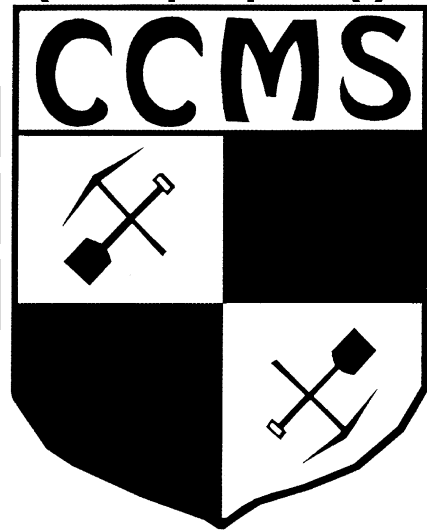


Coal Middle School



2018-2019 Student Parent Hand- book

500 S. Carbon Hill Road
Coal City, Illinois 60416



Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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WELCOME

On behalf of the faculty and staff of Coal City Community Unit District One, I would like to welcome you to the 2018-2019 school years. It is our sincerest desire that students and their families find the time spent here both productive and rewarding. To assist them toward this end, a handbook outlining unit policies and procedures has been prepared.

The school board, administration and faculty sincerely believe our schools are more than buildings filled with teachers and students. School experiences are designed to give all students an opportunity to obtain an education complete with class work, extracurricular activities, memories and friendships.

We recognize the importance of preparing students for a successful and fulfilling life beyond high school. To this end, students are encouraged to perform at their highest levels in all school-related activities. Active participation and self-evaluation are two of the most important elements in achieving success.

Parents are encouraged to participate as partners with the school and to make teachers and administrators aware of situations or concerns, which may affect student learning. A joint effort between home and school will insure a quality education for all students.

Sincerely,
Kent A. Bugg
Superintendent

FROM THE PRINCIPAL'S DESK

I would like to personally welcome you to the 2018-2019 school years. We are entering our seventeenth year in the Coal City Middle School, and we are looking forward to building on previous year's successes. This year promises to be filled with excitement and tremendous learning opportunities for all students.

I encourage you to take advantage of the academic, co-curricular, and extra-curricular opportunities that are available at CCMS. There is something for everyone here, and the more involved you become, the more enjoyable and rewarding your year will be.

The middle school years are a unique time in the life of all young people. It is a time in which students experience rapid social, emotional, and physical growth. During this time, I would challenge you to begin setting the goals necessary to attain your dreams in life, and then allow us to assist you in turning those dreams into a reality. It won't always be easy, but we will always be there to provide the support that you need. If we work together, it will definitely be a year to remember at CCMS.

I look forward to working with you in the coming months. Should you ever need any assistance, please do not hesitate to call.

Sincerely,
Travis Johnson
Principal

**COAL CITY MIDDLE SCHOOL
GRADES 6-8
STAFF LISTING 2018-2019**

BOARD OF EDUCATION

Ken P. Miller, President
Shawn Hamilton, Vice President
Mary Gill, Secretary
Robert Bianchetta
Jeff Emerson
Quint Harmon
Chuck Lander

ADMINISTRATION

Dr. Kent Bugg – Superintendent
Mr. Travis Johnson – 6-8 Principal
Ms. Taryn Trotter – Assistant Principal
Mr. Dan Hutchings – Athletic Director

PUPIL PERSONNEL SERVICES

Mrs. Michelle Painter – School Counselor
Mrs. Cecilia DePersia – Social Worker
Mrs. Sarah Veronda – School Psychologist

NURSE

Danielle Meyer

ART

Amy Siefken

COMPUTER EDUCATION

Francis Loughran

CORE SUBJECTS-6TH GRADE

Valerie Clark

Tommy Fatigante
Jackie Larson
Jackie Mark
Lori Moir
Andrea Smith
Jessica Traxler

CORE SUBJECTS-7TH GRADE

Jim Hitchcock
Gina Horrie
Chad Larson
Pam McMurtrey
Jen Munsterman
Michelle Sobieck
Megan Van Duyne

CORE SUBJECTS-8TH GRADE

Kate Cade
Tricia Hall
Jean Krippel
Corey Mikula
Gina Piatak
Sharon Swink
Melanie Urquiza

CROSS GRADE LEVEL-6/7/8

Jim Looper - Science
Ashley Matsko - Math

SPECIAL EDUCATION TEACHERS

Brianna Bertolino
Layne Miller

Andrea Roseland
Sandy Sanburg

SPANISH

Laura Dziuban

LIBRARIAN

Kathy Walsh

MUSIC

Lynnae Bontrager – Band
Bonnie McDowell – Chorus

PHYSICAL ED. & HEALTH

Ryan BuntonConfere
Mark Masters
Rodney Monbrum
Kerry Yedinak

SECRETARY

Vicky Ryan
Jennifer Hamerla

CUSTODIANS

Lisa Bertoglio
Tim Larson
Kit Olivier
Tom Onsen

UNIT

Dr. Kent Bugg Superintendent
 Jason Smith Chief School Business Official
 Tammy Elledge Director of Curriculum and Instruction
 Celeste Sheridan Central Office Secretary/Curriculum and Special Populations
 Pam Faletti Central Office Secretary/Human Resource
 Susan Aichele Central Office Assistant Secretary
 Karen Vota Administrative Secretary
 Amanda Herrera Administrative Assistant for Operations
 Sandy Rakes Director of Special Populations

550 S. Carbon Hill Road
 Coal City, IL 60416
 (815) 634-2287

Link to District Special Populations Website:

https://www.coalcityschools.org/apps/pages/index.jsp?uREC_ID=935110&type=u&pREC_ID=1399723

Matt Hook Head of Grounds to the Unit Office
 Denny Wickiser Assistant Building and Grounds Director
 Jay Radke Technology Support
 Nancy Mahoney Technology Support

CAFETERIA

Kathy Veronda Food Service Manager
 Brandy Krug Food Service Worker
 Cindy Riffel Food Service Worker
 Judy Pate Food Service Worker
 Sue Lanier Food Service Worker
 Nicole Patterson Food Service Worker

SPECIAL EDUCATION CO-OPERATIVE

Mr. Neil Sanburg Director

GRUNDY-KENDALL R.O.E. OFFICE

Mr. Chris Mehochko Superintendent

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I. PARENTS AS PARTNERS

MISSION STATEMENT

IT IS THE MISSION OF THE COAL CITY COMMUNITY UNIT SCHOOL DISTRICT #1 to prepare today's learners for tomorrow's challenges. We are frequently asked by parents how they can be of assistance in their son/ daughter's education. In response to this question, the following recommendations are being passed along to all parents: (1) Encourage your son/daughter to achieve and give him/her praise when you see this happening. (2) Have high aspirations for his/her future. (3) Provide help in learning when he/she needs it. (4) Make a deliberate effort to organize time and space for homework regularly. (5) Converse with your son/daughter about everyday events. (6) Encourage and discuss leisure reading. (7) Monitor and jointly analyze television viewing. (8) Teach the importance of deferring immediate gratification in order to accomplish long-term goals. (9) Reinforce school discipline.

VISION

To be a school committed to providing an engaging, challenging, and collaborative learning environment, where students become critical thinkers and lifelong learners.

PARENT/TEACHER CONFERENCES

Conferences are a time set aside for you to come and discuss the academics and well-being of our child with the teachers. Conferences are held in October and February. Please consult the district calendar for exact dates and times.

SCHOOL PARENT VISITATION RIGHTS ACT INFORMATION

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

HOMEWORK

Many students and parents have asked, "Why do teachers give homework?" Research has provided some very relevant information. The data shows the following: The most effective teachers teach and then provide their students with an opportunity for independent practice of a particular skill that the students are learning. In conclusion, good teachers assign homework.

HOMEWORK TEACHES STUDENTS A VITAL CHARACTERISTIC: RESPONSIBILITY. Homework teaches children something that many of us, teachers and parents alike, believe is highly important in a child's development. It teaches responsibility. Fulfilling responsibilities and being accountable provide a sense of confidence in a child that he or she might not acquire otherwise.

There are five reasons that teachers assign homework. First is to aid retention. It is important for any student to practice a skill over and over. Fortunately, repetition provides academic retention. Second is to aid reinforcement of material learned. Children learn better if they can practice a skill without the teacher's guidance. Homework provides this opportunity. Third, it promotes mastery. Once the skill is learned, the student feels confident in his or her ability and is comfortable about moving to the next step in the learning process. Homework gives students the chance to judge their level of confidence regarding information that was presented in class.

Fourth, homework gives students the chance for application. Often, homework causes students to concentrate on a specific skill and how it applies to a real-life situation. This is vital, because application to new and unfamiliar situations is the last step in learning. Homework helps achieve this end. Fifth, homework allows for independent practice. After all, homework is practice. When we teach our children to tie their shoes, we first show them how. Then we teach them how. We ask them to practice until they learn the skills. When we teach them to brush their teeth or ride a bike, we teach them how and then we give them an opportunity to practice. We have all witnessed young people's pride when they realize that they can do each of these skills on their own. A child's confidence grows as he or she learns to do something independently. This is one of the functions of homework.

Parents need to explain to their children why teachers assign homework. Teachers teach students a skill and then ask that they practice the skill on their own. Teachers know that practicing something over and over independently leads to mastery. Therefore, homework is a necessary teaching tool.

TESTS

Good tests that are properly used can help teachers guide the instruction of your children, help them learn more efficiently, and help you understand your children's progress. Though the variety of tests and test scores can be many, you as parents can understand the kinds of tests your children may be taking, the purposes and limitations of such tests, and the meaning of test scores that are likely to be reported to you. Moreover, you may find useful the suggestions for helping your child do his or her best on tests.

Most of the tests your children will take are made by teachers for use in their classrooms. These CLASSROOM TESTS are used to find out how much students have learned of what the teacher has been attempting to teach, to identify student's strengths and weaknesses, motivate students, measure their progress, and assign grades. These test results immediately make the teacher aware of those areas that need more emphasis as well as those which have been mastered.

Other tests, designed to be given in thousands of classrooms at different times under standard conditions, are called STANDARDIZED TESTS. Standardized tests allow the comparison of students in schools throughout the country. Just as it wouldn't be fair to compare students running speeds if some ran uphill and some ran downhill, it wouldn't be fair to compare test scores if some students were given 15 minutes to take the test and others were given an hour; or if some students were told to guess the answers to questions they were not sure of and others were told to leave them blank. Standardized tests, for a number of different reasons, assure that all test takers are running the same race. ACHIEVEMENT TESTS are used to measure what a child has learned in a subject. The final examinations given in some courses are achievement tests. APTITUDE TESTS, on the other hand, measure skills and abilities that

are less closely linked to specific subjects. Because they measure certain capabilities that are useful in learning new things, they are used to predict how a student will do in school or to help in career planning or to identify gifted children.

Schools often compare what your child has learned with what other children have learned. Scores on tests such as the Stanford Achievement Tests are given meaning when they're compared with a norm group of students who took the same test. These are **NORM-REFERENCED TESTS**. The norm group may be a representative sample from a school district, a state or the nation. Scores on these tests tell you how your child is doing in math or science or reading compared with other students in the norm group.

CRITERION-REFERENCED TESTS, on the other hand, focus on what a student knows rather than how that student compares with others. You may want to know how well your child can multiply fractions, regardless of how well other children do it. Both norm-referenced and criterion-referenced tests can be useful for evaluating students. Even if the criterion-referenced test results showed that your child met 17 out of 23 instructional objectives in reading, you might still find it informative to know how his or her scores compared with those of other children.

PARENT SUPPORT GROUPS

Groups working directly with the school include Parent School Organization (P.S.O.), Athletic Boosters, and Music Boosters.

II. CO-CURRICULAR

PHILOSOPHY/OBJECTIVES/GUIDELINES

The interscholastic program of Coal City Community Unit #1 is available to improve participation for all able students, to promote friendly rivalry, improve skills and encourage sportsmanship.

For the students, co-curricular offers opportunities for skill development; physical vigor and competitive relationships.

For the student body, the program provides for developing school morale, improving fair play with competitors, and displaying courteous treatment of visiting students.

For the community, the program provides an opportunity for positive school-community relations.

The co-curricular program of Coal City Middle School is an extra-curricular phase of the educational process based on policies set forth by the Board of Education, conference by-laws, and the Illinois Elementary School Association.

It is the goal of Coal City Community Unit #1 to ensure that students with disabilities consistently have opportunities to participate in extracurricular activities equal to those of other students.

OBJECTIVES

To complement the curriculum and to reinforce district outcomes.

To give individuals the opportunity to achieve to the best of their ability.

GUIDELINES

Each co-curricular program will be conducted according to the guidelines for participation as outlined by school district. Each coach will go over these guidelines with the students/athletes prior to each season and these guidelines will also be explained to the parents.

ACTIVITIES: THE SECRET TO SCHOOL SUCCESS

Activities are not just a way to have fun or be with friends, they are a valuable educational tool. From interscholastic sports to music, drama and debate, activities enrich a student's school experiences.

BENEFITS OF ACTIVITIES

- **ACTIVITIES SUPPORT THE ACADEMIC MISSION OF SCHOOLS.** They are not a diversion but rather an extension of a good educational program. Students who participate in activities programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
- **ACTIVITIES ARE INHERENTLY EDUCATIONAL.** Activities programs provide valuable lessons on many practical situations such as teamwork, sportsmanship, winning and losing, hard work. Through participation in activities programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.

The participation in co-curricular activities as a participant and a spectator is a right guaranteed to all students in the Coal City Schools. Students have a right to participate in, and enjoy, these social and athletic events within the intended purposes of the function. With that right comes the responsibility that students exhibit behavior, which does not infringe upon the rights of others. With this in mind, students must understand that they are expected to adhere to the following code of behavior at all school events. Students will:

- display respect, consideration and courtesy for students, staff and visitors in our school.
- show self-control at all times and accepts the decisions of school officials.
- be responsible for their own behavior at all times and will not let the crowds control their actions.
- understand that any behavior expected of me during the regular school day must also be exhibited at all activities.

IF A STUDENT'S BEHAVIOR INFRINGES ON ANOTHER PERSON'S RIGHTS, HIS OR HER BEHAVIOR IS UNACCEPTABLE.

ATHLETICS

The Coal City Middle School is a member of the Illinois Valley Conference (I.V.C.) and participates in the interscholastic athletic activities of the conference in baseball, softball, volleyball, basketball, wrestling, track and cheerleading. Athletic competition opportunities are afforded boys and girls each season of the school year. Rules of eligibility presented by the Illinois Elementary School Association, along with rules of the Board of Education, will regulate the eligibility of the athletes of Coal City Middle School.

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.

ABSENCES

A student absent from school may not practice or participate in a contest on the day absent. If the absence has been pre-arranged, or if the student attends at least the last half-day of classes, then participation may be permitted depending on the excuse. (Students whose absence is unexcused or truant may not be allowed to participate on the day of the absence.)

ACCIDENTS

Any athlete injured in practice or during competition must notify the coach immediately. The coach will complete a SCHOOL ACCIDENT REPORT within reasonable time and turn it in to the school nurse.

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.

ADMISSION PRICES - ATHLETIC EVENTS

Individual athletic admission prices are listed below. Athletic season passes are available for high school events.

Athletic Event Fees

Middle School Athletic Events

MS Students (with school ID)	Free
Students	\$2.00
Adults	\$3.00
Senior Citizens (62+).....	Free
Preschool-4 (w/o parents)	\$1.00
Preschool-4 (w/parents)	Free

High School Athletic Events

HS Students (with school ID).....	Free
Students	\$2.00
Adults	\$4.00
Senior Citizens (62+).....	Free
Preschool	Free

High School Season Passes*

HS Fall Season Adults	\$15.00
HS Fall Season Students	\$12.00
HS Winter Season Adults	\$30.00
HS Winter Season Students.....	\$21.00

District Passes (all MS & HS Home Events)*

Fall Season Adults	\$18.00
Fall Season Students	\$15.00
Winter Season Adults.....	\$41.00
Winter Season Students.....	\$25.00

***THERE WILL BE ADMISSION CHARGES FOR TOURNAMENTS. NO PASSES ALLOWED.**

AWARDS & AWARDS PROGRAMS

Athletic awards are recommended to the Athletic Director by the head coach of the sport. A coach may recommend, in exceptional circumstances, an athlete who has not met all requirements. A coach is not required to recommend an athlete simply because the playing requirements were met.

Athletes not recommended for any award are those who:

- fail to complete the season
- fail to show the proper attitude towards teammates or coaches
- fail to attend practices
- fail to attend events

- fail to observe squad rules and policies
- fail to show positive conduct for the team and school

Athletic awards are received at the respective athletic award programs held upon conclusion of a season's activity.

Awards can only be obtained at these programs, which complete the athlete's season, unless the student/athlete is excused by the coach.

CONFERENCES - STATE AFFILIATION

CCMS- Illinois Valley Conference (IVC) – Channahon, Coal City, Dwight, Elwood, Gardner South Wilmington/Braceville, Mazon-Vernon-Kinsman, Minooka, Reed Custer, Richland, Saratoga, Seneca, Shabbona and Wilmington.

Illinois Elementary School Association

DETENTIONS

Athletes receiving detentions are a burden on their teammates. Detentions will be served at regular times. Participation in the next contest may be suspended at the discretion of the coach after consultation with the Athletic Director.

ATHLETIC ELIGIBILITY

CCMS - Illinois Elementary School Association rules and Unit No. #1 rules apply. Grades - students must not be failing any subjects to participate. **PASSING MEANS THAT IF THE STUDENT WERE TO TRANSFER TO ANOTHER SCHOOL, IT WOULD BE CERTIFIED THAT PASSING GRADES WOULD BE TRANSFERRED.** Eligibility will be checked each week. If a student does not pass all of the subjects, participation is suspended until such time those grades are brought up to eligibility standards. The grades that are checked each week are for the present grading period.

Physical Education, Band and Chorus will be considered in determining eligibility.

At the end of each grading period, a student failing to meet eligibility requirements will not participate for the first two weeks of the following grading period. Any student who has failed two (2) or more core classes for the first two (2) grading periods will not be allowed to participate in extracurricular activities for the rest of the school year. Students are encouraged to work in the academic arena with the same intensity as exhibited in the athletic arena.

8TH GRADE CLASS TRIP ELIGIBILITY

Requirements: Students will NOT be allowed to attend if:

- 1) Any student who receives 2 suspensions during the year.
- 2) Any student who receives a suspension during the 4th quarter.
- 3) Any student who does not pass all year long classes.
- 4) Any student with 9 or more unexcused absences for the year.
- 5) Any student with more than 5 detentions or bus slips for the year.

CHORUS – FOR GRADES 7 & 8

You will not be able to join chorus if:

- A. You fail a yearlong class the previous year.
- B. Your discipline record includes more than 5 detentions or bus slips the previous year.
- C. You have been absent for more than 10% of the previous year.

You will be dropped from chorus if:

- A. If you fail a class for 1st quarter (you will be allowed to re-join in the 3rd quarter if your 2nd quarter grade is passing).
- B. If you fail a class 2nd quarter or 3rd quarter, you will not be able to be in chorus for the remainder of the school year.
- C. Your attendance/behavior warrants being dropped from chorus (see above).

SPORTS PHYSICAL EXAMS

Students may not start practice before turning in a physical examination form to the coach. This physical examination is acceptable for 365 days.

PRACTICE TIME

Athletes must clear the building 20 minutes after dismissal. Practices held before school, on Saturdays, on days when school is not in session, during school vacations and at times other than normal will be arranged in advance with the respective building Principal or Assistant Principal. A monthly practice schedule will be given to each student/athlete at the beginning of each month.

PRECEDENCE OF ACTIVITIES

In cases where there is conflict between an athletic activity and a community sponsored activity/fine arts activity, the athlete will participate in the activity based on this priority of order:

- a) State association activities over regular school activities, and
- b) Conference activities over non-conference activities.
- c) School co-curricular activities take precedence over extra-curricular events. The student may not deviate from this procedure. Any other special problems or situations that may occur will be decided upon by Advisors/Coaches who are involved with approval of the Principal.

d) In the event of two extracurricular activities coinciding, it will be decided between Advisors/Coaches/Principals. No consequence or punishment will be allowed.

TEAM UNITY

The athletes themselves must assume responsibility in their own right and on behalf of team members for the discipline necessary for success. If a student is on a team roster by, and/or on the date of the first game of the season, he/she may not transfer to another team without the original coach's permission.

TRAINING RULES/CIVIL INFRACTIONS

The use of alcohol, tobacco products or illicit drugs can harm a student's physical, and mental health, athletic and academic performance, and personal reputation. Use of these items is both illegal and dangerous. The safety and well-being of our extra-curricular participants is the top priority of Coal City Middle School and its programs. The conduct of a Coal City extra-curricular participant should be consistent with the mission of the school, and the behavioral policies set forth shall reflect appropriate values and attitudes. If the use or possession of alcohol, tobacco and all other drugs result in an arrest by civil authorities, or observation by school personnel, or if the athlete admits to breaking said training rule, or the high school athlete fails random drug testing, the athlete will be subject to the training code. This applies to athletes in season or out of season.

- A. **Important:** Coal City Middle School is not asking students to make sacrifices. Sacrifice implies giving up good things. We are asking our students to do the opposite: live clean, think clean, and do things that will make them better people, and well-respected members of their community. With these things in mind, there are certain types of conduct that will not be tolerated from a Coal City Middle School extra-curricular participant.
- B. Major Rule Infractions
 1. The possession, use, purchasing, selling, or distributing of tobacco, alcohol, or controlled substances, and/or drug paraphernalia
 2. Criminal acts as defined by state criminal law. Minor traffic violations do not apply.
 3. Acts of bad conduct: bullying, sexual harassment, theft, battery, etc.

Consequences for Major Rule Violations

#	Violation	Consequence
1.	A student violates the E.C.C. (Extra Curricular Code of Conduct) one time (his/her first) in a single school year.	20% of scheduled dates or 30 days
2.	A student violates the E.C.C. a second time (his/her second during middle school career) in a different school year.	20% of scheduled dates or 30 days
3.	A student violates the E.C.C. a second time in a single school year.	50% of scheduled dates or 90 days
4.	A student violates the E.C.C. a third time but not in the same year as his /her first violation.	50% of scheduled dates or 90 days
5.	A student violates the E.C.C. a third time in a single school year.	Suspended for one calendar year
6.	A student violates the E.C.C. a fourth time, either in a single school year, or in his/her middle school career.	Suspended for remainder of middle school career

OTHER CO-CURRICULAR

Those students who represent Coal City Middle School in extracurricular programs will be governed by essentially the same regulations, which apply to those in athletics. For programs, which operate on a full school year basis, regulations will closely parallel those in athletics with regard to assignment of penalties.

TRANSPORTATION TO EVENTS

All trips are made by bus or school vehicle if possible. Athletes are expected and required to ride the bus to and from each athletic contest. If an athlete misses the bus to a game without prearrangement, he/she will not play in the contest scheduled for that date.

Parents taking athletes home from a school activity:

1. Parents will be encouraged to have their son or daughter travel with the team. However, if a parent feels a need to have their son or daughter return from that activity with them for personal reasons, the following steps will be required:
 - (a) The parent makes personal contact with either the head coach or one of the coaches involved in the sport to request that permission.
 - (b) A note documenting the time and date, and stating the parental request must be given to one of the coaches for security purposes.
 - (c) If a parent wishes to have their son/daughter return with an adult third party, the initiating parent must contact the coach or the school office prior to the event. The parent should also provide a note for the coach from the adult who is transporting their student. The person transporting should also make personal contact with that coach.

It is the intent of the district to encourage parents to attend activities and support their student's participation. It is also understood that there are key times when the director of school activities, either sports or extra-curricular (music, etc.) will have a definite need to have the students go to and from the activity with the group. In those instances, a directive should be given in advance, in which case the parent would understand that only in the event of an emergency would their son or daughter be transported on other than district transportation. When it is necessary to travel to another school in Coal City for practice, a starting time shall be announced; and athletes will report at that time.

CLUBS/ORGANIZATIONS

ART CLUB - Students will have the opportunity to participate in Art projects outside of the classroom. Students will promote the Arts in the community and within CCMS through various school activities. Art Club meets Tuesday mornings before school at 7:30am.

BOOK CLUBS - Sponsored by the MS library, students are invited to participate in recreational reading through the book clubs. There is at least one group for each grade level and meetings are held as often as each group decides and when student schedules allow time for meeting. Membership is voluntary and flexible. Interested students should contact the librarian.

CHESS CLUB: Chess club meets once a month in the library after school, from 3:20 until 4:30. Chess club is a great place for your student to improve their skills by playing someone more experienced. It is also a great place for them to come in order to learn how to play the game of chess. We participate in the IESA Chess tournament, which usually takes place in March.

CLUB GREEN: Club Green is at the middle school environmental/science club. The club is open to all middle school students and usually meets on Wednesdays after school. Club Green is flexible about working around student's sports schedules and other activities. The students maintain our school garden and coordinate our school recycling of paper, used ink cartridges, and aluminum cans.

MATH TEAM - The math team participates in interscholastic contests each year. Contests are usually held in February and March. Students enrolled in math who are interested in participating should contact one of the sponsors in January. The sponsors will determine placement in a category and provide practice problems and coaching for interested students.

MINECRAFT CLUB: CCMS' Minecraft Club is a special interest club to bring together students who play Minecraft to share their "building" and/or "survival" experiences. This time is also a great time to further your own Minecraft projects. Minecraft Club meets before school.

SCHOLASTIC BOWL - Students participate in academic competition with other schools; a conference tourney is held each year. Students are recommended for the team by teachers.

SPEECH TEAM - Speech team is an I.E.S.A. activity and adheres to its policies. Eligibility is determined by grades. The team, which consists of both individual and duet participants, is an activity for those who enjoy performing. The team practices before and after school.

STUDENT COUNCIL - Student Council members are elected by each class and by each organization in school. Any student is eligible, as long as they are of good character, shows an interest and is willing to work for the good of the school. A council member is expected to maintain passing grades in all subjects and to attend all council meetings.

STUDENT INVESTMENT CLUB (SIC): exists to further student members' knowledge of the various investment methods and strategies in a school-club environment. It seeks to engage students in intellectual discourse via presentations, group discussions, guest speakers, the Stock Market Game, games, and other mediums while fostering a positive social environment for networking and fun. The CCMS SIC helps to make investing more understandable and practical through the introduction and analysis of various investment methods and strategies. Students receive \$100,000 in virtual money to invest (in real-time) in stocks, bonds, and mutual funds. The club serves as a forum for students to pool investing knowledge and to have fun. Novices and experts alike can learn from each other through an exchange of ideas in a group setting.

W.E.B. (Where Everyone Belongs) LEADERS: W.E.B. Leaders are 8th grade students chosen through an application process and trained to assist 6th graders in making the transition from the intermediate school to the middle school. They sponsor the 6th grade orientation at the start of the school year and work to create a welcoming environment that will encourage success for their future.

STUDENT COUNCIL: The student council provides a means for the expression of student opinion by maintaining communications between students and administration and between students and faculty. The council undertakes various projects, which are aimed at developing pride and school spirit as well as teaching leadership and good citizenship.

SPORTS - Baseball, Softball, Girls Basketball, Boys Basketball, Cheerleading, Volleyball, Wrestling, Boys and Girls Track.

RULES CONCERNING DRUGS AND CIVIL INFRACTIONS REGARDING CLUBS/ORGANIZATIONS - Those students who represent Coal City Middle School in co-curricular programs will be governed by essentially the same regulations, which apply to those in athletics.

The penalty may vary due to the type of activities; however, the student will be suspended from that program for at least three weeks.

- (a) 1st violation - 30% of the regular program of activities - minimum 3 weeks
- (b) 2nd violation - see athletic policy response - similar response
- (c) 3rd violation - see athletic policy response - same

NOTE: See (NOTE) under athletics regarding appeal procedure.

For programs, which operate on a full school year basis, regulations will closely parallel those in athletics with regard to assignment of penalties.

MUSIC DEPARTMENT PHILOSOPHY

The Coal City Community Unit District No #1 provides students the opportunity to augment their academic curriculum with basic aesthetic and cultural education through voluntary participation in the Music Program of the schools. Through the medium of music performance, all students may enhance and enrich their lives by playing or singing the variety of music offered in the program.

The Coal City Community Unit District #1 Music Department is open to all students who choose to express themselves musically through the development of their vocal and/or instrumental talents to their fullest potential.

OBJECTIVES

The Coal City Community Unit Music Program shall:

Provide a variety of musical performance experiences for each student, including, but not limited to, vocal and instrumental concert ensembles, small ensembles, solos and marching ensembles and auxiliary groups.

Provide for students a variety of musical styles, periods and cultures, including, but not limited to, serious concert, contemporary, electronic, march, popular, Broadway, patriotic and jazz music, as well as music of various national, ethnic, or sacred backgrounds.

Provide an opportunity for students to travel outside the community to perform and to hear performances of other individuals or groups, amateur or professional; also, bring groups and individuals into the schools periodically to perform for all students or for any interested group of students, as the case may warrant.

Provide the community a resource of musical information and performance and represent the community as musical ambassadors to other communities.

MUSIC ORGANIZATIONS

A. ELEMENTARY SCHOOL

Curricular: General music classes

B. MIDDLE SCHOOL

Curricular:

- Cadet Band (predominantly 6th grade)
- Concert/Marching Band* (predominantly 3rd and 4th year players)
- Sixth Grade General Music
- Concert Chorus (7th and 8th grade)

Co-Curricular:

- Jazz Band
- Flag Squad
- Solos and Ensembles (Vocal and Instrumental)
- I.M.E.A. Festival (selected Chorus and Band members)

MUSIC ELIGIBILITY

Concert/Marching Band and Concert Chorus are curricular subjects, meaning that they are held during the school day; and a grade is given for participation. The rules and regulations for these classes are distributed in the classes at the beginning of the school year. I.E.S.A. rules and regulations will be imposed for co-curricular groups when applicable.

Performances and functions of the Music Department, which are required of the curricular courses, are: concerts, fine arts festival and parades. Co-curricular activities are offered primarily before or after school and are considered voluntary; however, once a student becomes a member of such an ensemble, participation in the functions of the ensemble is required.

Parents of music students are encouraged to impress upon their children the importance in doing their best in the academic areas of the curriculum.

GENERAL INFORMATION AND REGULATIONS

A. PARTICIPATION IN CURRICULAR AND CO-CURRICULAR MUSIC ENSEMBLES

1. All scheduled performances are listed in the school calendar. All upcoming events are written on the whiteboard in the music room in advance of any engagement. Please mark these dates on your calendar.
2. Concert/Marching Band and Chorus are performing organizations. Once a person becomes a member of a performing organization, he/she is required to attend and participate in all performing functions of that organization.
3. All performances are part of the class requirements and will be considered equivalent to a major exam.
4. If a missed performance is considered UNEXCUSED, the members grade average will be lowered one letter grade.
5. In the event of an absence due to personal illness, the student must have missed the entire school day of or after the performance due to his/her illness. A signed written note from the member's parent(s) designating their son's/daughter's absence due to illness must accompany the student on the next school day and given to the Director. If there is no note received, the absence will be considered UNEXCUSED; and the student's grade average will be lowered by one letter grade.
6. Those students not completing the concert/contest (major exam) will meet privately with the Director to discuss the student's grade average.

7. In the case of a family emergency over which the family has no control, parents are to contact the Director as soon as possible.
8. Concerts and Contests can be made up at the discretion of the band director. Unexcused absences cannot be made up. If no make-up is completed, the absence will be treated as unexcused.

(PARENTS: Please assist your child in fulfilling his/her obligations and responsibilities to the school and the other members of the performing organization. In many instances, your child simply cannot be replaced, especially at the last minute. Thank you!)

AWARDS

A. MIDDLE SCHOOL

1. Concert Chorus
 - a. Participation Certificates (all members)
 - b. Barbara J. Miller Award (Most improved vocalist)
 - c. Outstanding Choral Member
 - d. Director's Award (Best 8th grade vocalist-optional)
2. Beginning Band
 - a. Participation Certificates (all members)
3. Cadet Band
 - a. Participation Certificates (all members)
 - b. Outstanding Cadet Band Musician Award (1)
4. Concert Band
 - a. Participation Certificates (all members)
 - b. Drum Major(s)
 - c. Outstanding Instrumental Musician (s)
 - d. Director's Award (Best 8th grade instrumentalist-optional)
 - e. Barbara J. Miller Award (Most improved instrumentalist)

COAL CITY MUSIC BOOSTERS

The Coal City Music Boosters Inc. is a not-for-profit parent organization formed to assist the music directors with the operation of the various music programs, and to sponsor fund-raising projects, which help to support numerous music student activities.

All parents, whose students are members of a performing organization, are automatically members of the Music Boosters. No membership applications are required, nor are annual dues. Meetings are held according to the calendar, at 7:00 p.m. in the District Office Conference Room. It is hoped that as many parents as possible will wish to attend. Your help, your support, and your opinions are needed and welcome.

III. GENERAL INFORMATION

ACCIDENTS

Any accident occurring in any school building, on school grounds, at practice sessions, athletic events, or at any school sponsored activity must be reported to the teacher or the sponsor supervising the activity and to the school office. First aid procedures for any injury will be followed at all times. School employees will act in best interest of the student.

ADMISSION PROCEDURES

Children are required to furnish a birth certificate at the time of their first enrollment in the Coal City Community District #1.

A physical examination and a record of immunization must be provided; if not available, the student is subject to exclusion from school.

Written proof of guardianship will be required.

Transfer students from other districts should present a transfer form as well as a report card from their former district.

Registration is held prior to the beginning of the each school year K-12 at the middle school.

Children transferring into Coal City Community District #1 school must present report cards or other proof of grade placement.

Pupils moving from the district should notify the teacher or Principal designee at least one week in advance. On the last day of attendance the pupil will be given a transfer card and a grade report.

Test data and other information maintained by the school will be mailed to the pupil's new school when a request and signed authorization is received.

ATTENDANCE/ABSENTEEISM

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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.

Just one visit to any classroom in our school system will impress the visitor with the number and range of activities in progress. The student, who is absent, for whatever reason, misses these activities and no amount of effort can recreate them. With this in mind, concerned parents will never allow their child to miss school except for the most compelling reasons. Removing students from school for vacation trips is discouraged. Planning the family vacation to coincide with school vacations will insure that the student's best interests are being served. (See homework policy below.)

Any student who requests homework for an extended period of time needs to give the teacher a week's notice if possible. When the student returns, the work from the extended absence should be turned in.

Regular attendance is essential if a student is to make use of the educational opportunities the district offers. It develops punctuality, dependability, and responsibility in the student and contributes to academic achievement. Parents, guardians, or those having legal custody or control of students are responsible for their children's regular school attendance.

The district shall not be liable for the educational progress of students who fail to maintain regular attendance habits, nor for the progress of students who are removed from the school for extended periods of time contrary to law or good educational procedure.

I. The following Remediation Plan will be followed for students who have a continual attendance problem per quarter:

- 5 Absences: warning letter to parents - without written consent from a third party
- 9 Absences: 2nd Warning letter to parents
- 12 Absences: Conference with student, Counselor and/or Assistant Principal. Case referred to Regional Office of Education Attendance Caseworker.

II. Excused Absences

Students shall be permitted no more than 9 excused absences per year based upon parental confirmation for the reasons of the absence. After student has been excused 9 times in a year any additional excused absences for illness must be verified through a written medical statement from a physician. After 9 absences the school office will notify parents or guardians by mail.

Other excused absences will be limited to death in family, family emergency requiring students absence or other reason determined by administration to have necessitated an absence. The reasons for such absences must be verified by the parent. If a student absence is verified by a doctor's excuse before student has reached the limit of nine days of excused absences that absence will not count toward the # of days permitted by this section of the handbook.

If a student misses three consecutive days of school due to illness, a doctor's note is required upon return to school to verify the absence and helps to inform the school of any medical assistance the school may need to assist with the students care.

An excused absence from school allows the student to receive full credit for missed work. The following circumstances will lead to an excused absence for the student:

1. Personal illness or injury – doctor consent preferred and mandatory after 9 excused absences per year.
2. Medical and dental appointments.
3. Serious illnesses or death in the family.
4. Family emergency to be determined by administration.
5. Court dates are excused absences if the student has a note from the probation officer or judge saying they were required to appear in court.

NOTE: If a student goes to the doctor, you must bring documentation from the doctor's office to school personnel. If there is no doctor's note, it will be considered unexcused.

III. Pre-Arranged Absences

Permission for a pre-arranged absence should be secured in the office at least 3 days in advance of the absence. Each day of a prearranged absence will count as one excused absence and will count towards the student's allotted nine days per year. Pre-arranged absence could include the following:

1. Family vacations
2. Required court appearances
3. Religious holidays or retreat

IV. Unexcused Absences

Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:

1. No phone contact with parent
2. Phone contact without reason being given
3. Missed the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start

6. Working
7. Truancy
8. Oversleeping

Students are not to leave school during school hours for any reason without first checking out at the office. Failure to check out properly (i.e. getting permission from a school official) will result in an unexcused absence and truancy.

If a student misses three consecutive days of school due to illness a Doctor's note is required upon return to school to verify the absence and helps to inform the school of any medical assistance the school may need to assist with the student's care. If proper documentation is not provided, absences will be recorded as unexcused.

Teachers may not release pupils from school other than the regular dismissal times without prior approval of the administration. No pupil will be released from school to go with any adult other than the custodial parent or guardian without the written permission of that parent or guardian.

Parents/Guardians are asked to notify the appropriate school by phone when their child will not be in attendance. Please give specific reason as to cause of absence. If a parent/guardian is unable to contact the school, a signed note should be sent to school when the child returns.

Doctor or dental appointments shall be made for a reasonable time only. Such appointments shall be encouraged during the beginning and end of the day.

Students are given 1 day for each day they are absent to complete make-up work or tests for excused absences. Make up work for unexcused absences will be determined by the classroom teacher. Work for students suspended shall be turned in the day following the end of the suspension.

VACATION POLICY

Vacations that cause students to miss instructional time are discouraged.

Students should obtain a vacation form from the main office, then have his/her teachers sign the form and return the form to the main office with parental signature and note explaining dates the student will not be in school. Each school day missed during a vacation will be considered one day of absence and will be added to the student's total days missed for the school year.

CHANGING CLASSROOM TEACHERS MID YEAR

At times you or your child may feel that he/she may not be reaching their full potential with their current teacher. With that in mind, we will consider your request for your child to change classes during the year. Please know that it is not common practice for the school to change student's classes once school starts because of the negative effects (friends, academic, behavior, comfort with routine) of students transfer of classes mid-year. We encourage you to look at these and consider all of the factors involved when considering the request of a transfer. If you feel your child would benefit from a change in classes, the following requirements must be met in order for administration to consider the approval for transfer of teachers:

1. Meeting with the current teacher to identify your concerns
2. Meeting with the school counselor and/or social worker to identify concerns
3. An action plan developed by school staff, administration, counselor/social worker, parent, and student
4. If we continue to determine that the action plan needs any adjustments, changes can be made a second time.
5. If two attempts have been made without any improvement parents, will need to submit a letter requesting classroom transfer.
6. The administration will inform the parent of the decision and why.

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.

ENGLISH LEARNERS

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

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

For questions related to this program or to express input in the school's English Learners program, contact Sandy Rakes at (815) 634-5039, ext. 2112.

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: Jason Smith, Chief School Business Official, at 815-634-2287.

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.

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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The District Office 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, store damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, district will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building Principal, Travis Johnson at 815-634-5039, ext. 1603.

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.

For assistance with homeless information, support (food, financial, shelter, medical services, etc.), and rights, please contact:

Cealy DePersia, Grades 5-8 Social Worker

815-634-5039 ext. 1608

cdepersia@coalcitieschools.org

CJ Dziuban, Grades 2-4 Social Worker/Coal City Unit 1 School District Homeless Liaison

815-634-2334 ext. 1206

cdziuban@coalcitieschools.org

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

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.

THE IMPORTANCE OF REPORTING

You play an important role in the safety and security of our school. There may come a time when you witness something that you know is inappropriate, either concerning or serious. As a bystander, if you witness or know something is wrong, you need to report it to school personnel. You can be the difference that makes our school a safe and supportive environment for all students.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

STUDENT BIOMETRIC INFORMATION

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

TEACHER QUALIFICATIONS

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

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

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

TARDIES/UNEXCUSED

LATE ARRIVAL POLICY

Between 8:30am-8:40am

1. If lateness is to be excused (due to illness, family emergency or prearrangement):
 - Report to the office for verification (note/phone call).
 - Students will be allowed 5 parent excused tardies.
2. If lateness is excused:
 - Report directly to class. Teacher will record tardy.

Beyond 8:40am

1. All students report to the office.
2. Only illness, family emergency or prearranged lateness will be excused.
3. All others will be considered office tardies with consequences as follows:

1st Infraction	-	Oral Reprimand
2nd Infraction	-	Oral Reprimand plus Parent Contact
3rd Infraction	-	Lunch Detention
4th Infraction and Beyond	-	After School Detention (40 minutes)

TARDIES TO CLASS (8:40AM-3:20PM)

Every student is expected to be in his/her assigned room at the time of the final bell. If more stringent guidelines are developed, they will be explained by the individual teacher at the opening of school.

The following guidelines are recommended in tardy situations:

- | | | |
|---------------------------|---|-------------------------------------|
| 1st Infraction | - | Oral Reprimand |
| 2nd Infraction | - | Oral Reprimand plus Parent Contact |
| 3rd Infraction | - | Lunch Detention |
| 4th Infraction and Beyond | - | After School Detention (40 minutes) |

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 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.

PERFECT ATTENDANCE RECOGNITION

In order to be recognized for having perfect attendance throughout the school year, that student will be in attendance for all classes for every school day. The only exception will be school-scheduled activities, which are held during the school day. Pre-arranged absences will be counted as an absence; however, if the prescribed procedures are followed, the absence will be excused. To be eligible for perfect attendance, a student must be in attendance for all instructional minutes on every day throughout the school year.

PHYSICAL EDUCATION

If a student cannot participate in physical education the following will be needed:

- A written excuse from a parent valid for only two days stating the reason for not participating.
- A written excuse from a school nurse valid for only two days stating the reason for not participating.
- A written excuse from a physician stating the reason for not participating and the length of time excused from physical education.

Appropriate uniforms for class will be worn by all students. Failure to wear appropriate uniforms will result in possible grade reduction and discipline referrals if students continue to not dress for class. Please refer to the below information for P.E. uniform requirements and consequences. This will be determined by the Physical Education instructor.

P.E. UNIFORM REQUIREMENTS

- 1 - Green or Grey Coal City P.E. Shirt
- 2 - Green Coal City P.E. Shorts
- 3 - Socks
- 4 - Athletic Gym Shoes (no spikes or turf shoes)

NO-DRESS POLICY

The first time you do not dress **will be a verbal warning.**

2nd offense in the same quarter **will be a phone call home.**

3rd offense in the same quarter **will be a lunch detention.**

4th offense will result in being **sent to the office with possible insubordination.**

PUBLIC DISPLAY OF AFFECTION (PDA)

Display of affection will not be permitted. Discipline will be from level 1.

BUILDING HOURS

No pupil shall remain in the building or on the grounds that is not under the direct supervision of a faculty member and has not received prior permission of the faculty member to stay.

Parents wishing to bring their children to school earlier than 7:50 a.m. should realize that there would be no adult supervision until 8:00 a.m. and no supervision after 4:00p.m. Regular office hours are from 7:30 a.m. to 4:00 p.m.

Parents and students are advised that an agreement exists between the Coal City School District and the local law enforcement agencies. Unauthorized entry into the building may be subject to prosecution through the civil legal process.

MIDDLE SCHOOL LUNCH PERIODS

6th Grade 11:20am-11:50pm

7th Grade 11:53am-12:20pm

8th Grade 12:45pm-1:15pm

TIME SCHEDULE - DAILY

- 8:00 a.m. Pupils may enter Middle School - Doors will be opened when 1st bus arrives.
- 8:30 a.m. Middle School Starting Time
- 3:20 p.m. Middle School Dismissal Time

FIELD TRIPS

At various times during the school year, students may take field trips. These trips are to complement classroom study. After a class has studied a particular subject, a field trip may be taken to show the subject in real life application.

All trips are made under the direct supervision of a teacher, and a school bus is usually used for transportation.

Any student who violates rules of conduct set for field trips will receive an office detention and may be prohibited from attending the next field trip.

Sponsors, teachers, or administrators may include guidelines that students must meet such as grades, behavior, or attendance to be able to attend field trips.

SCHOOL DANCES

No provocative dancing will be tolerated. First offense will result in a warning. Second offense will result in removal from the dance floor. Students are not to use cell phones unless given permission by administration/staff at the dance.

STUDENT SERVICES (SOCIAL, EMOTIONAL, ACADEMIC SUPPORT)

The school counselor, school social worker, and school psychologist are the people whom the students can take issues concerning studies, activities, getting along with others, course planning, future plans, and outside problems that are making learning difficult. In most cases the counselor, social worker, and psychologist provide the help needed; however, any need for outside referrals for specialized help will be discussed between parent/guardian and school.

Students should feel free to contact the counselor, social worker, or psychologist to schedule a meeting when in need of help.

A NOTE TO PARENTS: Parents are invited to contact the school counselor, social worker, or psychologist to discuss any phase of a student's present or future learning experience or social/emotional well-being.

HEALTH SERVICES

The school attempts to have on record for each child the following information: the names and telephone numbers of parent's home and place of employment, two other persons (friends or relatives) to contact in an emergency and the name of the family doctor and dentist. Should the child become ill or injured at school, the school will first call the parent. If no contact is made, the emergency persons are then called; and finally if the condition warrants it, the emergency squad and/or doctor will be called.

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. 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.

HEAD LICE

If your child is sent home with head lice, you should be aware that this is an easily treated condition that is generally not associated with any serious medical complications. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, headphones, etc.). It has nothing to do with cleanliness and does not reflect poorly on you as a parent. The problem is easily managed.

HEAD LICE POLICY AND PROCEDURES

1. Students will be randomly checked for Head Lice during the school year. This can be done during an office visit to the nurse or may come from a parent or teacher request.
2. Any student found to have an active case of lice will not be allowed to continue with the school day and will be sent home for treatment.
3. The parent or guardian of the child will be responsible for the child to be picked up from school following the discovery of head lice.
4. The parent will be instructed with the proper treatment for removal of the lice from the student and treatment of the home the child resides at.
5. The student will be expected to return with the parent to school the following day with all the nits removed and after a treatment with an approved lice killing product. The student must be checked first by the nurse or administrator in charge if the nurse is absent, before they are allowed to return to class. If the child does not return the next day, that absence, and any consecutive days following the original discovery will not be excused if head lice is the cause.

6. If the child is found to have any remaining nits, the child's parent will be re-instructed on proper removal of all nits before returning the child to school.
7. The child will be rechecked by the nursing office 7 to 10 days after the initial treatment to make sure another treatment has been done and no new infestations have occurred. If the child is found to have any new nits again the process of treatment and exclusion will occur until there is no nit found.
8. Frequent re-infestations and continued improper treatment of the problem with additional absences will be considered to be an unexcused absence. If needed, truancy procedures will be enforced.
9. Any student in close contact with the affected student will be checked. If more than the original student is found to have a case of lice, then a note will be sent home informing all the students' parents to be made aware of the situation.

DENTAL

All Illinois children in Kindergarten, 2nd and 6th grades are required to have an oral health examination. This is required for all public, private, and parochial schools. Examinations must be performed by a licensed dentist, and he/she must sign the Proof of School Dental Examination form. Each child is required to present proof of examination by a dentist prior to May 15 of the school year.

VISION AND HEARING

All children enrolling in kindergarten in a public, private, or parochial school and any student enrolling for the first time in a public, private, or parochial school are required to have an eye examination. Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, as specified in Illinois Department of Public Health administrative rules. He/she shall complete and sign the Eye Examination Report form, as designated and available on the Illinois Department of Public Health and the Illinois State Board of Education websites. Before October 15th of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination by a licensed optometrist or medical doctor who performs eye examinations. Hearing screening is mandated on all preschool, Kindergarten, 1st, 2nd, 3rd grade students. All known hearing loss students will have an annual threshold done as required by the State of Illinois unless the parents provide a current one from a licensed audiologist.

PHYSICAL EXAMINATIONS-MEDICAL REQUIREMENTS

All kindergarten, 6th, 9th and 12th grade students are required by state law to have a physical examination and up-to-date immunizations. These are to be submitted to the nurse by September 4th of the new school year. If no physical is presented by September 4th you will be excluded from school until one is submitted. A new transfer student is allowed a grace period of 30 days to comply with this law. Any student who transfers from out of state must have an Illinois physical for enrollment. Any students who enroll during the school year are required to have their health records transferred from their former school within this 30-day period.

PROGRAMS

Other health services the district provides are: vision and hearing screening at all schools, home visits as needed for conferences with parents or health histories of the student, communicable disease reporting, dental health programs at the elementary school and maintenance of a cumulative health file on every student. At the high school and middle school, non-emergency services for students are by appointment only.

STUDENT ACCIDENTS

It is the responsibility of the student to report to the teacher or coach in charge, at the time of the occurrence of the accident, all facts pertaining to the accident. Witnesses should be identified at this time.

Proper forms will be filled out by the school nurse. The parents, upon receipt of the claim form, shall see that the claim is completed by the physician or dentist. The parents shall mail the completed form along with any and all necessary itemized statements to the insurance company. Each student will report all accidents to the Principal or nurse.

LIBRARY

Library facilities are available in each of the schools. Books and magazines are available to all students and may be checked out during school hours.

All materials are to be checked out from the circulation desk before leaving the library. Each student is FULLY RESPONSIBLE for each item checked out even to the extent of paying for damaged or lost materials. It is recommended that students do not loan to others books that are checked out in their name.

To maintain an atmosphere in which students may study, it is necessary that all students conduct themselves in an orderly fashion. Each student must have a specific purpose for going to the library such as a project in connection with an assignment or reading for pleasure. It is felt that instruction in making good use of study time is important, and students are encouraged to use their library privileges.

Students in violation of library rules and procedures are disciplined as the need arises by use of detentions and suspensions, if necessary. Heritage Trail Library System Materials and other inter-library loan materials are loaned to the students under the same provisions.

Reference materials and magazines must be used in the library.

LOCKERS

Lockers are furnished to students at the middle school to relieve the school of any responsibility for stolen articles. Please keep your locker locked. Periodic locker inspections will be held. Students are to occupy assigned lockers and are responsible for any damage that might occur. Restitution, if necessary, will be required. A student's school and physical education locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and garments. School officials may search the locker, with or without the student's knowledge or consent. Students should not keep anything in their lockers that they would not want anyone else to find.

LOST AND FOUND

Considerable amounts of unclaimed clothing and personal items often accumulate. This loss can be greatly diminished if each item is **plainly marked with nametapes or ink**. Direct your child to inquire at the school office lost and found when he/she is missing items of clothing or school materials. If your child fails to do this, you may wish to contact the office yourself.

LUNCH PROGRAM

Hot lunches will be served beginning on the first full day of school at the Coal City Middle School. Extra milk and milk for students who bring their own lunches will be served at a minimum additional cost.

LUNCH FEES

Grades 6-8 \$2.85

The school cafeteria serves nutritious hot lunches at a very reasonable price. Milk is available for the students who bring their own lunch. We encourage parents to allow their children to eat at school.

CCMS uses a pre-paid lunch account in the cafeteria. Parents set up their students account at registration by paying for lunches in advance. It is recommended to pay at least 2 weeks in advance. Your student will use an account number to purchase lunches; no cash or tickets will be needed. Additional payments to the students account may be made online or to the cafeteria. CCMS has breakfast available for purchase by any student after 8:00AM.

PROCEDURES - RULES

Everyone who eats at school will be required to eat in the cafeteria. Students are not to eat in any other part of the building without staff supervision. Students can have drinks in the classroom, but the bottle must be translucent and there must be a secure top.

Pupils may participate in the school lunch program by paying the required costs. Pupils who qualify are entitled to free or reduced lunches in accordance with school regulations. Information in regard to free and reduced lunch prices and qualifications is available in the office of the Principal.

Pupils using the school cafeteria are expected to conduct themselves in a manner approved by the school administration. Failure to do so may result in exclusion from the cafeteria or possible suspension.

NOTE THE FOLLOWING:

- (1) All students share equally the responsibility for the cleanliness of the table and area where they sit. Students may be asked to clean their area. Refusal will result in discipline procedures.
- (2) Students should clear their area of the table of wrappers, cartons, food, etc., and return their tray to the washing counter.

PARENT/SCHOOL ORGANIZATION (P.S.O.)

The district Parent/School Organization holds regular meetings during the school year (refer to the calendar for dates and times). The activities and programs are planned for this year. All parents in our Unit District are encouraged to get involved by attending meetings.

SAFETY

Safety is a matter of concern for all individuals in the building. All public buildings are required to provide regulations and procedures to be followed in case of any disaster. Each teacher will have a copy of safety regulations that will include directions and procedures to follow in case of emergency. Appropriate drills will be scheduled during the school year.

CANCELLATION OF SCHOOL

When situations arise that might necessitate the closing of school such as adverse weather and/or road conditions, a joint decision will be made by the school and the Unit No. 1 bus contractor. Families will be notified of school cancellations by the district message system. Additionally, the following radio stations will announce school cancellations:

WCSJ (Morris) AM Dial 1550

WJDK (Morris) FM Dial 95.7

Parents and students are asked not to telephone the schools, the Superintendent or the Unit No. 1 bus contractor as this jams the telephone lines and makes necessary communications more difficult.

EVACUATION DRILL

When the fire alarm sounds, students should quietly proceed out the exit according to the teacher's instructions. They should remain outside the building until directed otherwise by the teacher. All students in the commons area, rest rooms and library will go to the outside through the nearest exit.

SCHOOL SAFETY/LOCKDOWN

In the event of a lockdown Coal City Middle School will follow the plan that has been put in place by the administration in accordance with the police. We hold at a minimum of two drills per year and discuss plans with students throughout the year.

SEVERE WEATHER

An announcement will be made over the intercom. Students should proceed to the area of the building directed by the teacher. When students reach the designated shelter area, they should sit quietly until notified over the intercom of additional instructions.

SPECIAL EDUCATION

The school district provides a continuum of services in the public school for students who are identified with the following disabilities: Deaf-Blindness, Deafness, Emotional Disabilities, Intellectual Disabilities, Hearing Impairments, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment.

STUDENT RECORDS

- (1) Right to inspect and review records;
- (2) Right to obtain copies of records at cost or at no cost, depending on ability to pay;
- (3) Right to be informed of all types and locations of records being collected, maintained or used by the agency;
- (4) Right to ask for an explanation of any item in the records;
- (5) Right to ask for an amendment of any record on the grounds it is found inaccurate, misleading or has violated privacy rights;
- (6) Right to a hearing if the agency refuses to make the requested amendment.

CONFIDENTIALITY OF INFORMATION:

- (1) Right to restrict access to your child's records by withholding consent to disclose records;
- (2) Right to be informed before information in your child's file is to be destroyed;
- (3) Right to be told to whom information has been disclosed.

NOTICE

- (1) Right to notice before the agency initiates or changes (or refuses to initiate or change) the identification, evaluation or placement of your child;
- (2) Right to have that notice in writing, in your native language, or other principal mode of communication, at a level understandable to the general public;
- (3) Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those other options were rejected;
- (4) Right to be notified of each evaluation procedure, test, record or report the agency will use as a basis for any proposed action.

CONSENT

- (1) Right to give consent before an evaluation is conducted and before initial placement is made in special education;
- (2) Right to revoke consent at any time.

EVALUATION PROCEDURES

- (1) Right to have a case study evaluation of your child's educational needs completed within 60 school days of referral;
- (2) Right to have more than one criterion used in determining an appropriate educational program for your child;
- (3) Right to have the evaluation performed by a multidisciplinary team;
- (4) Right to have your child assessed in all areas related to the suspected disability;
- (5) Right to have a re-evaluation every three years or more frequently if conditions warrant or if you or your child's teacher requests it.

INDEPENDENT EVALUATION

- (1) Right to an independent educational evaluation;
- (2) Right to have the district pay for the independent evaluation if it is determined through a due process hearing that the district's evaluation is not appropriate;
- (3) Right to be informed of the procedures for obtaining an independent evaluation at public expense;
- (4) Right to have the independent evaluation considered when placement and program decisions are made.

LEAST RESTRICTIVE ENVIRONMENT

- (1) Right to have your child educated with non-handicapped children to the maximum extent possible;
- (2) Right to have your child removed from the regular educational environment only after supplementary aids and services were tried and found unsatisfactory;
- (3) Right to have placement in the school your child would attend if non-handicapped unless the individualized education plan requires some other arrangement;
- (4) Right of your child to participate with non-handicapped children in nonacademic and extracurricular services and activities, such as meals, recess, counseling, clubs, athletics and special interest groups.

COMPLAINT RESOLUTION AND MEDIATION

- (1) Complaints alleging violations of parent and special education rights can be referred to the Superintendent.

- (2) Complaints alleging violations of parent and special education student rights can be referred to the Program Monitoring/Development Section, Department of Specialized Educational Services, and Illinois State Board of Education for review, investigation and action within sixty days.
- (3) Illinois mediation service is designed as an alternative to the Due Process Hearing to resolve disagreements regarding the appropriateness of the provision of special education and related services. This service is administered and supervised by the Illinois State Board of Education and is provided upon request at no cost to the parties. Parents and/or local school districts who wish to request mediation services or to know more about the State Board of Education complaint resolution system may contact the Program Monitoring/Development Section, Illinois State Board of Education, at 217-782-6601.

HEARING

- (1) Right to request an impartial due process hearing to question the district's identification, evaluation, or placement of your child or to question the district's provision of a free, appropriate public education;
- (2) Right to be informed of the procedures to follow to make a request for an impartial due process hearing (i.e., to whom, how, what to include in the request, timeliness, etc.);
- (3) Right to be informed of any free or low-cost legal and other relevant services available (e.g., expert on handicapping conditions that may be a witness at the hearing);
- (4) Right to have the hearing chaired by a person not employed by a public agency involved in the education of your child or otherwise having any personal or professional interest in the hearing;
- (5) Right to see a statement of the qualifications of the hearing officer;
- (6) Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the handicapped;
- (7) Right to have your child present at the hearing;
- (8) Right to have the hearing open to the public;
- (9) Right to present evidence and confront, cross-examine and compel the attendance of witnesses;
- (10) Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five days before the hearing;
- (11) Right to have a record of the hearing;
- (12) Right to obtain written findings of fact and a written decision within 45 days after the initial request for the hearing;
- (13) Right to appeal to the Illinois State Board of Education and receive a decision within 30 days of the filing of an appeal;
- (14) Right to have a hearing and an appeal set at a time reasonably convenient to the parent;
- (15) Right to appeal an Illinois State Board of Education decision in court.
- (16) Right to have your child remain in his or her present educational placement during the administrative proceeding, unless the parent and district agree otherwise.
- (17) A request for a due process hearing should state the reasons that the hearing is being requested. The request should be sent to your district Superintendent.

STUDENT BEHAVIOR CODE

The School Code of the State of Illinois states:

105 ILCS 5/24-24 Maintenance of discipline. Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this section affects the power of the board to establish rules with respect to discipline; EXCEPT THAT EACH BOARD MUST ESTABLISH A POLICY ON DISCIPLINE, AND THE POLICY SO ESTABLISHED MUST PROVIDE THAT A TEACHER MAY REMOVE A STUDENT FROM THE CLASSROOM FOR DISRUPTIVE BEHAVIOR AND MUST INCLUDE PROVISIONS WHICH PROVIDE DUE PROCESS TO STUDENTS.

The board may make and enforce reasonable rules of conduct and sportsmanship for the athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten days' notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

All of the rules and regulations of the district are meant to permit teachers to teach and students to learn without undue interference. The jurisdiction of the school-over-student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and at after-school activities; and the school-sanctioned activities that occur off campus. The school administration and staff will diligently manage and supervise student conduct in all programs maintaining the confidence of students, parents and the community.

CARE OF SCHOOL PROPERTY

This is your school. Please be proud of it. You will be expected to demonstrate reasonable care of all books and supplies issued to you. The same care should be shown towards school equipment, furniture, locker(s), buildings and grounds. Damage to school property will result in repayment for damage done and/or suspension from school not to exceed ten school days.

CLASSROOM EXPECTATIONS

Students are to be cooperative and ready to engage in instructional activities in the classroom at all times. If a student is sleepy or acting unusual in class, corridors, or on school grounds, for purpose of individual safety, the following will apply:

1. The office will be notified.
2. After contact by the Principal or his designee, the student may be referred to the nurse.
3. If recommended by the nurse, the student's parents will be contacted and informed of the problem.
4. Parents may be asked to pick up the student from school.
5. Appropriate follow-up will occur as a need is demonstrated.

Additionally, students should come to class with the necessary materials for full participation. These shall include, but not be limited to, pen/pencil, paper, notebook and texts (where applicable). You may be assigned to after-school or lunch detention for coming to class unprepared.

EXPECTED STUDENT BEHAVIORS

Coal City Schools have established high standards for student behavior. When students demonstrate these positive expected student behaviors, they help create a safe and orderly learning environment that promotes achievement. The behaviors also lead to personal satisfaction and academic success.

I will show Respect for....

Myself by:

- Attending school and being on time.
- Following rules and directions of adults.
- Try my best to complete my classwork and homework.
- Exhibiting impulse control by controlling my behavior.
- Remaining on school grounds unless I have permission to leave school.
- Accepting consequences for my behavior.
- Choosing not to bring tobacco, alcohol, other drugs, or weapons to school.

Others by:

- Showing empathy when speaking to others and treat others the way you would like to be treated.
- Treat others with respect (no bullying or threatening others).
- Say positive things to others (no putdowns).
- Being honest (tell the truth, admit when you have made a mistake)
- Cooperate with others.
- Respectfully disagree and try to compromise.
- Dressing in a way that is appropriate for school.
- Using problem solving and coping skills to solve problems peacefully (and to avoid attacks, physical assault, or fights).
- Staying out of others' personal space.

Learning by:

- Behaving in a way that helps others and myself to learn.
- Working quietly.
- Staying in my area.
- Keeping focused on my work.
- Following school rules.
- Participating in classroom activities and discussions.
- Complete my own class work and homework.
- Following rules and directions of adults.
- Keeping my eyes on my own paper when taking quizzes and tests.

Property by:

- Taking care of things in my school and on school grounds.
- Leaving dangerous or distracting things at home (matches, lighters, toys, drugs, medicine without a doctor's note).
- Using school materials or a classmate's materials for their intended purpose.

- Following rules about safety:
 - Using computers as directed by adults.
 - Never touching a fire alarm unless there is an emergency.
 - Never making threats about bombs or blowing something up.
 - Using playground or athletic equipment in a safe manner.

I will behave in these positive ways, I will be successful.

If I do not behave in these positive ways, consequences will follow.

Levels of Intervention

Coal City Middle School promotes a positive learning environment through a system of Positive Behavior Supports (PBS), which includes proactive strategies for defining, supporting, and teaching appropriate behaviors. PBS utilizes a three-tiered or level system of supports to maintain or change student behaviors, which enhances student learning. PBS emphasizes the use of a continuum of positive acknowledgements, supports, and interventions (Center for Positive Behavior Intervention Supports, University of Oregon).

Three Tiers of Intervention

Tier 1 - All Students (Universal)

Includes:

- School-wide expectations are explicitly taught and acknowledgements of positive behaviors are applied to all students

Tier 2 - Selected Interventions

Focuses on:

- specific interventions for students who do not respond to universal efforts
- targeted groups of students who require more support
- interventions that are part of a continuum of behavioral supports needed in schools

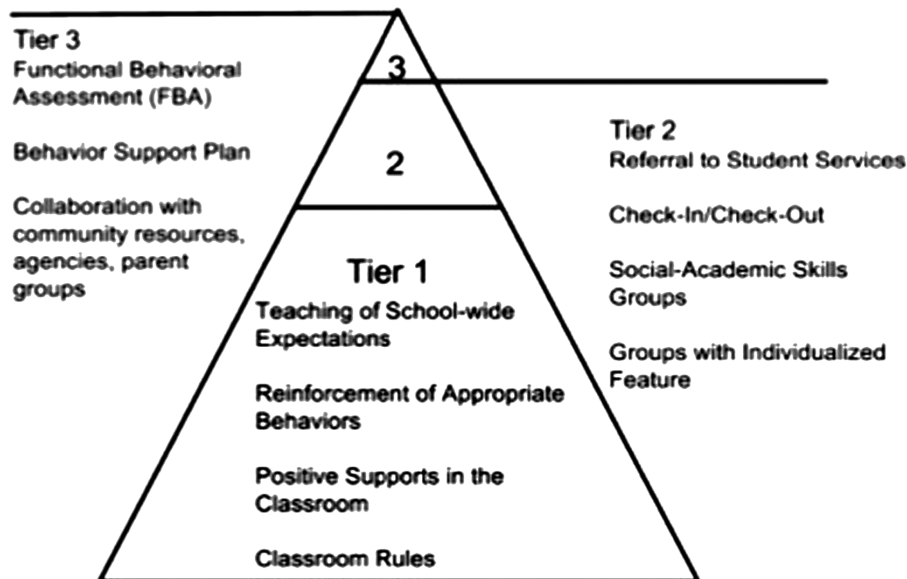
Tier 3 - Individualized Interventions

Focuses on:

- the needs of individual students who exhibit a pattern of problem behaviors
- diminishing problem behaviors and increasing a student's social skills and functioning
- interventions involving functional behavioral assessments and behavioral intervention plans

The Three Levels of Intervention

(Interventions may include, but are not limited to the examples below)



GENERAL BUILDING

Students are expected you should adhere to the following:

1. You are to move in a safe manner.
2. There is to be no running in the corridors.
3. Keep corridors clear of lockers, backpacks, and other items.
4. Place trash in the containers provided.
5. Students should comply with the reasonable requests of ANY staff members.
6. Personal note writing or receiving notes is prohibited at CCMS. Any staff member has the right to confiscate any written material to or from other students that are not a part of the educational process.

HONOR CODE

Students are expected to complete all assignments and tests individually, unless specifically instructed to do otherwise. It is unacceptable for you to copy another or to allow someone to copy your class work. Individuals participating in the copying of class work will receive a grade for the work determined by the classroom teacher. Do your best work on your own!

NON-INSTRUCTIONAL ITEMS

Students should bring with them to school/class only those items or materials which are needed for educational processes. Any item, which may cause personal injury, should not be brought to school. The following will apply to non-instructional items:

1. Dangerous or harmful items will be taken away from the student and deposited with the administration. Parents will be notified and arrangements made for the return of the confiscated items. The police liaison officer will be notified. Appropriate discipline will be administered as per student handbook.
2. Nuisance items, such as water guns, water balloons, sunflower seeds, yo-yos, noise makers, dice, etc., will be taken away, and student may be excluded from school for the remainder of the day until further determination of this infraction has been made.
3. Use or threatened use of a dangerous or harmful item may result in suspension not to exceed ten school days.
4. Skate Boards and bikes are not to be ridden in the school.

USAGE OF PERSONAL ELECTRONIC DEVICES

Coal City Middle School supports the usage of electronic devices for education purposes. If a student elects to bring an electronic device to school, it must be used appropriately and with prior authorization from a teacher or staff member. Failure to adhere to policy may result in disciplinary action, confiscation and loss of device privileges in school.

Under no circumstances will a student be permitted to:

- Use a cell phone or device to place a phone call or send a text message without authorization.
- Access any social media or Internet websites without authorization.
- Create any recordings without authorization. This includes photographs, audio recordings and video recordings.

Coal City Unit #1 District is not responsible for any personal items that might be lost or stolen when brought to any school events or on school property.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A gang is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to: wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang. Appropriate discipline will be determined by administration.

BOOKBAGS

Book bags, backpacks and sport bags create a safety concern in the classroom. While such bags are necessary to carry books, sports equipment, and other items to and from school, they are not appropriate for use in the classroom without permission from the teacher. Book bags, backpacks and sport bags should be stored in student lockers while at school.

PROPER ATTIRE

We take pride in the appearance of our students. Your appearance reflects the pride, which you have in your school. You are expected to dress and groom yourself in clothes that are appropriate for school activities. School administrators will make final judgment as to acceptability of clothing.

Articles of clothing may not endanger the health and safety of students, nor may they cause interference with class work or result in school disorder. Overly casual dress should be avoided, including pajama bottoms. Shoes (no wheels) must be worn at all times in the school building unless given permission to do otherwise. All students must be covered approximately from neckline to mid-thigh (shorts, dresses, and skirt lengths need to reach the end of the student's fingertips when arms are placed at their sides). Some examples of prohibited clothing/articles are: halter-tops, tube tops (no exposed/bare midriff or low cut tops), t-straps/spaghetti straps, see through clothing, hats, hoods, bandanas, and sunglasses. Any clothing displaying vulgar, profane, sexual, obscene, alcohol, tobacco, drug, or violence related references are not permitted at CCMS. Metal chains for wallets or belts are not permitted at CCMS. Hats may not be worn at CCMS from the time a student enters the building until 3:20. If a student is not in compliance with the dress code the student will be asked to change into alternative clothing to wear while in school. Repeat offenses will lead to appropriate disciplinary action and may lead to a student being considered insubordinate.

No pants with holes above where school length is allowed. Pants must be worn at or above the hips. All shirts must have sleeves.

TELEPHONE - STUDENT USE

School phones are business phones; messages will be delivered for family emergencies. In an EMERGENCY, permission may be obtained to use the office phone.

GIFTED EDUCATION

The purpose of the gifted program is to provide challenge and enrichment for eligible students during the standard school day.

Eligibility is determined by a formula prescribed by the State of Illinois and includes at least one from each of the following: test of intelligence, test of achievement and staff recommendation.

MIDDLE SCHOOL

Coal City Middle School front entrance will be open by 7:30 am each day.

BUS STUDENTS

Bus students arriving before 7:50 a.m. may enter the building and go to the proper area. Students are expected to stay on campus upon arrival at school.

STUDENT ASSESSMENT

Teachers are expected to inform every student at the beginning of each quarter of the grading procedures to be used in the course, the type of evaluation activities to be used, such as quizzes, tests, projects, etc. and the tentative schedule for such evaluations. Students are expected to complete all assigned work, such as classroom work, homework and projects, in order to meet course requirements.

PROGRESS REPORTS

Middle School will send progress reports to the parents of all students midway through each grading period via email. Parents are encouraged to contact teachers who have completed these progress reports if concerns arise.

GRADES

The following grading scale is used by all teachers in assessing student performance. CCMS utilizes a grading scale comprised of 70% assessment and project data and 30% classwork and homework.

REPORT CARDS AND HONOR ROLL

Grades are continuous and stored three times per year. Grades are available through PowerSchool. Paper copies can be made available upon request.

Teachers calculate students' grades using categories. The categories are divided into two groups: assessments and practice. Students' grades will be determined by:

- 70% of the grade from assessments: tests/quizzes/projects
- 30% of the grade from practice: homework/in-class work

HOW TO CALCULATE YOUR STUDENT'S GPA:

Add the GPA points of each student's letter grades; divide by the total number of letter grades.

HOW TO DETERMINE HONOR ROLL:

Calculate GPA

To achieve Honor Roll, GPA must be between 3.00-3.49, with no grade below a C.

To achieve High Honor Roll, GPA must be 3.5 or above, with no grade below a C.

<u>GPA Points</u>	<u>Percent</u>	<u>Grade</u>	<u>GPA Points</u>	<u>Percent</u>	<u>Grade</u>
A Range			C Range		
4.3	98-100	A+	2.3	78-79	C+
4.0	94-97	A	2.0	74-77	C
3.7	90-93	A-	1.7	70-73	C-
B Range			D Range		
3.3	88-89	B+	1.3	68-69	D+
3.0	84-87	B	1.0	64-67	D
2.7	80-83	B-	0.7	60-63	D-

PROMOTION CRITERIA

Coal City Middle School believes that the promotion of students from one grade to another should be based on the student's ability, achievement, and attendance. The retention of any student will be based a thorough review of the individual case with the final decision resting with the school Principal.

Year Long Grade Determination. Courses of study at CCMS are graded in quarters. Core curriculum classes and physical education are yearlong classes consisting of 4 quarters.

To Pass a Class – Students must:

- a. Earn a passing grade (60% or higher) in three of the four quarters and
- b. The average of the quarter grades is equal to a passing grade (60% or higher)

Promotion to the Next Grade: Students will be promoted to the next grade if they meet the following criteria:

- a. Students must earn passing grades (60% or higher) in all year long classes including reading, language arts, mathematics, science, social studies and physical education.

b. ALL STUDENTS MUST PASS THE U.S. CONSTITUTION, ILLINOIS CONSTITUTION, U.S. FLAG, AND DECLARATION OF INDEPENDENCE TESTS DURING 7TH AND/OR 8TH GRADE YEAR TO BE PROMOTED TO HIGH SCHOOL.

Students not passing one (1) yearlong class will be required to complete credit recovery for the class failed and attend and successfully pass the course in Coal City Summer School. Failure to successfully complete the Summer School Course will result in the student being retained in the current grade level.

Students not passing two (2) yearlong classes will not be eligible for promotion and will be retained in their current grade level.

Limit on Retention No student shall be retained more than once in grades 6, 7 and 8.

Parental Notification and Intervention

Parents of students at risk of not being automatically promoted shall be notified as soon as possible and shall be requested to meet with appropriate school officials to discuss and implement appropriate mitigation strategies.

The District will use a comprehensive process of review when a student is at risk of retention. Building level teams who have concerns regarding students at risk of not being automatically promoted will meet to determine a plan for remediation/intervention.

SCHOLASTIC CONTESTS

The Illinois Valley Conference sponsors a conference spelling contest, math contest, and scholastic bowl contest.

STUDENTS IN THE BUILDING AFTER SCHOOL

All students must be out of the school by 3:30 p.m. unless they are under the supervision of a school staff member. Continued violations will result in an office detention being issued.

CATEGORY 1 LEVEL 1	GRADES 6TH – 8TH
Disobedience of Rules	Min Oral Reprimand/Classroom Detention (1-3) Max I.S.S. (1-3)
Disruptions in Hall or Classroom	Min Same as Above Max Same as Above
Forgery or Lying	Min Same as Above Max Same as Above
Tardiness	Oral Reprimand Max Detention/Parent Conference
Truancy	Min Office Referral Max I.S.S. (1-3)
Use of Profanity	Min Oral Reprimand/Classroom Detention (1-3) Max Office Referral Max I.S.S. (1-3)
Other (Non-Cooperation)	Min Same as Above Max Same as Above
Throwing Food	Min Detention Max I.S.S. (1-3)
Cutting Class	Min Detention Max Suspension (1-3)
Cutting Detentions	Min Additional Detentions Max Suspension (1-5)
Non-School Items	Min Confiscation Max O.S.S. Suspension

LEVEL II	
Bus Misconduct	Min Verbal Reprimand Conduct Slip Max Bus & School Suspension (1-10)
Disrespect or Disorderly Conduct	Min I.S.S. (1-3) Max O.S.S. (1-10)
Extortion	Min I.S.S. Restitution Max Expulsion Restitution
Insubordination	Min 1 Hour Detention Max I.S.S. (3-10)
Possession of Tobacco, Lighter, Matches or Similar Fire Starter	Min I.S.S. (1) Max I.S.S. (3-10)
Use of Tobacco	I.S.S. (1-3) Max O.S.S. (3-10)
Theft/Vandalism/Damage to Property	Min Restitution Max O.S.S. (3-10) Restitution
In-School Suspension Problems I.S.S./Office Detentions/Saturday Detention Problems	Min Additional Suspension Max Additional Suspension
Gang Activity	Min I.S.S. (1) Max Expulsion
Aggressive/Bullying	Min Verbal Warning Max O.S.S.
Electronic Device Misuse	Min Verbal Warning Max O.S.S.

LEVEL III	
Arson	Min O.S.S. (1-5) Restitution
School Threat	Min Suspension (10)/Counseling Max Expulsion
Possession/Use/Distribution of Alcohol	Min Suspension (1-5)/Police Notified Max Expulsion
Possession of Drug Paraphernalia	Min Suspension I.S.S. (1-5)/Police Notified Max: Max Expulsion

Possession/Use/Distribution of Drugs/Marijuana	Min I.S.S. (1-5)/Police Notified Max Expulsion
Violation of School/Civic Laws	Min Suspension (1-5) Max Suspension (5-10)
Possession of Weapon	Min O.S.S. (1-5)/Police Notified Max Expulsion
Possession of Firearm	Expulsion

PERSONAL PROPERTY – LOST OR STOLEN

The Coal City Unit #1 School District is not responsible for any personal items that might be lost or stolen when brought to any school events or on any school property.

Students are cautioned not to bring large amounts of money or valuables to school: expensive rings, bracelets, necklaces, etc. These items must be removed for physical education class or they may be misplaced. The school will not be responsible for personal property

CONDUCT AND DISCIPLINE

SAFE SCHOOL ZONE AND THE LAW

The Illinois General Assembly passed the Safe School Zone act in an effort to enforce stricter penalties for acts of criminality, which occur on school grounds. Under the legislation, laws increased penalties for the sale, distribution, and manufacture of illegal drugs on any school campus and within 1000 feet of school property. These laws also increased penalties for possession of weapons, violations committed on school property, and gang activity and recruitment.

Any act of criminality taking place on school grounds, buses, or during school sponsored activities not only makes the student subject to penalties the courts may prescribe but also may result in suspension or expulsion from school.

The Board of Education of Coal City Community Unit School District #1 takes a zero-tolerance stance in regards to such acts of criminality and/or gross misconduct. All disciplinary actions and their implementation shall be in accordance with Board policy and the procedures outlined in the student handbook.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

When serious or habitual disciplinary problems occur, students will be referred directly to the Principal or his designee. The areas listed below represent behaviors of such a serious nature that students will be subject to suspension from school ANY conduct, in addition to those listed below, which is disruptive of educational processes, inimical to the welfare, safety or morals of other students or which is in defiance of proper authority may result in suspension and/or expulsion. Any student may be disciplined for any off campus behaviors if behavior has any relationship to occurrences that may have taken place at school or school grounds. DISTRICT GUIDELINES FOR DUE PROCESS WILL BE FOLLOWED AT ALL TIMES.

Any student may be disciplined for any off campus behaviors if said behavior has any connection or relationship to occurrences that may have taken place at school or on school grounds.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND 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.

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 non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (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 district complaint manager or any staff member with whom the student is comfortable speaking. 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.

Complaint Managers:

Mr. Tom Ruzinok
500 S. Carbon Hill Road
Coal City, IL 60416
(815) 634-5039, ext. 1608
truzinok@coalcityschools.org

Mrs. Cecilia DePersia
500 S. Carbon Hill Road
Coal City, IL 60416
(815) 634-5039, ext. 1604
cdepersia@coalcityschools.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.

SEXUAL HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Mr. Travis Johnson
500 S. Carbon Hill Road
Coal City, IL 60416
(815) 634-5039, ext. 1603
tjohnson@coalcityschools.org

Complaint Manager:

Mr. Tom Ruzinok
500 S. Carbon Hill Road
Coal City, IL 60416
(815) 634-5039, ext. 1603
truzinok@coalcityschools.org

Complaint Manager:

Mrs. Cecilia DePersia
500 S. Carbon Hill Road
Coal City, IL 60416
(815) 634-5039, ext. 1604
cdepersia@coalcityschools.org

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

SEXTING

It is against school rules to possess and/or disseminate sexually explicit photos or videos while on school property, using school servers, or school technology. It is also against the law and such acts can be charged as a felony. Students found to be in possession of sexually explicit photographs or videos or who are found to have solicited and/or disseminated those items will receive appropriate disciplinary consequences including police notification.

DETENTIONS

Classroom Detention - Issued by the teacher and is served in the office.

Office Detention - Issued through the office - may be served in the classroom or the office, depending upon the circumstances.

It is the responsibility of the student to take the detention slip home so the parents will know when the student will be serving the detention. Students will have to use the phone to call their parents if prior arrangements are not made. Students may be assigned a detention by any teacher for improper behavior in the halls, cafeteria or on school property. Examples may include: horseplay, pushing, shoving, and running in the halls, yelling or whistling. In general, if any behavior is unbecoming of a student.

Office detentions may be given for the following: disobedience, class disruption, disrespect or insubordination.

Students fighting will automatically be sent to the office for disciplinary purposes.

A detention slip will be sent home with the student on the day the detention is received. An office detention slip must be signed by a parent or guardian and returned to the office. **Skipping a detention will result in an additional detention being issued to the student.**

Classroom detentions should be signed by a parent or guardian and returned to the teacher on the next school day. If not returned at the time designated on the detention slip the student may receive an office detention.

STUDENT BEHAVIOR

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.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. 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..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. 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.
9. 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.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. 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 psychostimulant 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.

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 non-verbal 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.

SUSPENSION NOTIFICATION

In all cases of suspension, the suspending school official will:

1. Notify the student of the nature and seriousness of his/her actions and the dates and duration of the suspension from class, from school, school activities, and school grounds.
2. In the case of a Saturday detention, the parents or guardians of the students will be notified by written notice of the reasons of the detention and the dates and duration of the detention from class and school activities.
3. In the case of an out-of-school suspension, the parents or guardians of the student will be notified by written notice sent by mail; a return receipt may be requested. This written notice will state the reasons of the suspension and the dates and duration of the suspension from school, school activities, and school grounds.
4. The student and parents will be notified of their rights regarding suspension from Coal City Schools.
5. A copy of the parental notice of suspension will be sent to the Superintendent and the Secretary of the Board of Education.

GRIEVANCE PROCEDURE

No child or employee shall be discriminated against because of race, sex, color, national origin, age, or handicap.

Titles VI, IX and Section 504 Grievance procedure (for violations in the areas of race, sex and/or handicap discrimination and/or harassment.)

- A. Grievance procedure: If a student incurs a grievance involving a violation of Titles VI, IX or Section 504, the following procedure must be followed:
 1. The aggrieved shall present a written account of the occurrence within one week to the Building Principal or his or her designee. The Principal will meet with the aggrieved within 48 hours to establish the legitimacy of the grievance and to achieve a possible solution.
 2. If a resolution satisfactory to both parties is not reached, the grievance is to be forwarded to the Superintendent within five days of Step 1. The Superintendent will meet with the Principal and the aggrieved to seek a solution.
 3. If a satisfactory resolution has still not been achieved, the Superintendent and the aggrieved will present the grievance reports on Steps 1 and 2 to the Board of Education within 30 days of Step 2. The Board of Education has the final decision as to the resolution of the grievance. A hearing officer may be included on any of the above steps at the discretion of the parties involved.
 4. In cases of sexual harassment the concern shall be aggrieved in the following order: harasser, counselor, Asst. Principal, Principal, and Superintendent.
 5. In cases where the grievance involves Section 504, and a satisfactory resolution has not been achieved by Step 2 above, the student has the right to an impartial due process hearing. A hearing officer may be included on any of the above steps at the discretion of the parties involved.

When resolution is reached, whether it is at Step 1, 2, 3 or 4, a written report of their solution shall be given to the aggrieved, the hearing officers, the Title VI, IX and Section 504 Building Principal, the Superintendent and the Board of Education.

- B. Due Process Procedure: In cases where students believe their rights have been violated, they may request a due process hearing. The request must be in writing and within five days of the occurrence. The hearing request shall be submitted to the Building Principal. The Grievance Coordinator shall, within five days, rectify the problem causing the grievance or establish a hearing date with the Superintendent.

STUDENT RECORDS

The Coal City Community Unit District #1 will comply with the General Education Provisions Act (Section 438 of Public Law 93-380) commonly referred to as Family Educational Rights and Privacy Act of 1974.

STUDENT RECORDS - NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

1. The student permanent record consists of basic identifying information, academic transcript, (including grades, class rank, college entrance test scores, graduation and/or grade level achieved), attendance record, health record, record of release of permanent information and other basic information. The permanent record shall be kept for 60 years after graduation or a non-transfer withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be destroyed entirely within five years after graduation or a non-transfer withdrawal.
3. Parents have a right to:
 - a. INSPECT AND COPY ANY AND ALL INFORMATION contained in the student record. There may be a small charge for copies, not to exceed 25 cents a page. This fee will be waived for those unable to afford such cost.
 - b. CHALLENGE THE CONTENTS OF THE RECORDS by notifying the Principal or record custodian of an objection to information contained in the record. An informational conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. RECEIVE COPIES OF RECORDS PROPOSED TO BE DESTROYED. The school will notify parents of the destruction schedule.
 - d. INSPECT AND CHALLENGE INFORMATION PROPOSED TO BE TRANSFERRED TO ANOTHER SCHOOL DISTRICT in the event of a move to another school district.
4. Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or persons. ALL OTHER RELEASES OF INFORMATION REQUIRE THE INFORMED WRITTEN CONSENT OF THE PARENT OF ELIGIBLE STUDENT.
5. The following is designated as public information and may be released to the general public, unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parent's name and address, information on participation in school sponsored activities and athletics and period of attendance in the school.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the Superintendent of the district.

Custodians of the school records are the Guidance Counselors and Principals of the various attendance centers.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. 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 or Assistant 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 or Assistant Principal.

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

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

1. Expect to walk some distance to an established bus stop.
2. Be on time at the designated school bus stop; help keep the bus on schedule.
3. **Stay off the road at all times while waiting for the bus.**
4. **Be careful in approaching the place where the bus stops. Do not move** toward the bus until the bus has been brought to a complete stop.
5. Do not leave your seat while the bus is in motion.
6. **Be alert to emergency instructions from the driver.**
7. Remain in the bus in the event of a road emergency until the driver gives instructions.
8. Occupy the seat assigned by the bus driver.
9. **Keep hands and head inside the bus at all times.**
10. Do not throw anything out the bus windows. Windows will be opened only with the permission of the driver.
11. Loud talking, laughing, singing and/or unnecessary confusion divert the driver's attention and could result in a serious accident.
12. **Be absolutely quiet when approaching and crossing railroad crossings.**

13. **Never** tamper with the bus or any of its equipment. Vandalism, theft or destruction of school or personal property will not be tolerated. Parents and students will be held financially responsible for damages.
14. Knives, firearms and weapons will not be transported. Police may be notified upon discovery.
15. Evidence of use or possession of drugs, tobacco or alcohol will result in notification of appropriate authorities.
16. **No eating or drinking is allowed on the bus.**
17. Do not bring animals on the bus (except with special permission of the district).
18. **Keep books, packages, coats and all other objects out of the aisles and away from emergency exits.** These items should be in the rider's lap or in the seat next to the rider while in transit.
19. Musical instruments are to be held by the owner. **Transportation of large instruments will be the parents' responsibility unless space is available to keep instruments in seats and out of aisles.**
20. Be **courteous to fellow pupils and the bus driver.** Use of vulgar language or obscene gestures is prohibited.
21. Always be considerate and helpful, especially of younger children.
22. **Do not ask the driver to stop at places other than the regular bus stop.** He or she is not permitted to do this except by proper written authorization from a school Principal or designee.
23. Observe safety precautions at exit points. **Know and observe the rules.** When it is necessary to cross the highway, proceed to a point at least **10 feet in front of the bus** on the right shoulder of the highway where traffic may be observed in both directions. **Wait for the signal from the school bus driver permitting you to cross.**
24. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Remember: Your safety on the school bus depends on how well you conduct yourself as well as how the driver performs his or her responsibilities. There are consequences for breaking bus-riding rules, and **you can lose your bus-riding privileges as a result of breaking the rules***. The driver also has rules that must be followed and unsafe driving practices or inappropriate conduct should be reported to the School Director of Business Services or Principal.

ALTERNATE DROP OFF AND PICK UP

Students are expected to ride a bus to and from their home unless other arrangements have been authorized through the school. If your child is **eligible** to ride a bus, and an alternate drop off or pick up stop is requested a Bus Registration Form must be completed and signed by the parent/guardian of that student. The following guidelines will be strictly adhered to:

- Any alternate bus pickup and drop off stops must be in writing and on the district form. **No verbal requests will be honored.**
- Any bus eligible student may be picked up or dropped off at an alternate stop with **written permission from the parent, the receiving parent and the Principal.**
- Parents are limited to two (2) different stops.
- Desired pick up and drop off locations must be constant.
- There must be adequate capacity on the bus if a request would require a child to ride a different bus route.
- Instructions such as "if the mailbox flag is up, take Johnny to grandma's house" will **NOT** be honored.

EMERGENCY TRANSPORTATION PROCEDURES

Students who reside outside 1 mile from school may ride the bus from points other than their assigned pick-up or drop-off point **when an emergency situation exists**. In order to do this, parents must write a letter requesting alternate transportation to the Principal of the school the child attends. The Principal will then issue a temporary emergency bus pass to the student. The student should give this pass to the bus driver when he/she boards the bus. Bus drivers will only allow students who are assigned to their bus route to ride the bus unless a bus pass is presented. Parental notes to the bus driver are not accepted as a replacement for temporary emergency bus pass.

FIELD TRIP SAFETY

On many occasions, field trips are provided as a valuable educational experience. The safety of students during these trips remains a high priority for the Community Unite #1 School District. To maximize student safety, parents are often asked to volunteer to assist the teacher in supervising the students during field trips. Parents that volunteer for field trips will be asked to follow the following guidelines:

- Be familiar with the district's general bus safety rules.
- No eating or drinking allowed on the bus.
- Maintain good student discipline.
- Know the whereabouts of each student assigned to you.
- Remind students not to leave books, lunches or other articles on the bus.

FEE BUSSING

If you live within one and one-half miles from school and your family is **not** eligible to ride a bus, you may be eligible to ride a bus by paying a nominal fee to the school district provides that:

- Your child(ren) must walk to an established bus route (No bus pick up or drop off stops will be established within a walking area)

- There must be adequate capacity on the already established bus route.
- Payment is made in full, by the semester or monthly **prior** to service being provided.
- If payment is not received, bus privileges will stop immediately.

SAFE WALKING

1. When you cross the street at a corner with a signal light, you should wait for the green light to show in the direction you are walking.
2. At busy intersections there may be lines on the road called a crosswalk for you to walk between. There may also be special signals to tell you it is okay to cross the street. These are the **Walk signals** or a **PICTURE of a person walking**.
3. Always look both ways before you cross the street, by looking **left, right and left** again to make sure no cars are coming or turning on the crosswalk.
4. Yellow lights and signs mean caution or that you are coming to a dangerous area. If you are waiting to cross the street, you should not cross if the light is yellow. The light is about to turn red, and cars will enter the intersection.
5. Like a yellow traffic light, both of these flashing "DON'T WALK" signals mean to use caution.
6. If you are in the street, finish crossing the street.
7. If you have not started crossing the street, stay on the curb.
8. Crosswalks are two white lines painted on the road, which go across the street. You should walk inside the lines.
9. Cars, bicycles and in-line skates **must stop** to allow people in the crosswalk to cross the street.
10. When you use the crosswalk to cross the street, before you step into the street, you should look carefully to the **LEFT, RIGHT AND LEFT** again to be sure it is safe to cross.
11. This sign means you are near a crosswalk by a school.
12. On school days this area will be busy when school is opening and closing.
13. At this crosswalk, like any other crosswalk, it is important to look carefully to the left, right and left again if you have to cross the street.
14. If you must walk through parked traffic, stop and look carefully before stepping out from between vehicles.
15. Don't run between parked cars and buses.
16. Remember the danger areas close to school buses where the driver can't see you.
17. When the signal light turns red, stop. If the light is red in the direction you're walking, do not cross the street.
18. At busy intersections there may be a **DON'T WALK** signal or a picture of a hand, meaning **STOP**.
19. Mind all traffic signals and/or the crossing guard-never cross the street against a light, even if you don't see any traffic coming.
20. Walk your bike through intersections.
21. Walk with a buddy.
22. Wear reflective material...it makes you more visible to street traffic.

CROSSING GUARDS

Crossing guards are stationed at several hazardous intersections within a reasonable distance of the Early Childhood Center, Elementary and Intermediate schools. The crossing guard is employed and trained by the Coal City Police Department. Parents are asked to stress the importance of cooperating with the school safety crossing guard.

VISITORS

All visitors to the middle school must submit a photo ID to the main office and will be provided with a visitor's badge, which must be worn for the duration of their visit. When they leave the building, they are asked to check-out in the main office, at which time their photo ID will be returned.

ANSWERS TO COMMON QUESTIONS - WHAT SHOULD YOU DO?

- If you are tardy to school - report to the office.
- If you have been absent - verify absence by phone call or in writing.
- If you have lost or found something - take it to or inquire at the office.
- If you have lost a library book or textbook - see the librarian to pay for the lost book and/or get a new one.
- If you want to try out for one of the athletic teams - see your P. E. teacher or coach.
- If you wish to be placed on limited P. E. for reasons of health - bring a request from your physician to the school office.
- If you must accompany your parents on a trip when school is in session - make arrangements in **ADVANCE** with the office and teachers.
- If you have any questions about school policies or procedures - see your counselor or administrators.
- If you wish to make suggestions about improving the school - contact your Student Council Representative, your Counselor, or your Assistant Principal or your Principal.
- If you need extra help or assistance in a school subject - contact your teacher.

- If you leave school during the day, it is required to report to the main office prior to leaving.

The Coal City Community Unit District #1 welcomes parents to contact the schools at any time to obtain information about the welfare of their child. We sincerely feel that the maximum educational benefit for the child will be obtained through mutual cooperation of student, parent and school.

The Superintendent, Principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary.

AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

Copies of the Coal City School District's Asbestos Management Plan as accepted by the Illinois Department of Public Health are available to the general public in the District Office at 100 South Baima Street, Coal City, Illinois 60416.

Review of this information may be done during district office hours from 8:00 am to 4:00 pm, and if copies are requested, they will be provided at a reasonably calculated fee determined annually by the Board of Education. Questions concerning this information may be directed to the district office by phoning (815) 634-2287.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Jason Smith, Chief School Business Officer at (815) 634-2287.

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

VIOLENT OFFENDER COMMUNITY NOTIFICATION

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

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

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

GENERAL INFORMATION ON STUDENT USE OF THE INTERNET

WHAT ARE ACCEPTABLE USE POLICIES (AUP)?

Acceptable Use Policies (AUP) defines what students can and cannot do on school computers and the Internet. Students and parents are required to sign a **Student Internet Access Permission form** before a student is allowed to use the Internet in school. By signing the **Permission Form**, students and parents agree that the student will obey the rules of the policy.

WHY ARE AUPS IMPORTANT?

If a student breaks the rules of an AUP, the consequences can be severe. Sending threatening email messages or copying copyrighted material can result in legal prosecution. Breaking other rules, such as plagiarizing material or going into restricted sites, can lead to a student being suspended from the use of school computers or being suspended or expelled from school.

ETHICAL ISSUES:

COPYRIGHTED MATERIAL

Copyright is the legal assurance that the creator of an intellectual work will be compensated for their work. Without copyright protection most of the art, music, photography, and writing we enjoy wouldn't exist.

Copying copyrighted materials without permission is stealing. The latest books, photographs, works of art, logos, designs, photographs, video clips, software, videos, and music are often posted illegally on Internet sites violating the original creators' copyrights.

Materials posted illegally on the Internet often do not have the copyright symbol or a warning of any kind. But that doesn't mean it's OK for you to copy. Copying illegally posted materials is still illegal and can result in prosecution.

It is always better to be safe than sorry. If you don't know whether the material is legal to copy, don't copy it. Check with the creator or owner of the work for permission if the terms are not stated or are not clear.

It is also important to check for use restrictions. With some material it is legal to copy the work but not to sell it or offer it for mass distribution. Some materials are for educational use only.

PLAGIARISM

There is a vast pool of information available on the Internet that many students find tempting to use without crediting the original creator. Claiming someone else's work as your own is a form a theft called plagiarism. Students caught doing it will be disciplined.

Even if you can legally copy someone else's work you may not take credit for the work as if it were your own creation.

Every parent and guardian should help students understand the moral implications of plagiarism.

Plagiarism can usually be avoided by simply giving credit to the creator of the work in a footnote or quote. Students should always check with their teacher to find out what the teacher considers an acceptable method of crediting work that a student did not create.

INTERNET SAFETY

The Internet can be a safe place for students but there are dangers and precautions that should be taken. Coal City Unit #1 only allows students to access the Internet under supervised conditions. Filtering software and user ID and password requirements are used on all workstations. There are basic rules of safety that should be followed.

- * Students should not give out their full name, school name, and home address or phone number to anyone on the Internet.
- * Chat rooms are especially dangerous. Students should be very careful in chat rooms. They should never assume the person they are communicating with is who they claim they are. Use of Chat rooms on school computers must be educationally oriented and supervised by a teacher.
- * If a student encounters any suspicious behavior (anything that makes them uncomfortable) over the Internet they should immediately talk to a parent, guardian or teacher about it.

PRIVACY/SECURITY

Giving out any personal information on the Internet is dangerous. Students should never give out their personal information such as social security numbers, telephone numbers, addresses, driver's license numbers, birth dates, parents' names, or credit information. This information can be used to create false identification. If someone steals your identity, it can take a long time to clear up problems.

STUDENT PRIVACY PROTECTIONS

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.

FILTERING OPTIONS

Coal City Unit #1 network systems utilize a very effective Internet filtering system. These filters either deny access or shut the computer or system down when an inappropriate site or material is accessed. Because schools are not the only locations that students can access the Internet, filters are also available for home computers.

WHAT CAN PARENTS DO TO PROTECT THEIR CHILDREN ON THE INTERNET?

Filters are great, and it is a good idea to have one on home computer, but **parents should not rely on filters and teachers** to keep their children safe on the Internet. Here are some suggestions for parents:

- * When the school district's AUP is brought home, parents should go over the policy carefully before signing the Permission Form, as well as make sure that their children have a clear understanding of the terms in the Policy.
- * Parents should make certain their children are aware of the dangers of the Internet and how they can protect themselves.
- * For easy monitoring, place computers in high traffic areas where parents can see what their children are doing at the computer.
- * Parents should occasionally sit with their children and explore sites together.
- * If a child visits a chat room regularly, parents should regularly check to see what is being discussed.
- * It is a good idea for parents to establish an Acceptable Use Policy for their home computers. This policy would define what is considered acceptable for family members on the Internet, both at home and on friends' computers.

Parental supervision and involvement is critical to the safe use of the Internet. Parents should have a good working knowledge of the Internet and how it operates and of how their children are using it.

PRIVACY

While it is possible to read other people's communications, it is very rude and unacceptable behavior. Don't do it. Respect privacy and at the same time be aware that there are individuals who can and will tap into your messages unless you are on a very secure system. Avoid putting personal information, (social security number, phone number, your date of birth, your parents' names, and your home address) on e-mail messages unless you know the site is secure. Don't write anything you wouldn't want published in a newspaper.

OUR GOAL

The School District's goal in providing Intranet and Internet access is to promote educational excellence by facilitating resource sharing, innovation and communication. The use of the Intranet and Internet is intended to support curriculum and be utilized as an instructional tool for delivery of educational information. The use of the School District's network for non-educational purposes may result in loss of privilege and/or disciplinary action.

Acceptable Use is defined as use of the District's Intranet and/or Internet network for the purpose of education or research, and is consistent with the educational objectives established by the curriculum and procedures set by the Board of Education. The use of the District's network, including Intranet and Internet access, is a **privilege**, not a **right**. Because communications over the network are often public, students must abide by generally accepted rules for behavior and network etiquette.

The following behaviors are **not** permitted on the District's network:

1. Sharing confidential information on students or employees;
2. Sending or displaying offensive messages or pictures;
3. Playing online games that are not educationally oriented;
4. Downloading audio files;
5. Accessing personal email accounts, web-based or otherwise;
6. Participating in Chat Room that is not educationally oriented;
7. Assisting in the campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition;
8. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus);
9. Using other's passwords;
10. Trespassing in others' folders, documents, or files;
11. Intentional wasting of limited resources;
12. Employing the network for commercial purposes;
13. Violating regulations provided by the network service provider;
14. Promoting, supporting or celebrating religion or religious institutions;
15. Posting materials authored or created by another without his/her consent;
16. Violating copyright laws;
17. Downloading or installing any program or software without prior permission from the Superintendent or the system administrator per policy 5.170;
18. Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
19. Using the network while access privilege has been suspended or revoked.

The School District makes no warranties of any kind, whether express or implied, for the service it is providing. The School District will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the School District relating to, or arising out of, any breach of these procedures.

Network security is a high priority. If the user can identify a security problem on the Intranet or Internet, the user must notify the system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Intranet or Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

The system administrator may review files and communications to maintain system integrity and to ensure that the system is being used responsibly. Users should not expect that files stored on District servers, workstations, computer hard drive or other media storage devices would be private. The system administrator will report unpermitted behaviors and route reports of inappropriate behavior, violations or complaints to the appropriate supervisor for appropriate action. Misconduct will result in the loss of access privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved. The system administrator and District administrators will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Users have the right to due process and the right to appeal to the system administrator and District administrators. Failure of any user to follow these procedures will result in the loss of privilege, disciplinary action and/or appropriate legal action.