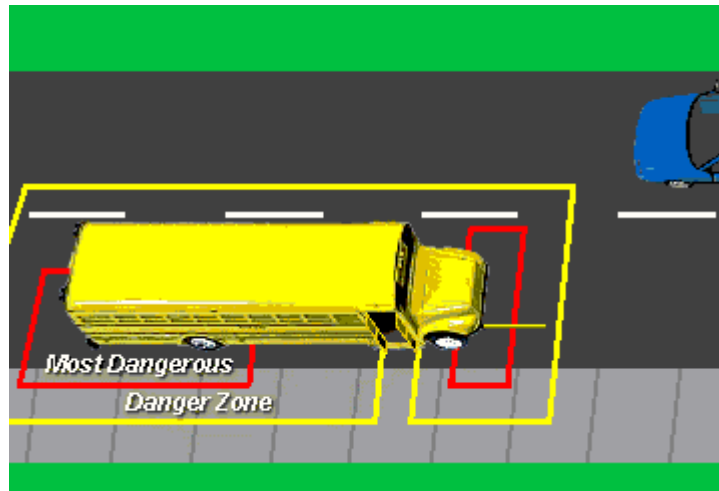
The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Use acceptable language (no obscenities). Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones. No pictures and/or recording are allowed to be taken on the bus-with or without permission.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

11. Never run back to the bus, even if you dropped or forgot something.
12. Never cross between two parked busses.
13. Exit the front door of the bus only. Back and side emergency exits are for emergencies only.
14. Only authorized personnel are allowed to occupy the driving area.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Shannon Twaddle (217) 357-3922 .

Bus Discipline

- Students who are guilty of gross disobedience or misconduct while on a school bus may be suspended from riding the bus to school or to any school-sponsored activity.
- For misbehavior on the bus, the bus driver will talk with the students and/or parent/guardian and assign appropriate discipline to assure the safety of all students.
- If behavior is not corrected following driver assigned discipline, it will be treated as gross misconduct and reported to the principal.
- For gross misconduct by a student, the bus driver shall notify the principal and may recommend that the student be suspended from riding the bus.
 - 1st offense - one to three day bus suspension with parent contact
 - 2nd offense - three to five day bus suspension with parent contact
 - 3rd offense - five to ten day bus suspension that requires conference with parents, bus driver, principal, and Superintendent to show cause why the student should not be permanently prohibited from riding the bus for the balance of the school year

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be

treated like other evidence in the proceeding.

After School Pick-Up

Students are not allowed to get into vehicles that are stopped along the highway or that do not have their parents and/or guardian in the vehicle.

Transportation to School Activities

Transportation to various school activities held off campus will be furnished by the school. All student groups participating in the name of the school must use this form of transportation to the sponsored event. Student buses for non-participants may also be sent. A minimal fee for spectator buses will be charged to defray mileage expenses. All students transported by bus are expected to follow the same bus rules and regulations followed by students riding a regular bus route. No student may be dropped off at their homes by the bus drivers at any time due to state and federal transportation restrictions.

Section 5 – Health & Safety

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. 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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term 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 report card 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.

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

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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.

Administration of Medical Cannabis

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

Undesignated Medications

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

Students with Life-Threatening Allergies or Chronic Illnesses

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 217-357-3914.

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 supports so that your student can access his or her 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.

If your child has allergies and requires assistance with managing this condition while at school and school functions, an Allergy Care Plan must be submitted to the school principal.

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 school 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 health care 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.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

Health Records

Students are required to submit medical and dental records whenever moving into the district. The building principal is in charge of the school's student medical and academic records.

Insurance

Accident insurance that helps pay medical expenses for accidents occurring while at school, while en route to and from school, or while participating in any school-sponsored activity, is offered to all students. Enrollment in the program is optional. The insurance is placed with a company approved by the Board of Education, and benefits are limited to those governed by the policy. No refunds are made to transferring or dropping students. The school district, staff, and administration are not liable for injuries received by students at school or while participating in school activities. Since accidents can happen, especially in physical education classes, during athletic events, in shops or laboratories, and at other student gatherings, the service is made available to all students.

Handling Emergency Accidents and Illness Procedure

1. When a student becomes ill, or suffers an accident, the parents and the principal will be notified immediately.
2. In serious cases, where immediate medical attention is needed, 911 will be called first. In all other cases, the parents or guardians will be contacted first and they can make arrangements with their personal physician.
3. School authorities will be responsible for providing emergency medical care until the parent or his/her representative arrives to assume responsibility.
4. Parents are responsible for keeping ill students at home and should be responsible for providing transportation home for students who become ill at school. Sick students will not be sent home without notifying the student's parents, guardians, or other responsible person.
5. Procedure for seizures: If a single seizure occurs the parents will be contacted and asked if a hospital evaluation is wanted. If multiple seizures occur or if one seizure lasts longer than five (5) minutes, an ambulance will be called. If a parent has an individual procedure to be followed, he/she must present the school with a written copy of the procedure signed by a physician. A copy of the procedure will be placed in the student's record. Teachers and other concerned staff will be presented with copies so that they can comply.
6. Each student is to have an emergency card available in the office that is brought up to date annually and which contains the following information:
 - Home and business address and telephone number of parents or guardians. Name, address, and phone number of a friend or relative who can be contacted when the parent is not available.
 - Signed permission from parent or guardian authorizing medical or dental care when the parent is not available with first and second choice of physician or dentist to be contacted in an emergency.
 - Any drug sensitivity or serious chronic condition of students.
7. Students should be kept out of school for at least 24 hours if their illness includes vomiting, running a temperature, or diarrhea. Students should also remain at home until they have received and applied the prescribed eye drops for pinkeye for 24 hours.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and in original packaging. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

All treats and snacks must be dropped off in the office. The secretary will check medical information for the classroom and deliver the snack if there are no students or staff members with food allergies in the room. If food allergies exist, an alternate snack will be provided.

Blood Borne Pathogen Policy

Carthage E.S.D. #317 has a blood borne pathogen exposure plan. The purpose of this plan is to protect employees against potentially infectious materials including blood. The plan provides for protective equipment such as rubber gloves, absorbent materials, plastic bags, germicidal soap, sharps and sharps containers. The plan also mandates Hepatitis B vaccinations for specific job classifications and makes it optional for all other school employees.

Asthma Policy

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's Parent/guardian(s) have completed and signed a "School Medication Authorization Form." A student may possess medication including epinephrine auto-injector (EpiPen). The School District shall incur no liability except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardians(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Notification To The Public Concerning Asbestos Within The School District

The following information is provided accordance with the Asbestos Hazard Emergency response Act (AHERA) and the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the district. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building(s).

The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

Emergency Aid to Students

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

FACILITIES INCLUDED:

Carthage Primary

Carthage Middle School

Carthage Elementary District Business Office

Drills and Evacuation of the School

The State of Illinois requires frequent disaster drills, fire drills, and building evacuation procedures. Carthage ESD#317 has and maintains a Crisis Plan for students in case of emergency. Students practice these annually. These instructions are posted in each room of every building, and specific exits and procedures are discussed by individual teachers. Should the fire or disaster alarms sound, please make a rapid, orderly exit from the building. Classes should stay with their teachers for immediate student accounting once the class reaches a safe location.

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Contagious or Infectious Disease

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

1. Parents are required to notify the school secretary 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.

-For example, if a student has pink eye, he/she should stay home for 24 hours after receiving and applying prescribed

eye drops for pinkeye.

Head Lice and Other Communicable Conditions

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school secretary 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 refer parents/guardians to the Hancock County Health Department for information 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 designated school employee and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Mental Health Services

Your child can be interviewed by a professional trained mental health counselor if the school administration feels the child's mental health is in jeopardy. In cases where your child's punishment would be serious enough to require out-of-school expulsion a mental health counselor would be summoned to make an assessment if a counselor was available or requested by the parent.

Parental Responsibility Law

The Illinois Parental Responsibility Law provides a civil remedy to school districts, teachers, and students who suffer property damage or physical injury because of willful or malicious acts of minors (those under age 18). Under this statute, a parent can be held financially responsible for the damage caused by the child and does not have to be proven guilty of a negligent or willful act in failing to restrain the child.

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 school district's policy (7:290), is posted on the school district website. Information can also be obtained from the school office.

School Operations During a Pandemic or Other Health Emergency

(Updated: July 2020)

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

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

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

Additionally, please note the following:

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

Section 6 – Discipline and Conduct

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Discipline Policy

The Carthage Elementary School District #317 is committed to excellence in every phase of the educational program. This commitment requires that each student observe those standards of behavior that will best allow for teaching and learning place. To this end, Carthage students are prohibited from engaging in behavior that will endanger, or threaten to endanger, the safety of others, that will damage property, or will hinder the orderly conduct of the school program. Teachers and other school employees shall maintain discipline at school events or activities both on and off school property. In all matters relating to the discipline of students at school events and school activities, staff members stand in for the parents and guardians in administering discipline procedures. When discipline incidents occur, every attempt will be made to notify the parent by letter or by phone. Parents are encouraged to contact the school whenever questions regarding discipline arise.

Disciplinary Procedure

It is the policy of Carthage Middle School that whenever possible discipline is the responsibility of the supervising teacher. It is expected that discipline will be handled by the teacher with the cooperation of the parent. To this end, the following steps will be taken in dealing with a discipline problem:

1. Rules and expected behavior by classroom teachers and in the Parent/Student Handbook will be communicated to the students. Consequences for inappropriate behavior will be determined by the Administration.
2. Group or individual warnings will be issued by staff when inappropriate behavior begins.

3. Students who fail to heed warnings or posted procedures are subject to disciplinary action.
4. Continued inappropriate behavior will result in a required parent-teacher conference by telephone or in person. The conference may include a building administrator.
5. Chronic misbehavior will result in the student being sent to the office. A written discipline referral from the teacher will detail specific problems or violations of classroom rules. Notice of the penalty assigned will be mailed or sent home to the parent. Consequences will be determined by the principal.
6. Detentions may be substituted for restricted lunches at the discretion of the Administration.

The student may face detentions, class suspensions, restricted lunch periods, in-school suspension, out-of-school suspensions and expulsion. Exclusion from extracurricular activities, assemblies, field trips, or class trips may be assigned. In addition, the student may be referred for counseling.

Parents are encouraged to contact the school to discuss the situation. If parents have a concern that needs attention, they should first go to the teacher. If they are not satisfied, they should then go to the principal. If still not satisfied, then go to the superintendent, and lastly to the Board of Education.

Classroom Management Plans

Each grade-level team will develop a classroom management plan that will be approved by the building principal. It will outline the types of disciplinary actions that will be applied to inappropriate behavior. Teachers may use the following disciplinary actions:

- Verbal reprimands
- Behavior contracts
- Classroom detentions
- Withdrawal of privileges
- Conference with the student
- Conference with the parents/guardians

Before a teacher or staff member writes an office referral for a student, except in cases of gross/serious misconduct, the teacher or staff member will use all of the following steps:

- Verbal warning telling the student to quit the behavior
- Talking with the student in private about the behavior that must stop
- Talking with the parent/guardian
- Issuing a class detention

Discipline Plan

The following framework is provided to give students and parents/guardians an understanding of the sort of response to typical misbehavior that can be expected. Discretion will be left to the professional educators in deciding what disciplinary actions should be taken. The offending student's past history of behavior, the seriousness of the offense, and the effect of the student's behavior on others will be considered. When making disciplinary decisions, educators will consider what might be best for helping a particular student learn to control his/her own behavior.

- Any misbehavior not mentioned in this handbook that is deemed unacceptable by the administration, faculty, or staff will result in disciplinary consequences

Minor Behaviors That Could Result In Referrals

- Not following classroom rules
- Inappropriate language or profanity
- Hallway disturbances
- Running in the building
- Not following the dress code
- Inappropriate behavior in the cafeteria or on the playground
- Students marking on themselves or others with markers, pens, etc.
- Chewing gum
- Possession of any item for personal entertainment that might cause an interruption of the educational process.
- Not following directions
- Throwing objects at each other

Major Behaviors That Will Result in Consequences

- Disrespect directed at a staff member or another student

- Gross disobedience
- Fighting, punching, or putting hands or feet on someone with the intent to harm
- Self-defense shall not be a justification unless the student can prove that the event was an unprovoked attack and the student first tried to seek the assistance of school personnel or attempted to avoid the physical confrontation.
- Bullying or harassment of any kind—intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment
- Possession or use of a weapon or look-alike
- Misbehavior at school activities
- Verbally threatening violence (Police may be notified and suspension may be issued.)
- Lying - consequences are doubled
- Destruction of school property - restitution will be made
- Theft - may notify authorities - consequences are determined by severity of the theft
- Cheating
- Creating a false alarm – for example, pulling a fire alarm or making a bomb threat

Possible Consequences for Misbehavior That Results in Office Referral

Chronic misbehavior or gross misconduct will result in referral to the office.

Referral to the office is considered a serious step. Students referred to the office face a variety of disciplinary steps including but not limited to the following:

- Disciplinary conference
- Withholding of privileges
- Seizure of contraband
- Out of School Suspension—suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
- Suspension of bus riding privileges
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons
- Notifying parents/guardians
- Temporary removal from the classroom.
- In-school suspension for a period not to exceed 5 school days
- After-school study or Saturday study provided the student’s parent/guardian has been notified
- At-School Service Project
- Students may sometimes be given the opportunity to choose to complete a staff-supervised service project in lieu of punitive action. The goal of service projects is to teach teamwork and foster a spirit of cooperation and willingness to give to others. Students who work together often solve their differences and may become friends rather than becoming angry and more disruptive.

Warnings

Warnings are a recording system for student behavior.

Warnings are accumulated in the following way:

3 Behavior Warning = 1 Detention

Detentions are sent home on Friday and students will serve the detention(s) on Wednesdays. If a parent refuses to sign the detention this does not get the student out of the detention. Unless prior communication has been made to administration. Any “Student Behavior” detention, In School and/or Out of School suspension, etc. **will not** be eligible for the quarterly “Blue Blast Celebration.” (Students can “Buy Back” one detention per quarter-listed below.)

Blue Blast Warnings System: Organizational & Late Work Warnings-5 Cumulative of all listed per quarter

Warnings are a recording system for the following areas listed below.

If the student records 5 Cumulative Warnings for any of the listed infractions per quarter, he or she will not be able to attend the “Blue Blast.” Warnings are an accumulation (not per teacher) for each quarter. AT the beginning of a new quarter, the student’s infractions are reset to zero.

- Late Work Warning
- Lack of daily required materials (colored pencils, planner, L.W. book)
- Lack of Chromebook being properly charged each morning
- Lack of Chromebook charger being at school
- Lack of required listening device – daily
- Lack of proper use of Planner - daily
- Needing to get something out of locker
- Leaving homework at home
- Literature conferences: Missing 2 or more per quarter.
- Any other organizational warnings assigned by the teacher
- Excessive organizational warnings can result in further disciplinary action assigned by administration.
- Unexcused absences will eliminate the student from that Quarter “Blue Blast” celebration

Students will have a two-week grace period at the beginning of the first quarter to learn classroom expectations. After two weeks, Warning will be issued based on each teacher’s classroom management plan.

Blue Blast “Buy Back” System:

If a student has between 6-10 warnings at the end of the quarter, the student will have the ability to “buy back” a warning using PBIS “Blue Bucks.”

- 1st Quarter: 1 “Blue Buck” can “Buy Back” one warning.
- 2nd Quarter: 2 “Blue Bucks” can “Buy Back” one warning.
- 3rd Quarter: 3 “Blue Bucks” can “Buy Back” one warning.
- 4th Quarter: 4 “Blue Bucks” can “Buy Back” one warning.
- 1 Detention-Buy Back per Quarter: 10 “Blue Bucks” can “Buy Back” one detention per quarter.

“Buybacks” increase because it is expected that students know the expectations by the beginning of the second quarter.

Chain of Command

If parents have a concern that needs attention, they should first go to the staff where the issue originated. If they are not satisfied, they should go to the principal. If still not satisfied, then they go to the superintendent, and lastly to the Board of Education. At each level of the chain of the command the parents should schedule a meeting through the office or by email with the required personal-No meeting should take place without prior authorization.

Discipline Detention

The principal may assign a student detention which will meet before or after school. Students are to meet at the time and place designated by the principal. Parents/guardians will be called and a mutually agreeable time will be set to serve the detention. At least one day’s notice will be given. If the student cannot serve the detention on the date assigned, he/she must make arrangements with the principal for changing the date. Failure to rearrange the detention will result in doubling the detention time.

Detention Rules

- The teacher or other staff member assigning the detention will complete a Detention Notice indicating the reason for the detention, the date, time and place the detention is to be served. Students must have a parent or guardian sign the Detention Notice and return it to the detention supervisor on the day the detention is to be served. Failure to return the signed slip may result in an additional detention being assigned.
- It is the student’s responsibility to inform the parent/guardian.
- Students will serve all detentions in the room designated by the detention notice.
- Students are required to bring appropriate school work.
- **If a detention falls on a snow day, the student is expected to serve the detention on the following detention day.**

- Failure to serve a detention will result in doubling the detention.
- There will be at least one full day between the time the detention is assigned and it is to be served.
- If misbehavior occurs while serving the detention, the punishment will be doubled.
- If a student receives a detention as a result of behavior towards a substitute teacher, the detention(s) will double.
- Students are required to bring school work or approved reading materials to detention.
- The detention supervisor can also assign work to be done during detention.
- No food, drink, or games allowed
- If a student is late or fails to show, an additional detention is added.

Office Referral

1. If a student becomes disruptive in the classroom, he/she may be sent to the office for an unspecified amount of time.

In-School Suspensions

1. Students receiving in-school suspensions will report at 8:00 a.m. to the room assigned on the day and date assigned with work materials and assignments from teachers. Any work completed during the day for credit will be turned in by 3:10 p.m. Failure to observe this time line will result in no credit being issued.
2. If a student has an out of school or in-school suspension, the administrator will be contact parents either by email or phone 24 hours followed by an official letter explaining the situation.
3. Students will be given one restroom break at mid-morning and mid-afternoon. Sack lunches or a school lunch will be eaten in the assigned room.
4. No one assigned to in-school suspension may participate in any after-school or evening school activities including athletic practices or games.
5. Students may serve in-school suspension for an accumulation of un-served detentions.

THE ADMINISTRATION AND/OR BOARD OF EDUCATION RESERVE THE RIGHT TO ALTER ANY PENALTIES OR GUIDELINES AS IS NECESSARY DUE TO EXTENUATING CIRCUMSTANCES.

Out-of-School Suspensions

1. Students assigned out-of-school suspensions may not be on school grounds or at school activities during the date(s) of the suspension. Failure to abide by this restriction will result in additional suspensions and may result in the filing of a complaint of trespassing with the local police.
2. Students will have the ability to make up any work for full credit as long as the makeup work is completed within 24 hours of the suspension.
3. Students suspended from school are not eligible to participate in any school activities, practices or games.
4. Students have a right to a hearing on all suspensions and parents will be notified of the reasons for the suspension.

Expulsions

Only the Board of Education may expel a student from school. The principal may suspend a student up to ten (10) days and recommend expulsion to the board. The school board may suspend students for a specified period of time longer than ten (10) days and/or expel the student. This action will take place only after the parents or guardians have been requested to appear at a meeting with the board to discuss their child's behavior. The request will be made by registered or certified mail. Students may be expelled for up to two calendar years.

Social Probation

Social probation prohibits a student from participating in any extracurricular or school activity other than regular classes until the social probation period has been served. Under social probation, a student may be on school grounds only during the period of time in which school is considered in session from 8:00 until 3:10. The student may not attend or participate in any assemblies, field trips, parties, extracurricular or intramural activities, or attend games, plays, or other school activities.

In addition, social probation and exclusion from extracurricular activities, assemblies, field trips and class trips may be assigned as, or in addition to, the punishments listed previously. All extracurricular school activities are also considered

an extension of the school and students are subject to all rules and regulations mentioned above. This includes attendance at Carthage Primary School activities as well as Carthage Middle School. Parents are asked to support and reinforce the action taken by the school. Parents may contact us at any time to discuss the situation or express any other concerns they may have. Parents will be contacted for any action other than minor offenses.

Discipline Standards

It is the responsibility of Carthage Middle School's staff and administration to provide an environment that is safe, healthy and conducive to learning. In establishing and maintaining this environment, the staff recognizes the individual differences that exist among students and the responsibility of providing a positive educational experience for all students. It is clear that in order to provide this positive environment in the school and to implement effectively the Standards of Student Conduct contained in this handbook, cooperation and mutual support on matters of discipline are necessary between home (parents) and school.

Students, teachers, staff and administrators have the right to expect mutual courtesy, fair and equitable treatment and to be informed of their rights and responsibilities. The goals of the Carthage Elementary Schools are to assist students in developing the ability for self-direction and self-discipline and to provide an opportunity for decision making. However, in the pursuit of these goals, those students who infringe upon the rights of others or who violate school policies, rules, and/or regulations shall be subject to corrective action. In all cases, the constitutional rights of students shall be preserved and protected.

Standards of Conduct

1. Students are to show courtesy and consideration to all members of the school community.
2. Students are to respect the privacy of all members of the school community.
3. Students are to behave in a manner that is not disruptive to the educational process.
4. Students are to comply with school and classroom rules, procedures, and requirements as designed for their individual needs and the needs of the classroom and school as a whole.
5. Students are to respect and assume responsibility for school and personal property.
6. Students are to dress in a manner that does not interfere with the work of the school or create a safety or health hazard to themselves or others.
7. Students are to comply with local, state, and school health, safety and attendance regulations.
8. Students are to comply with state statutes, local laws and regulations.
9. Students are expected to arrive on time with the appropriate tools to demonstrate expected tasks in the classroom.
10. Students are expected to have the pride and motivation to create quality products that reflect the best they are capable of producing.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable

person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 2. Using or possessing an electronic paging device.
- 3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. Engaging in inappropriate sexually prohibited statements in the presence of other students, staff, etc. is prohibited in any manner.
- 9. Engaging in teen dating violence.
- 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 11. Entering school property or a school facility without proper authorization.
- 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of

- a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
 14. Being involved with any public school fraternity, sorority, or secret society.
 15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance; an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall:

(1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Student 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.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Leggings will be subject to determination by administration. "Tik-Tok" leggings will not be allowed during the school day. (Added in 2021)
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing showing skin and/or undergarments may not be worn at school.
- Shorts and skirts must be fingertip length (with arms at side, the hem is even with fingertips or longer.) Skin tight biker shorts are not allowed during the school day.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the administration will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Students will:

- Present a neat and clean appearance in school and at school activities.
- Not wear tank tops, tube tops, halter tops, or shirts and blouses that are low cut or backless. Shirts or blouses must be long enough to meet the belt line of slacks, skirts, etc.
- Not wear items with pictures or printing which demean others or which are explicitly suggestive.

- Not wear items of clothing promoting alcohol, tobacco, or drugs. In addition clothing promoting rock groups with Satanic symbols or portraying gang symbols or colors will be prohibited, as is the wearing of wallet chains. Sunglasses are not to be worn inside the building unless specifically ordered by a physician. It is the obligation of parents and the responsibility of students to see that reasonable and proper dress appearance be maintained at all times in school and at school activities. Exhibitions of dress that distracts and/or disrupt the educational process will not be tolerated. Students wearing unacceptable clothing will be required to change clothing or face disciplinary action.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Complaint Managers:

Ryanne Jacoby
600 Miller Street

Dustin Day
210 South Adams Street

Carthage, IL 62321
(217) 357-9202
rjacoby@cesd317.org

Carthage, IL 62321
(217) 357-3922
dday@cesd317.org

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Access to Student Social Networking Passwords & Websites

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

Due Process Rights of Students

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, color, or creed. Students have rights as individuals. The school disciplinary procedures should not violate these rights. The essential rights involved in disciplinary procedures stem from the concept of due process. A student is entitled to:

- Know what the rules and regulations are.
- Know what charges are brought against him or her.
- Present his or her point of view and/or evidence about the charges.
- Have a notice of and hearing on the charges.
- Have counsel.
- Appeal a decision regarding the charges to a higher level.
- Have the charges or penalties removed from the record if the evidence demonstrates his or her innocence or non-involvement.

In the administration of the discipline procedures outlined in this handbook, the student should be made to feel that he or she is valued as a person. It is his or her behaviors that are in question.

Section 7 – Internet, Technology & Publications

Acceptable Use Policy/Authorization for Internet Access

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicated the party who signed has read the terms and conditions carefully and understands their significance.**

The smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, your responsibilities require efficient, ethical and legal utilization of the network or the network resources. Each student applying for an account will participate in a discussion with his or her sponsoring teacher regarding proper behavior and use of the network. The signature(s) at the end of this document is (are) legally

binding and indicate(s) the party(s) who has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

Terms and Conditions

1. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action and/or referral to legal authorities. The building principal may deny, revoke or suspend access at any time.
2. Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District. Carthage Community District Network users are responsible for all activities through their point of access.
 - a) Responsible users may receive the privilege of having free Internet access upon completion of proper forms and participation in a discussion with a sponsoring teacher regarding proper behavior and use of the network.
 - b) Keep assigned Internet access as long as the user is a staff member, member of the Board of Education, or student in the Carthage Community District or a retired member of the staff.
 - c) Carthage Community District Network users should change their password frequently and must not give a password to another user.
 - d) Responsible users may use the Internet to research assigned classroom projects.
 - e) Responsible users may use the Internet to send electronic (e-mail) to other users via an approved school-provided email account.
 - f) Responsible users may use the Internet to explore other computer systems.
 - g) Any Carthage Community District Network user's traffic that traverses another network may be subject to that network's acceptable use policy.
3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a) Be polite; do not become abusive in your messages to others.
 - b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c) Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
 - d) 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.
 - e) Do not use the network in any way that would disrupt its use by other users.
 - f) Consider all communications and information accessible via the network to be private property.
 - g) Electronic bullying, hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, messages should not contain threats, profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.
 - h) Subscriptions to Listservs must be reported to a system administrator. Prior approval for Listservs is required for students.
 - i) Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.
 - j) Time and bandwidth are costly. While accessing the Internet, no games (e. g. MUD's) may be played.
 - k) From time to time, Carthage Community District administrators will make determinations on whether specific uses of the network are consistent with the acceptable use policy
4. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
 - c) Downloading copyrighted material for other than person use.
 - d) Using the network for private financial or commercial gain.
 - e) Wastefully using resources, such as file space.
 - f) Hacking or gaining unauthorized access to resources or entities.
 - g) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
 - h) Using another user's account or password.
 - i) Posting material authored or created by another without his/her consent.
 - j) Posting anonymous messages.
 - k) Using the network for commercial or private advertising.

- l) Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.
 - m) Using the network while access privileges are suspended or revoked.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied for the service it is providing. The District will not be 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 your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither the Carthage Community District nor any District staff member controls the content of the information available on these other systems.
- Some of the information available is controversial and, sometimes, may be offensive. The Carthage Community District does not condone and is not liable for the use of such materials.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify an administrator or faculty member. Do not demonstrate the problem to other users. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Do not use another individual's password, forge messages or post anonymous messages. Attempt to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Attempts to login to the system as a system administrator or any other form of unauthorized access will result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.
8. The security of computer systems is based to a great extent on passwords. Therefore, it is important to take your password very seriously, and to keep it secret at all times. Do not select an obvious password, and have your password changed any time there is any chance that someone else may have learned it. If someone else accesses the network using your password, you could be held responsible for any actions they make. Your password is for your protection. It ensures that no one can make unauthorized use through your means of access. Use of any other user's password or loaning the use of your password is prohibited. Do not attempt to steal or use any other person's password or account, even for fun or as a joke.
9. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy computer hardware, data of another user, the Internet or any other computer programs. This includes, but is not limited to, the uploading or creation of computer viruses, contamination, deletion or reconfiguration of data or degradation of system performance in any way.
10. 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.
11. Copyright Web Publishing Rules-Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
- a) 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.
 - b) Students and staff engaged in producing Web pages must obtain a hard copy of the policy Exhibit 7:340-E- - Using a Photograph or Videotape of a Student permission form from the superintendent's designee before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c) 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 Web site displaying the material may not

- be considered a source of permission.
- d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e) Student work may only be published if there is written permission from both the parent/guardian and student.

12. Use of Electronic Mail

- a) The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District.
- b) The school will not permit the use of any form of Internet-based email (i.e. Hotmail, Yahoo mail, AOL mail, etc.) An Internet filtering device will block access to all student and staff use of Internet-based email, with the exception of school-sponsored staff email accounts, which are to be used for school-related business purposes.
- c) The School District may provide e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- d) 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 or staff member to an electronic mail account is strictly prohibited.
- e) 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 e-mail message that would be inappropriate in a letter or memorandum.
- f) 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 this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- g) 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. Use of the School District's electronic mail system constitutes consent to these regulations.

13. Internet Safety

- a) Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
- b) Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.
- c) Each District computer with Internet access has a filtering device that blocks entry to depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- d) The system administrator and Building Principals shall monitor student Internet access.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Students, parent(s)/guardian(s) and teachers must sign this *Authorization for Internet Access* on or before the start of each school year while enrolled or employed by the School District.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or the distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

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, smart watch, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, personal laptop, tablet or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in the student's locker: (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 when the school office phone is inaccessible and that threatens the safety of students, staff, or other individuals.

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

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

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the remainder of the year. If the student is found in possession of the device during this time, the device will be confiscated, and the student will receive an in-school suspension. The student will also face consequences for insubordination.

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

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

Our school allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. A Parent/Guardian must authorize their student's participation in the program by completing the *Participation in Bring Your Own Technology (BYOT) Program Responsible Use and Conduct Agreement*. Your student must also sign the *Internet Acceptable Use* agreement to participate in the program.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a school-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

Letter to Parents/Guardians Regarding Access to Student Social Networking Passwords and Websites

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,
Ryanne Nason
Building Principal

Notice to Parents about Educational Technology

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

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

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

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

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

Section 8 – Search and Seizure

Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as,

lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Section 9 – Athletics and Extra-Curricular Activities

CARTHAGE ELEMENTARY SCHOOL DISTRICT #317 EXTRACURRICULAR POLICY HANDBOOK

ADOPTED BY BOARD OF EDUCATION JUNE, 1998

Revised and approved annually by the Board of Education

The following Policy Handbook refers to all extracurricular activities at Carthage Middle School. Policies are NOT limited to sports activities. Therefore, reference to the athletic or a sports program refers to all extracurricular programs. Reference to a coach includes extracurricular program sponsors or advisors.

It is in the best interest of our students that these changes have been adopted by the Board of Education.

Introduction

We, the coaches, the faculty, and the Carthage Elementary School District Board of Education, believe that athletics belong in the public schools and are an integral part of the school's programs.

We encourage all students to take advantage of the opportunity provided to participate in one or more of the sports sponsored by the Carthage school system. We firmly believe that through participation in sports, young people may gain experiences that will give each and every one of them the opportunity to develop the skills and values needed to become a productive citizen within a democratic society.

May we personally welcome all student athletes and their parents/guardians to the Carthage Elementary School District's sports programs and wish each individual a successful year in sports. The coaches are here to prepare you for success. You must be willing to dedicate the time, energy, and effort for success.

Parents are a very important part of any sports program, and we encourage you to actively support your son/daughter's interest in sports. Your support could best be shown to your young person by encouraging him/her to follow the rules and regulations of the coach, by your attendance at athletic events, and by having a positive attitude toward the overall sports program.

This booklet has been prepared to better explain the athletic programs to both parents and student athletes. If you have any questions or misunderstandings, please contact us; and we will attempt to clarify. Working together we believe the school and the parents can develop a successful sports program. This is our goal, and we hope it is the goal of all parents. We want the community of Carthage, the students of Carthage, and the Carthage Elementary School Board to be proud of their athletic programs and, most importantly, the student athletes who participate in the programs.

Philosophy

We believe that interscholastic athletics are an integral part of the school's total program.

We believe that participation in a sound athletic program contributes to the development of health and happiness, physical skills, emotional maturity, social competence and moral values.

We believe that a sound athletic program teaches the participants the value of cooperation as well as the spirit of competition that is important to our society. The student athlete learns how to work with others for the achievement of group goals.

We believe that the spirit of play and the will to win are valuable to the development of a healthy mind.

We believe that athletics are a wholesome equalizer because individuals are judged for what they can do, not on the basis of the social, ethnic or economic group to which their families belong.

Responsibilities

The privilege of participating in our athletic program is extended to all students providing they are willing to assume certain responsibilities.

An athlete's greatest responsibility is to be a credit to their parents, school and community. Therefore, they should:

1. Display a high standard of social behavior.
2. Display outstanding sportsmanship.
3. Display proper respect for those in authority, including teachers, coaches, and officials.
4. Display a real spirit of cooperation.
5. Dress with special care when attending a contest away from home.
6. Use language that is socially acceptable. Profanity or vulgar talk will not be tolerated on or off the field.

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IESA

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Academic Eligibility

Middle School students shall have passing work in all school subjects (in person and remote learning) and we will certify compliance to the IESA. The eligibility check will be taken on Friday mornings. After eligibility has been checked it cannot be changed unless prior communication has been made from the teacher to office staff. Grades will be accumulative for the semester grading period. Academic eligibility is checked on a weekly basis. Eligibility runs from Monday through the following Sunday.

Requirements for Participation

An athlete must meet all academic eligibility requirements and have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or

- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Ejections

Carthage Middle School as a member of the IESA must follow the IESA guidelines on ejections from athletic contest.

A player ejected from a contest is required to miss the next two contests at the level the ejection occurred and all contest is the interim and complete a National Federation of State High School Associations Sportsmanship course. A second ejection by the same player in any sport will result in a five game suspension and \$100 fine.

A fan who is ejected will be required to complete the NFHS Sportsmanship course before he/she may return to watch athletic contests.

Public Displays of Affection

Self-respect and having respect for others does not include public displays of affection (PDA).

Discretion and good taste are expected from everyone. Public display of affection will be limited to holding hands. As a reference, students should remain at least 18 inches apart. Repeated or especially inappropriate behavior in regard to PDA may result in disciplinary consequences.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school year whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.

A student athlete is considered an athlete for the entire school year, whether they are currently in a sport or not. The athletic policy and rules apply to that student athlete for the entire year, not just the time the sport is in season.

Absence from School on Day of Activity

Students who are absent from school due to illness may not participate nor attend after school or evening district activities. Students absent in the morning must be in school by 1:00 p.m. to be exempt from these conditions. Students absent in the morning of the 12:30 p.m. dismissal day must be in school by 10:00 a.m. Students absent in the morning of the 2:20 p.m. dismissal day must be in school by 12:00 p.m. Students who go home sick during the day may not participate nor attend after school or evening district activities.

Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances and must be in grades 5th-8th grade at Carthage Middle School. All school rules, including the school's discipline code and dress 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.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advanced written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Athletic Equipment

One of the values of athletics is to teach responsibility, and this should apply to the care of athletic equipment as well as school property. Every athlete is expected to take pride in the fine facilities the people of Carthage have provided. The school attempts to provide the best and safest equipment money can buy. Each athlete is expected to take excellent care of this equipment.

The original equipment issued must be returned by each athlete at the close of the season. If equipment needs repair or is not the right size, the coach will make the change.

Each student athlete is held financially responsible for any lost or misplaced equipment. No student athlete will receive an award until all equipment is returned.

Athletic Injuries and Their Care

All participants in the athletic program MUST be covered by insurance before they are permitted to practice. If an individual has any special medical problem, be sure that the athletic department is informed.

Any school-connected injury shall be reported to the coach. The coach is to fill out a preliminary (white) accident form immediately. This accident form MUST be filed with the school office.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association 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.

Physicals, Insurance/Waiver, Parental Permission

All students who participate in the athletic programs sponsored by the Carthage Elementary School District are required to have a physical examination completed before they can begin practice. Coaches will enforce this rule.

It is recommended that each athlete take out the insurance policy available to all students enrolled in school. If the athlete does not choose to buy the insurance policy, parents are required to sign a waiver that releases the school from all responsibility for athletic injuries. The insurance program is offered by the school as a "service" only and is administered by the insurance company.

ATHLETIC CODE OF CONDUCT

This Code Of Conduct Is In Effect Year Round

TRAINING RULES ARE A MATTER OF SELF-DISCIPLINE. The best performance the individual is capable of producing comes only after the body and mind have been conditioned through sound training routines.

The Board of Education believes in the value of interscholastic athletics for students, but subscribes to the principle that participation in such activities is a privilege rather than a right.

There shall be no discrimination in administration of these policies on the basis of race, color, creed or sex. Participation in athletics carries with it certain responsibilities that include, but are not limited to, the following:

1. Compliance with all Illinois Elementary School Association Rules and Regulations.
2. Compliance with written training rules and regulations as established by the coach of the sport in which the student is participating.
3. Compliance with the rules and regulations developed by the Carthage Middle School Athletic Committee which shall consist of all head coaches, the athletic director, and the school administrators.

Rules and Regulations

All student athletes are subject to the rules and regulations regarding eligibility and conduct established by the following organizations who have as their major responsibilities the welfare of the student athlete, the enforcement of the rules and regulations associated with any sport, and the maintaining of the ideals and values which have become part of school sports in America.

- A. IESA - The Illinois Elementary School Association is our state representative. They establish eligibility rules, practice regulations, and championship series. They are responsible for supervision of all athletic programs in the state. A copy of the recent rules regarding eligibility is included in the Appendix on page 62. Please keep it for your information and reference. If you have any questions, please contact the school office.
- B. Elementary School Athletics - The policies in this Handbook are also applicable to the elementary school athletic program (K-5). There are special circumstances created by the lack of a state organization, differences in the number of administrators, the use of non-certified coaches, lack of a separate athletic director, etc. to be able to use this document without some modification. In all situations, the elementary principal shall have discretionary authority to apply the content of this policy as closely as is feasible. Any carryover penalties will not be taken to include the Middle School years.
- C. Middle School Athletics - Middle School athletics are governed by the rules of the Illinois Elementary School Association. These rules apply in place of the IHSA rules for high school. Grade levels may have stricter standards as allowed by IESA and with prior approval of administration. All rules in this Handbook will apply otherwise.

Students who are absent from school due to illness may not participate or attend after school or evening District activities. Students absent in the morning must be in school by 1:00 p.m. to be exempt from these conditions. Students absent in the morning of the 12:30 p.m. dismissal day must be in school by 10:00 a.m. Students absent in the morning of the 2:20 p.m. dismissal day must be in school by 10:00 p.m. Students who go home sick during the day may not participate nor attend after school or evening District activities.

CARTHAGE ELEMENTARY SCHOOL DISTRICT ATHLETIC POLICY

The Carthage Elementary School District's Athletic Committee shall be responsible for the implementation of the policy and has developed rules and regulations setting forth the procedures to be followed and the penalties to be assigned in the event a student fails to accept his/her responsibilities. The Athletic Committee shall consist of all head coaches, the athletic director and the school administrators.

The student athletes in the Carthage schools must conduct themselves at home and on school trips in such a manner that they are a credit to the squad, the school, and the community. Individual coaches have the right to administer reasonable and just rules and regulations not specifically covered below for minor offenses such as discipline, horseplay, or any other behavior that does not contribute to the efficient and/or effective operation of the sports program.

The coaches at Carthage believe that drugs and alcohol have no place in middle school or high school sports. Thus the Carthage Middle School Handbook 2023-24

Carthage Sports Department and the Hancock County Mental Health Department have entered into an agreement which will encourage student athletes and parents who are having problems in this area to seek assistance as well as discipline student athletes who abuse chemicals and/or drugs.

The coach in the sport affected will conduct a preliminary investigation of any reported violations of the Athletic Code to the building principal; To include a meeting with the student athlete and his/her parent or guardian.

Pending a conference, any student athlete reported in violation of one or more of the rules contained in the Athletic Code will be immediately suspended from competition in all interscholastic contests. The Athletic Committee shall conduct a hearing with the student athlete and mail a suspension form to the student's parent(s)/guardian(s) informing them of the suspension. The parents and athlete at this time must make a decision of one of the available options.

A student athlete shall be suspected of violating training rules if the athlete: a) admits to, b) is seen by any coach, c) is reported by his/her parents or d) incriminating evidence is presented for using or possessing alcohol or drugs. If there is sufficient evidence, an athlete may be suspended before a pending court case/hearing.

Any complaint by a coach, athlete or parent of the athlete should be discussed with the athletic director and the principal in the principal's office with all parties involved.

Academically ineligible students will be expected to participate in practice and during athletic events and will be expected to be involved with the team, but not in uniform. This includes 5th, 6th, 7th and 8th.

Any athlete suspended from school will not be allowed to practice or compete in contests until the school suspension period is over. If an athlete is suspended from one sport, then the athlete may not compete in another sport during the same season.

The student athlete in the Carthage Elementary School District who does any of the following at any time shall be subject to penalties:

1. Drinks, uses or possesses alcoholic beverages or tobacco, or uses any drug considered illegal except when prescribed for the student by a licensed physician.
2. Commits theft, vandalism or other serious offenses, including those which would violate the Illinois Criminal Code, excluding traffic offenses, as to make the student unworthy to represent the ideals and standards of the school.
3. Commits theft or unauthorized possession of school property.

Alcohol/Chemical Abuse Rules/Regulations

First Violation

1. Schedule a hearing with the school principal and the athletic director. Both the student athlete and his/her parent(s)/guardian(s) will be present, and the violation will be discussed. The principal and the activity director will determine if a violation did occur. Their decision will be final.
2. The student athlete shall be suspended from participation in all interscholastic activities for the remainder of the current school year. The athlete will not be eligible for any awards or post-season recognition.
3. As an alternative to #2 above:
 - a. A student may accept referral to a specified counseling program approved by the Administration/School Board for a preliminary assessment. Furthermore, the student agrees to abide by the recommendations of the assessing agency and to pay for all costs relating to the assessment and any required follow-up treatment. If a student accepts referral and/or treatment, that fact will be regarded as it would be for any illness, with respect to benefits and privileges. As long as a student is involved with the prescribed program, is making satisfactory progress, and follows other applicable rules and regulations, he/she will be eligible for competition. No record of a student's participation in the counseling program will become part of his/her permanent record.
 - b. An athlete who chooses to use the alternative listed in 3A will be suspended for one-third of the regular season schedule (including tournament games) of his/her current season and/or the next season in which he/she participates. Post season does not count in penalty suspension calculation

but does count toward suspended games served. In the case a suspension carries over to another season, the number of games remaining will be recalculated according to the number of games in his/her next season and the percentage of suspension remaining. An athlete must finish the season in good standing for the suspension to count. An athlete cannot go out for a sport just to serve his/her suspension and quit. He/She must attend all games and sit on the bench with the team in street clothes.

Second Violation

1. The student athlete shall be suspended from further participation in any interscholastic activity at Carthage ESD #317 for one calendar year from the date of the second infraction. This includes summer open gyms and weight lifting. Any student suspension, if applicable, will be carried over to Illini West.

Third Violation

1. The student athlete may be suspended from further participation in all interscholastic competition while enrolled at Carthage E.S.D. #317. Any student suspended may apply to the director after one complete year with no violations.

THE FOLLOWING ARE TO BE CONSIDERED AS MINIMUM RESTRICTIONS FOR ANY OF THE VIOLATIONS OF ITEM S 2 THROUGH 5 IN PARAGRAPH 1 2, CARTHAGE SCHOOL'S ATHLETIC POLICY:

- FIRST OFFENSE - The student athlete will be suspended from the next interscholastic contest in which the individual would compete.
- SECOND OFFENSE - The student athlete will be suspended from competition for thirty (30) days.
- THIRD OFFENSE - The student athlete will be suspended from all interscholastic competition for one calendar year.

Reporting Violations

Every Carthage School District coach or teacher has the authority and responsibility to report or charge a violation of the athletic regulations to the athletic director. The head coach of the sport in which the student is participating or the head coach first affected by the student's violation and the athletic director shall review the evidence. The athletic director shall report the violation to the principal.

Voluntary Admissions

It is the objective of Carthage Elementary School District sports program to make the student athlete aware of the important role good health and fitness habits play in sports. Therefore, the Athletic Code is primarily an instrument to educate and not to punish. It is hoped that each student athlete and his/her family will decide to follow the rules and regulations. If any student athlete or parent voluntarily requests help from either school staff or a Hancock County Mental Health resource person before being reported in the violation of the Athletic Code, the person will be offered assistance without penalties. THIS PROVISION APPLIES TO A FIRST VIOLATION ONLY.

Parent Support

It is of considerable importance for parents to encourage the athlete in all phases of athletic competition. Parents should help the athlete set up procedures for following training rules and controlling study habits.

The policies outlined in this booklet are preventive not punitive in design. With parent support and cooperation, we believe that penalty assessments will be held to an absolute minimum. On the other hand, without parent support and cooperation, the policies will be difficult to implement.

Co-Curricular and Athletic Activities

A number of special organizations, activities and athletics are available. Each offers opportunities for students to gain experience in working together on problems of mutual interest outside the regular curriculum. Students should check with the assigned sponsor of the following listed organizations if interested in participating:

APPENDIX

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

Avoiding Schedule Conflicts Between Extracurricular Activities

Every effort should be made to avoid schedule conflicts between the various extracurricular activities during the initial scheduling of the calendar. However, when conflicts do arise, the principal and involved staff (coaches, advisors, etc.) shall meet to determine how the conflicts can best be resolved.

The following basic guidelines shall be used in resolving schedule conflicts:

- A. Generally, events shall take precedence in the following order: state events, conference events, local events, practices.
- B. A previously scheduled event on the official school calendar shall generally take precedence over a calendar addition or a rescheduled event.
- C. In most cases, the above guidelines and/or consultations between staff members should result in a satisfactory solution. Any conflicts that cannot be resolved in this manner should be settled by the principal.

Practice Scheduling

- A. Winter sports practices shall be distributed so that boys and girls alternate late practices.
- B. No practices or games will be held on Sundays, Thanksgiving, Christmas or Easter without the permission of the principal.
- C. All sports practices shall be completed by 7:45 p.m. unless permission is given by the principal to hold a later practice.
- D. There shall be no penalty for students who miss practices on Wednesday in order to attend confirmation classes or church services.
- E. There will be no school events or practices on days when school is dismissed early due to severe winter weather.
- F. On days when school is not held due to severe winter weather, all school events or practices will ordinarily be canceled. However, should the weather later improve such that, in the principal's judgment, no safety hazard exists, the principal may allow some or all of these activities or practices to be held.

Communications with Student Participants and Their Parents

Each coach/advisor who supervises an extracurricular activity shall have a general meeting with the student participants and their parents at the beginning of the year or season. At this meeting all policies and rules for the team or activity should be discussed in detail. Copies of these policies and rules shall be given to each participant and his/her parents.

Summer Activity Camps

All summer activity camps using district facilities shall be scheduled at least six weeks in advance. After that time, special approval of the principal will be required.

Section 10 - Education of Children with Disabilities

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.

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

David
217-357-3914
Carthage Middle School

Scott

Accommodating Individuals with Disabilities

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.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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.

Educating Children With Disabilities

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

Discipline of Special Education Students

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

Exemption From Physical Education Requirement

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30¹.

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

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

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

1. The time of year when the student's participation ceases; and

2. The student's class schedule.

Behavior Intervention Guidelines

It is the purpose of this policy to establish the process for the Carthage Elementary School District #317 to comply with P.A. 87-1103 on the use of behavioral interventions for students with disabilities.

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce inappropriate behaviors. A fundamental principle is that positive interventions designed to develop and strengthen desirable behavior should be used, whenever possible. Undesirable behavior should be reduced by developing, strengthening or generalizing desirable behavior.

The use of restrictive interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy and adhere to professionally accepted instructional practices.

The Carthage Elementary School District #317 must establish and maintain a committee to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions. In establishing this policy, Illinois State Board of Education Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities (June, 1994) has been reviewed as a non-binding reference and considered.

Copies of this document may be requested from: Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001.

The use of positive behavioral interventions will be promoted and include, but are not limited to, the following components:

- Behavior Intervention Committee (i.e., PBIS, Response to Intervention Team)
- Designation of behavioral interventions by level of restrictiveness
- Consulting of behavioral intervention consultant
- Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions
- Procedures for the emergency use of restrictive interventions
- Provisions for parent involvement
- Provisions for staff training and professional development

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities.

The Carthage Elementary School Board shall (i) furnish a copy of its local policies and procedures to parents and guardians of all students with individualized education plans within 15 days after the policies and procedures have been adopted by the School Board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and (ii) require that each school inform its students of the existence of the policies and procedures annually.

Section 11 – Student Records and Privacy

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.

Maintenance of Student Records

The District will maintain two sets of student records - permanent and temporary.

Permanent Student File

A permanent record will include: basic identifying information, academic transcripts, attendance record, accident/health reports, and information pertaining to release of this record. Additionally, the permanent record may include: honors/awards and activities/athletics. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn or transferred from the District.

Temporary Student File

A temporary record may include: family background, intelligence/aptitude scores, and achievement test results, psychological reports, email, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to release of this record and other relevant information not required to be in the permanent record.

Information in the temporary record will indicate authorship and date. Temporary records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The district shall maintain the student's temporary record no longer than 5 years after the student has transferred, graduated or permanently withdrawn from the District.

Students Receiving Special Education Services

All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Temporary records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after 5 years, be transferred to the parents(s)/guardians(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). The content of the transferred records may relate to the diagnosis and remediation of the student's disability condition.

The building principal shall be responsible for the maintenance, retention or destruction of a student's permanent or temporary records in accordance with the District's procedure established by the Superintendent.

An explanation of the usefulness of the records may be given to the parent(s)/guardian(s) or student by the District's appropriate student personnel services worker. The Superintendent shall be responsible for designating a records custodian who shall maintain student permanent records. The Superintendent or a designee shall be responsible for informing staff members of this policy and for informing students and their parent(s)/guardian(s) of their rights in the

Access to Student Record

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

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

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.

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

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

5. 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.

6. The right contained in this statement:

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

Student Record Challenges

The parent(s)/guardian(s) or student may challenge the accuracy, relevancy or propriety of the records, except grades, and request a hearing. The Superintendent shall be responsible for establishing appropriate procedures in accordance. Parent(s)/guardian(s) may insert in their child's school record a statement of reasonable length stating their position

on any disputed information contained in that record. The school will include a copy of the statement in any release of the information in dispute.

Section 12 – Parental Right Notifications

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

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

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 his or her 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.

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students:

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

Pesticides

Carthage Primary School establishes a schedule for pesticide application to maintain a pest-free school environment. Upon prior written request from the parent/guardian, written notification at least two business days in advance shall be provided before any pesticide is applied either inside or outside the school building/grounds to persons requesting to be placed on the pesticide application notification registry.

**Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters

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.

Sex Offender & Violent Offender Community Notification Laws

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 child(ren):

- A. To attend a conference at the school with school personnel to discuss the progress of their child.
- B. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- C. 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 – including the three reasons above – he/she is 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 he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

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/>.

Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status ~~by~~ through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.
- If you would like to receive any of this information, please contact the school office.

Section 13 - Instruction

Academic Information

Students in all grades are enrolled in core curriculum classes all year. These classes include English, Literature, Math, Science and Social Studies. All students are enrolled in Physical Education classes daily. Exploratory classes address special interest areas and/or areas that need special consideration. Exploratory classes are different for 5th, 6th, 7th and 8th grades.

Report Cards and Grading

Grades can be viewed online at any time by visiting the school website (www.cesd317.org) and clicking the PowerSchool button. Parents and students will be issued a username and password to the PowerSchool system at registration. If you

Carthage Middle School Handbook 2023-24

have lost or forgotten your login, call the school office to get your login information. The Middle School issues report cards quarterly. Two quarter periods make up one semester. The school year consists of two semesters. Student Achievement is reported using grades which are reported using the following scale:

90-100	A	Superior Work
80-89	B	Above Average Work
70-79	C	Average Working
60-69	D	Below Average Work
Below 60	F	Failing Work

At the midpoint of each quarter (approximately 4½ weeks), a mid-quarter progress report will be sent home with all students. Parents are asked to sign the report and send it back to their child's homeroom teacher within 5 days. If a signed copy is not returned in 5 days, the homeroom teacher will contact the parent(s). Incomplete grades (I) are issued at the discretion of the teacher. An incomplete will be considered an F, if the work is not completed within a time designated by the student and/or teacher.

Parents are encouraged to contact the teacher or principal for a conference if they have a question or concern about their student's achievement.

Honesty and Integrity

Students must be held responsible for standards of honesty and integrity in their relationships with fellow students, and in their dealings with teachers and staff. All students' work must be unquestionably their own. Cheating or copying someone else's work as well as providing another student with your work will result in a zero for that assignment, test, or project. Continued cheating or using the work of others will result in disciplinary actions by the office.

Middle School Semester Grades

The grade for the semester will be an average of the first and second quarters.

Honor Roll

Students receive two types of recognition. High Honors will be given to those with a grade point average of 3.50 or higher. Honors will be given to those with a grade point average of at least 3.00. Points are computed as follows: A=4, B=3, C=2, D=1, and F=0.

Schedule

Changes

All schedule changes require a written notification from the parent of the student requesting the schedule change. The written notification should be directed to the principal explaining why the request is being made. A schedule change may also be initiated by a teacher or administrator.

Movies, Videos & DVD

Supplemental tools like movies, videos, and DVD discs are used periodically to enhance learning. These tools will be rated "G," unless otherwise approved by the administration.

Exemption from Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated on page 45 of the handbook.

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

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

P.E. Uniforms and Lockers

It is the intent of the P.E. department to provide the best possible environment to achieve maximum learning. Physical education is responsible for teaching students in three areas of education which include cognitive, social and psychomotor skills. To accommodate this learning, students are required to wear a physical education uniform. The t-shirt and shorts must have the student's last name written in permanent marker. A first name initial may be added if there is more than one child with the same last name. Their uniform allows them to maximize activity and promote good hygiene. Students will be issued a P.E. locker and are encouraged to purchase a lock to use for the entire school year. Students will be responsible for the contents of the locker as well as its condition. Any problems should be reported to the P.E. instructor.

Students may be excused from P.E. class up to two (2) days with a parent's excuse. Students must have a doctor's excuse to miss more than two days of P.E. Any students missing P.E. due to a parent or doctor's excuse MAY NOT participate in after school athletic practices or games on those days. A doctor's directive for nonparticipation will be honored until the expiration date.

Music

CMS enjoys a very active music program involving Band and Chorus. Currently our school groups include Cadet Band, Concert Band and the Middle School Chorus. Performance opportunities are scheduled throughout the school year including formal concerts and competitive contests. Requirements for participation include the desire to excel musically and the willingness to conform to Music Department guidelines. Students interested in Band and/or Chorus should contact the directors/music teachers. All IESA policies for eligibility will be followed for participation in competition. Participating in fifth grade band is strongly encouraged for students with musical interest.

Computer Lab

It is the privilege and responsibility of students and staff to use the CMS lab for academic purposes. Teachers should sign up to use the lab on a daily basis. A system of check out will be designed to help teachers assist students in the lab.

Teaming and Grade Level Teams

Teaming provides an avenue for open communication. Each team member needs to be informed. Dialogues flowing from home to school helps team members understand student behaviors, changes in performance and social pressures that may impact learning. Teaching Teams develop interdisciplinary curriculum that links Math to Reading to Science to Social Studies, etc. Teaching Teams meet weekly to discuss instructional strategies and tools that will better service students' learning styles. Team discussion targets activities, issues and concerns that are specific to individual students, group of student's academic discipline, and/or grade level.

Homeroom Teachers

Each child is assigned a Homeroom teacher. The Homeroom teacher is the "care taker" of his/her homeroom students. They call parents if there is a concern shared by the other staff regarding their child. The Homeroom teacher is also a designated person a parent may call to share concerns. The Homeroom teacher then consults the appropriate staff that provides follow up to the parent. A parent is not required to call the Homeroom teacher first. Assigning care takers is intended to provide an avenue for communication: There is one exception. Special Education students are assigned to Homerooms with regular education students during the 15-minute Homeroom time.

Hancock and McDonough Counties Learning Center

The Learning Center's responsibility will be to provide an educational environment for students in grades 6-12 who are chronically disruptive at the Middle and High Schools. The academic program will be individualized to accommodate students with diverse backgrounds. Carthage will use the following suggested guidelines in determining the student's eligibility:

1. Suspended for gross misconduct.
2. Arrested by police and/or remanded to juvenile or criminal courts for acts related to school activities.
3. Eligible for disciplinary reassignment pursuant to violation of school District "zero tolerance" policies.
4. Involved in misconduct that can be demonstrated as serious, repetitive and/or cumulative.
5. Youth returning from juvenile correction facilities.

The purpose of this program is to give disruptive students the opportunity to change their inappropriate behaviors in a

setting that does not allow them to interfere with the educational progress of other students, and continue their own educational progress towards a high school diploma.

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook page 49.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at: www.cesd317.org.

IV. Parent & Family Engagement Compact 4

Information available on the district website at: www.cesd317.org under "District" tab > Title I

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook page 10.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook page 46.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook page 50.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook page 49.

For further information on any of the above matters, please contact the building principal.

Appendix

CARTHAGE ELEMENTARY SCHOOL DISTRICT ATHLETIC DEPARTMENT

HANCOCK COUNTY MENTAL HEALTH CENTER

ATHLETIC CODE POLICY AGREEMENT

I, _____ and _____,
Student Parent/Guardian

in lieu of disciplinary action, agree to participate in the Carthage School District Athletic Department-Hancock County Mental Health Center Chemical Abuse Program. The program will consist of the following components:

2. **ASSESSMENT:** To be arranged during the suspension period, to be provided by Hancock County Mental Health Center staff, and to include from three to six meetings.
3. **EDUCATION:** Participation and successful completion of education/discussion group sessions as provided by Hancock County Mental Health.
4. **TREATMENT:** Depending on the seriousness of the problem, this program component may range from short-term counseling to long-term care.

The student/family electing to participate in the Athletic Code Program as his/her option for violation of the Athletic Code must complete the total program or be subject to a recommendation for removal from participation in all extracurricular activities for the remainder of the current school year.

Student Parent
Date _____ Date _____

STUDENT USER ACKNOWLEDGEMENT AND RELEASE

I understand and will abide by the above *Authorization for Internet Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Internet.

I consent to and understand that school staff will monitor my Internet access and electronic communications, including email and files that I download. I hereby release the school system, all teachers, administrators, and adult volunteers from any claims arising from my use of the Internet, including, but not limited to, claims arising from materials I may download or relationships I may establish with people online, whether such claims arise from Internet use performed on school computers through school accounts, or personal computers through school accounts.

I also hereby agree to indemnify the school system and the school, as well as all school teachers, administrators, and adult volunteers from any claims arising from my use of the Internet made by third parties, whether such claims arise from Internet use performed on school computers through school accounts or personal computers through school accounts.

DATE: _____ Student USER NAME (*Please Print*) _____

Student Signature: _____

Parent/Guardian Acknowledgement and Release

(Required if the user is a student)

As the parent(s)/guardian(s) of the student named above, I/we have read the Authorization for Internet Access and discussed it with my/our child. I/we understand that Internet access is designed for educational purposes.

I/we hereby give permission to the school district to open an Internet account for my/our child and certify that information in this agreement is correct.

I/we consent to and understand that school staff may monitor my/our child's Internet activity and electronic communications, including email and files that he or she downloads. I/we hereby release the school system, all teachers, administrators, and adult volunteers from any claims arising from my/our child's use of the Internet, including, but not limited to, claims arising from materials my/our child may download or relationships he or she may establish with people online, whether such claims arise from Internet use performed on school computers through school accounts, or personal computers through school accounts.

I/we also hereby agree to indemnify the school system and the school, as well as all school teachers, administrators, and adult volunteers from any claims arising from my/our child's use of the Internet made by third parties, whether such claims arise from Internet use performed on school computers through school accounts or personal computers through school accounts.

DATE: _____ Parent/Guardian Name (*Please Print*) _____

Parent/Guardian Signature _____

If you do NOT wish to consent to Internet access for your child, sign this form.

INTERNET USER ACKNOWLEDGEMENT AND RELEASE

Student name (*Please Print*) _____

As the parent(s)/guardian(s) of the student named above, I/we have read the Authorization for Internet Access and discussed it with my/our child. I/we understand that Internet access is designed for educational purposes.

I/we hereby **do NOT give permission** to the school district to open an Internet account for my/our child and certify that information in this agreement is correct.

My/our child is NOT to be given access to the Internet or electronic mail.

DATE: _____

Parent/Guardian Name (*Please Print:*) _____

Signature of Parent(s)/Guardian(s) _____

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date