



# Clinton Junior High School

2014-2015

## Student Handbook

### Home of the Maroons!

By signing below, I acknowledge that I have received and reviewed the 2014-2015 Clinton Junior High Handbook. I agree to policies, procedures, and rules as outlined in the handbook.

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Print Name

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Signature

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Date





# Clinton Junior High School

## 2014-2015

### Student Handbook

### Home of the Maroons!

#### **Mission Statement**

The mission of Clinton Junior High School is to create a positive, supportive, and safe environment to help students to bridge the transition from childhood to young adulthood. The educational needs of all students are addressed through a variety of teaching and assessment methods and flexible programming. We provide opportunities for student choice, individual expression, and extra-curricular participation. Our goal is to foster a sturdy foundation of academic competence that will enable students to achieve their scholastic, physical, and personal goals.

#### **School Song**

Loyal and True  
We pledge allegiance to you  
This is our Motto  
We are One for All  
And all for Alma Mater  
Here's to our school  
And on the high may she rule  
For ever more you will find us  
Always Loyal and True.

**THIS HANDBOOK BELONGS TO:** \_\_\_\_\_

# Welcome

Students and Parents/Guardians of Clinton Junior High School,

We are looking forward to a productive and rewarding year for all. Our expectation for each student is to continue to learn and grow, to make the most of the experiences and activities, and to meet or exceed beyond the challenges and opportunities provided at CJHS.

We are committed to providing a safe and positive learning environment. We are also committed to the open communication that is necessary to maximizing the growth of every student. We believe student progress is a shared responsibility between the students, parents and staff members who must engage in open communication to maximize growth of every student.

A special note to Parents: The staff of Clinton Junior High School will maintain open communication with you about the progress of your student; we are committed to doing what is best for every student. We ask for your support and cooperation in meeting the challenge of educating your son or daughter. We have high expectations for your child in the areas of academic performance, character development, and pride in their school. We welcome your participation, ideas, and feedback as we strive to increase the involvement of parents in the education process.

If a parent has a concern about any situation, policy, or procedure, we encourage you to contact the school first, so that your concern can be addressed. Our goal is to respond to your concern as soon as possible, and to have parents communicate directly with the people who can best address their concerns. To best address these concerns the following chain of command should be followed: classroom issues first discussed with the teacher, then the principal, then the superintendent, and then school board if the issues are not addressed at a prior level.

Parents should expect to receive mid-term progress reports for each class, and report cards at the end of each quarter. Parent-teacher conferences are held twice a year; teachers are available for conferences as needed. CJHS parents are invited to attend Parent Advisory Committee (PAC) meetings held monthly. Topics of interest, policy, etc will be discussed.

Parents are invited to visit the school at any time. For security reasons, we ask that you report to the main office before entering the remainder of the building. Doors are usually unlocked until 6:00 pm if a parent needs access to a student's locker. Parents can be informed by accessing the school website at [www.cusd15.org](http://www.cusd15.org) and accessing Skyward Parent Access.

Students should bring a pen/pencil and paper on the first few days of school. Teachers will give information regarding specific class supplies.

I'm looking forward to an exciting year!



Drew Goebel: Principal  
Go Maroons!

## **Table of Contents**

Important Dates .....	6
Faculty and Staff .....	7
<b>Chapter 1: Introductory Information &amp; General Notices</b> .....	8
Parent/Guardian Handbook Acknowledgement .....	8
Student Handbook Acknowledgement .....	8
District Office and School Board Information .....	8
Starting the Day .....	9
Asbestos – Public Notification .....	9
Accommodating Individuals with Disabilities .....	9
Animals on School Property .....	9
Change of Address/Phone Number .....	9
Class Schedules .....	9
Emergency School Closings and Skylert .....	9
English Language Learners .....	10
Equal Educational Opportunities .....	10
Field Trips .....	10
Fines, Fees, and Charges; Waiver of Student Fees .....	11
Homeless Child’s Right to Education .....	11
Invitations & Gifts .....	12
Lost and Found .....	12
Lunch .....	12
Lockers and Locks .....	12
Mandated Reporters .....	12
Parental Involvement .....	12
Pesticide Application Notice .....	13
Privacy Protections .....	14
Sex Education Instruction .....	14
Sex Offender Notification Law .....	14
School Phones .....	15
Sex Equity .....	15
Students with Food Allergies .....	15
Transfer and Withdrawal of Students .....	15
Treats & Snacks .....	15
Video & Audio Monitoring Systems .....	15
Visitors .....	16
Volunteers .....	16
<b>Chapter 2: Attendance, Promotion &amp; Graduation</b> .....	16
Attendance Requirements for Credit .....	16
Attendance at State Tournaments and Special Events .....	16
Absences: Excused and Unexcused .....	16
Home and Hospital Instruction .....	17
Leaving School Early .....	17
Medical Appointments .....	17
Notification of an Absence .....	17
Perfect Attendance .....	17
Pre-Arranged Absences .....	18
Student Records and Privacy .....	18
Tardy Policy .....	18

Truancy Ordinance #1051 .....	18
<b>Chapter 3: Academics</b> .....	19
Assessments-MAP, Benchmarking, and ISAT .....	19
Child Screening .....	20
Classes/Required Courses & Electives .....	20
Constitution Tests .....	20
Failing Grades/Retention Policy .....	20
Grades .....	21
Grading Appeal Procedures .....	21
Health Education .....	22
Homeroom .....	22
Homework Club .....	22
Homework Policy .....	22
ZAP Policy .....	223
Honor Roll.....	23
Instructional Material .....	23
Library .....	23
Medical excuses from physical education: .....	24
Parent Access-Skyward.....	24
Physical Education .....	24
Physical Education-Grades .....	24
Problem Solving Team.....	24
Progress Reports .....	24
Report Cards .....	25
Response to Intervention (RtI) .....	25
School Counselor .....	25
Student Planner/Assignment Book .....	25
School Materials.....	26
Teacher Qualifications Request .....	26
<b>Chapter 4: Special Education</b> .....	26
Education of Children with Disabilities .....	26
Discipline of Students with Disabilities .....	26
Request to Access Classroom or Personnel for Special Education Evaluation or Observation .....	26
Exemption From Physical Education Requirement for Special Education .....	27
<b>Chapter 5: Athletics</b> .....	27
Purpose .....	27
Goal .....	27
Admission to Events .....	27
Absence from School on Day of Activity .....	27
Appeal Process for Athletics .....	27
Award policy .....	27
Available Sports .....	28
Behavioral Conduct.....	28
Code of Conduct .....	29
Drugs, Alcohol and Tobacco Code Violations .....	29
Drug, Alcohol, Tobacco Rules for Violations .....	29
Eligibility .....	30
Extra/Co-Curricular Participation by Home-Schooled Students .....	30
Interscholastic Sports .....	31
Locker rooms .....	31
Requirements for Participation .....	31

Rules in Effect.....	31
Sporting Events Expectation.....	31
Sports Fees .....	32
Sportsmanship.....	32
Team and Individual Recognition.....	32
Travel .....	32
<b>Chapter 6: Transportation and Parking</b> .....	32
Bus Transportation .....	32
Parking .....	33
<b>Chapter 7: Health, Safety and Insurance</b> .....	33
Communicable Diseases .....	33
Concussions and Head Injuries .....	33
Diabetes- Care of students .....	34
Head Lice .....	34
Immunization, Health, Eye and Dental Examinations .....	34
Physical Examination -Immunizations .....	35
Insurance/Accident Reports .....	35
Safety Drill Procedures .....	35
Sick Bay .....	35
Student Medication .....	35
<b>Chapter 8: Discipline and Conduct</b> .....	36
Citizenship .....	36
Bullying, Intimidation & (Sexual) Harassment-Prevention.....	36
Cell phones/Electronic Devices .....	37
Dress Code / Student Appearance.....	37
Minor and Major Discipline Infractions (Suggested Minor and Major guidelines) .....	37
Prohibited Student Conduct .....	38
Disciplinary Measures.....	39
<b>Chapter 9: Maroon Pride Program (Positive Behavior Interventions and Supports-PBIS)</b> .....	41
CJHS Student Expectations .....	41
Positive Behavior System-(Matrix) .....	42
<b>Chapter: 10 Grievance Procedures</b> .....	44
<b>Chapter 11: Activities</b> .....	44
Assembly Procedures .....	44
Clubs .....	45
School Dance Expectations.....	45
<b>Chapter 12: Internet, Technology and Publications</b> .....	45
Internet Acceptable Use Policy .....	45
Guidelines for Student Distribution of Non-School-Sponsored Publications .....	47
<b>Chapter 13: Search and Seizure</b> .....	47
<b>Appendix</b> .....	48
<b>Schedules</b> .....	48
<b>Building Map</b> .....	49

## Important Dates

August 18, 2014	Teacher Workshop <b>No School</b>
August 19, 2014	Teacher Workshop <b>No School</b>
August 20, 2014	First day of school <b>ALL students</b>
Aug 26, 2014	Open House at CJHS 5:30 PM-6:30 PM



September 1, 2014	Labor Day – <b>No School</b>
September 17, 2014	PAC meeting @ 6:00
September 23, 2014	Parent-Teacher Conferences 3:45-7:45 PM
September 25, 2014	Parent-Teacher Conference 3:45-7:45 PM
September 29, 2014	Workshop – <b>No School</b>
October 13, 2014	Columbus Day – <b>No School</b>
October 14, 2014	Workshop- <b>No School</b>
October 17, 2014	End of 1st Quarter
October 22, 2014	PAC meeting @ 6:00PM
November 19, 2014	PAC meeting @ 6:00
November 26, 2014	<b>No School</b>
November 27-28, 2014	Thanksgiving Break <b>No School</b>
December 19, 2014	End of 2 <sup>nd</sup> Quarter
December 22-31, 2014	Winter Break <b>No School</b>



January 1-2, 2015	Winter Break- <b>No School</b>
January 5, 2015	SIP- <b>No School</b>
January 6, 2015	Second semester begins
January 19, 2015	M.L.King - <b>No School</b>
January 28, 2015	PAC meeting @ 6:00

February 3, 2015	Parent-Teacher Conferences 3:45-7:45 PM
February 5, 2015	Parent-Teacher Conferences 3:45-7:45 PM
February 16, 2015	Pres. Day - <b>No School</b>
February 17, 2015	SIP DAY- <b>No School</b>
February 25, 2015	PAC Meeting @ 6:00

March 9 – April 3	PARCC Test
April 27 – May 22	PARCC Test
March 6, 2015	End of 3rd quarter
March 18, 2015	PAC Meeting @ 6:00
March 30-31, 2015	Spring Break – <b>No School</b>



April 1-6, 2015	Spring Break – <b>No School</b>
April 16, 2015	Early dismissal @2:20
April 22, 2015	PAC Meeting @ 6:00
May 25, 2015	Memorial Day – <b>No School</b>
May 26, 2014	Early dismissal @ 11:45
	Workshop
	<b>Quarter Ends</b>

### Dates may be subject to change.

Any questions, please call the school office, or to confirm any date.

SIP=School Improvement Planning  
PAC= Parent Advisory Committee (All parents invited to attend)  
ISAT= Illinois State Achievement Test





## Faculty and Staff

Drew Goebel - Principal  
[dgoebel@cusd15.org](mailto:dgoebel@cusd15.org)

Elaine Gibson - Secretary  
[egibson@cusd15.org](mailto:egibson@cusd15.org)

Justin Deters – Assistant  
Principal

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Kim Mills - Secretary  
[kmills@cusd15.org](mailto:kmills@cusd15.org)

Barry Gurvey – Athletic  
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Amanda Douglas - School  
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Angelle Woodard - Secretary  
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Bridges, Nancy- <a href="mailto:nbridges@cusd15.org">nbridges@cusd15.org</a>	Library
Clearly, Emily- <a href="mailto:eclearly@cusd15.org">eclearly@cusd15.org</a>	Family Consumer Science
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Dale, Natalie- <a href="mailto:ndale@cusd15.org">ndale@cusd15.org</a>	Special Education
Diener, Claire- <a href="mailto:cdiener@cusd15.org">cdiener@cusd15.org</a>	Mathematics
Gordan, Jim- <a href="mailto:jgordan@cusd15.org">jgordan@cusd15.org</a>	Custodian
Haurberg, Clay- <a href="mailto:chaurberg@cusd15.org">chaurberg@cusd15.org</a>	Physical Education
Henne, Renee- <a href="mailto:rhenne@cusd15.org">rhenne@cusd15.org</a>	Special Education
Hendricker, Jeff- <a href="mailto:jhenricker@cusd15.org">jhenricker@cusd15.org</a>	Band/Chorus
Hill, Bob- <a href="mailto:bhill@cusd15.org">bhill@cusd15.org</a>	English
Holl, Tim- <a href="mailto:tholl@cusd15.org">tholl@cusd15.org</a>	Band
Holt, Jamison- <a href="mailto:jholt@cusd15.org">jholt@cusd15.org</a>	Agriculture
Judd, Mike- <a href="mailto:mjudd@cusd15.org">mjudd@cusd15.org</a>	Science
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Marquis, Phyllis- <a href="mailto:pmarquis@cusd15.org">pmarquis@cusd15.org</a>	Physical Education
Martens, April- <a href="mailto:amartens@cusd15.org">amartens@cusd15.org</a>	Social Studies
Martin, Angie- <a href="mailto:amartin@cusd15.org">amartin@cusd15.org</a>	Physical Education
Maurer, Kisha- <a href="mailto:kmaurer@cusd15.org">kmaurer@cusd15.org</a>	Science
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Vinson, Alicia- <a href="mailto:avinson@cusd15.org">avinson@cusd15.org</a>	Special Education
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Walker, Teal- <a href="mailto:twalker@cusd15.org">twalker@cusd15.org</a>	English
Ward, Danielle- <a href="mailto:dward@cusd15.org">dward@cusd15.org</a>	Special Education
Wayne, Sheila- <a href="mailto:swayne@cusd15.org">swayne@cusd15.org</a>	Mathematics
Wertheim, Connie- <a href="mailto:cwertheim@cusd15.org">cwertheim@cusd15.org</a>	English
Williams, Josh- <a href="mailto:jwilliams@cusd15.org">jwilliams@cusd15.org</a>	Physical Education
Wolfe, Missi- <a href="mailto:mwolfe@cusd15.org">mwolfe@cusd15.org</a>	Special Education
Workman, Jacob- <a href="mailto:jworkman@cusd15.org">jworkman@cusd15.org</a>	Special Education

### Teacher Aides:

Missy Williams ([mwilliams@cusd15.org](mailto:mwilliams@cusd15.org)), Robin Mayfield ([rmayfield@cusd15.org](mailto:rmayfield@cusd15.org)), Jon Olichwier ([jolichwier@cusd15.org](mailto:jolichwier@cusd15.org)), Bridget Henderson ([bhenderson@cusd15.org](mailto:bhenderson@cusd15.org)), Mary Hardwick ([mhardwick@cusd15.org](mailto:mhardwick@cusd15.org)), Barb Martin ([barbmartin@cusd15.org](mailto:barbmartin@cusd15.org)), Heather Ohlemeyer ([hohlemeyer@cusd15.org](mailto:hohlemeyer@cusd15.org)), Karol Wilson ([kwilson@cusd15.org](mailto:kwilson@cusd15.org)), Susan Cooper ([scooper@cusd15.org](mailto:scooper@cusd15.org)), Angela Schmid ([aschmid@cusd15.org](mailto:aschmid@cusd15.org))

# Chapter 1: Introductory Information & General Notices

## Parent/Guardian Handbook Acknowledgement

Parent/Guardians please review the Student/Parent Handbook with your child(ren) in an effort to promote a better understanding of Clinton Junior High School rules and expectations. Please understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

## Student Handbook Acknowledgement

Students please read the handbook and understand all the rules and expectations. You are responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. Please understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

## District Office and School Board Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at [www.cusd15.org](http://www.cusd15.org) or at the Unit Office, located at: 1200 Rt 54 West Clinton, IL 61727

The School Board governs the school district, and is elected by the community.

Current School Board members are:

Mr. Rod Wertz, President

Mr. Ron Savage, Member

Mr. Tom Pruser, Vice-President

Mr. Buck Carter, Member

Mrs. Nancy Stokowski, Secretary

Mr. Mark Hass, Member

Mr. John Blythe, Member

The School Board has hired the following administrative staff to operate at the District level:

Dr. Jeff Holmes: Superintendent

[jholmes@cusd15.org](mailto:jholmes@cusd15.org)

Mrs. Lynn Westhoff, Business Manager

[lwestoff@cusd15.org](mailto:lwestoff@cusd15.org)

Mrs. Sherry Chapman, Superintendent's

Administrative Assistant

[schapman@cusd15.org](mailto:schapman@cusd15.org)

Mrs. Jeanette Keim, Payroll

[jkeim@cusd15.org](mailto:jkeim@cusd15.org)

Mr. Steve Hamilton, Food Service Director

[shamilton@cusd15.org](mailto:shamilton@cusd15.org)

Mrs. Charolette Holland: Secretary

[cholland@cusd15.org](mailto:cholland@cusd15.org)

Mr. Justin Volker: Network Administrator

[jvolker@cusd15.org](mailto:jvolker@cusd15.org)

Mrs. Angelle Woodard: Secretary

[awoodard@cusd15.org](mailto:awoodard@cusd15.org)

Mr. Robert Munds: Network Administrator

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Mrs. Jill Martin: Nurse

[jmartin@cusd15.org](mailto:jmartin@cusd15.org)

Mrs. Kelly Pine: Bookkeeping

[kpine@cusd15.org](mailto:kpine@cusd15.org)

Mr. Allen Trago: Maintenance

[atrago@cusd15.org](mailto:atrago@cusd15.org)

Mr. John Wise: Maintenance

[jwise@cusd15.org](mailto:jwise@cusd15.org)

To get in contact with any district staff member please call: 217-935-8321

## Starting the Day

At 7:50 a.m. students will be allowed to enter the building, and must report and stay in their designated area. Students wishing to eat breakfast will be allowed to enter the cafeteria at 7:50 a.m. Once the student has finished his/her breakfast, they need to clean up their area, and either go back outside to their grade level designated area or remain seated in the cafeteria. In a case of inclement weather, students may be allowed to stand inside the double doors outside the Main Office prior to 7:50 a.m.

## Asbestos – Public Notification

This notice is to inform building occupants of the potential hazard and locations of asbestos-containing materials in Clinton Community Unit School District No. 15. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials. Materials containing asbestos have been found in the following school buildings: Douglas, Lincoln, Washington, Webster, and High School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel who have been trained in identification of asbestos -containing materials and who recognize the danger of asbestos take special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos-containing materials. All asbestos containing material is inspected and evaluated periodically; additional measures will be taken when needed to protect the health of building occupants. Any concerns relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager (A.P.M.), Allen Trago:

Clinton CUSD No. 15  
1210 W. State Highway 54  
Clinton, Illinois 61727  
Phone: (217) 935-8321

## 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.

## Animals on School Property

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

## Change of Address/Phone Number

If there is a change in residence, it is the responsibility of the parent and student to report the new address to the Main Office immediately or update your information on Skyward Family Access. It is also necessary to update a change in telephone and/or email address immediately. This information is extremely important in the case of an emergency. All parents/guardians will be required, at registration, to show evidence of residency. This can be done by showing a driver's license, voter registration card or a picture identification that reflects the current address.

## Class Schedules

With the assistance of the School Counselor and Administration, students register for courses by filling out the registration forms. Once a student's schedule has been set for the year, changes will seldom be made. In the case of a request for a schedule change, the student should contact the counselor/administrator regarding the change. Because of the complexity of the schedule, changes are not always possible.

## Emergency School Closings and Skylert

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as possible. If bad weather or

other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Skyward Skylert will also be used for notifications. Skylert is used when information has to be quickly spread throughout the district. Skylert is an automated process that will ensure that everyone gets all the important emergency information they need. Skylert sends notifications in the format recipients prefer - call, text, or email regarding everything ranging from a snow day to building emergency. Skylert can be triggered by any smartphone or computer with security access and send notifications to everyone concerned in your district. Please contact the Main Office if you are interested in Skylert. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled. Any change in bus operations or school closing because of weather conditions will be given to the following radio/television stations to be included with their announcements:

WHOW-AM (1520)	- Clinton
WAND TV	- Decatur
WSOY-AM (1340) & WSOY-FM (103)	- Decatur
WDZ-AM (1050) & WDZQ-FM (95.1)	- Decatur
WJBC-AM (1230) & WBNQ-FM (101.5)	- Bloomington

[www.cusd15.k12.il.us](http://www.cusd15.k12.il.us)

If no announcement is made, school is in session and busses will run their regular routes.

## English Language Learners

The school offers opportunities for English Language 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 Language Learners will be:

- Given an opportunity to provide input to the program
- Provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Mr. Drew Goebel- Principal.

## Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure and contacting the Principal for appropriate action.

## Field Trips

At various times throughout the year, field trips are planned to supplement the curriculum. Field trips are an extension of the school (classroom) and all rules must be followed just as though the student was in school.

### Field Trip Procedures:

1. The instructor will post the field trip using any of the following: Skyward, email, letter home.
2. If a student is failing a class, the teacher of that class may keep the student requesting a field trip in another class, from attending the field trip. This will be coordinated between the field trip instructor and the teacher whose class the student is failing.
3. When a field trip is starting, it is important for the bus to leave as close to on-time as possible. Buses will not wait more than five minutes beyond the scheduled time. At that point they will leave for the trip.
4. If a student has had a major referral, he/she may be kept from attending the field trip.

Failure to follow the above procedures will result in the student's not being allowed to go on the field trip. All students who are not going on the field trips with their assigned class should report immediately to the office during the scheduled time of the class.

### Parent/guardian Permission/Notification Guidelines:

- Out-of-town field trips - parent/guardian permission slips required.
- In-town field trips that require a bus/van - parent/guardian notification required. Parent/guardian permission slips optional.
- In-town field trips that do not require a school bus/van (walking trips) - Parent/guardian notification optional.

Please note - On occasions when a walking trip is planned, inclement weather may necessitate a quick request for a school bus/van. Under these conditions, parent/guardian notification may not be practical. If a parent/guardian is uncomfortable with this and desires to be notified in advance, please contact the principal's office at the beginning of the school year and an effort will be made to contact you. If we cannot contact you, your child will remain at school.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 217-935-2103.

### Fees (subject to change)

Ind. Arts/FACS/7th & 8th Art.....	\$10/sem
7th & 8th Science.....	\$10/sem
Grad gown.....	cost
PE uniform.....	cost
Sports.....	\$60per sport/\$180max
Vocational.....	\$10/sem

\*\*All fees payable at registration

## Homeless Child's Right to Education

CJHS shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. The commitment to the education rights of homeless child(ren), youth, and youth not living with a parent or guardian, applies to all services program, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act. In an effort to comply with the McKinney-Vento Assistance Act, CJHS affirms that all homeless students will not be denied the benefits of, or be subjected to, discrimination under any educational program or activity as students who are not homeless. According to the McKinney-Vento Act of 2002, homeless students will be immediately enrolled. Transportation will be provided if students are eligible. Records will be pursued as appropriate. When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

Assistance and support for homeless families includes:

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

Please direct questions to the district liaison, Mr. Drew Goebel-Principal at 935-2103.

## Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Please celebrate special occasions with your child at another time and place. The school will also not deliver or store items brought to the school. The office will not release addresses and phone numbers of students.

## Lost and Found

Clinton Junior High School maintains a Lost and Found area in the Main Office. All articles found in and around the building are to be turned in to the office. Articles may be redeemed by their owners in the Office by identifying the item before or after school. After two weeks, items will be removed from lost and found.

## Lunch

Skyward Family Access is a computer based data system of school lunch accounts. Students are assigned a PIN number to access their lunch account. All students must use this program. Students are expected to keep their account balance in the positive. Deposits to the account can be made online, in the cafeteria in the morning, or in the office. CJHS has a closed lunch policy. Al Carte items and “Extra Items” (Chips, Rice Krispies, Juice, etc...) are considered a “privilege” that can be taken away at the administrations discretion. Parents are welcome to attend and eat lunch with their student. Parents can take their child out to lunch, but the student must return in time for their next class period. If a student has been assigned to the ZAP room, parents are strongly encouraged not to take their child out to lunch on this day. If a student misses their ZAP, they will be expected to serve it the following day.

Daily Cost:

Reduced Breakfast \$.30	Reduced Lunch \$.40
Breakfast \$1.00	Lunch \$ 1.50

### Lunch Charges

Any student not having a positive balance may charge that day by making a phone call and leaving a message about needing lunch money. Students will only be allowed to charge a hot tray (no extras). Students are expected to pay the charge on the following day and deposit more into the account. Failing to take care of lunch charges within one week may result in the loss of lunch charge privileges. No money will be lent out by any of the offices. The lunch charge situation will be reviewed periodically and may be discontinued at any time.

## Lockers and Locks

Each student will be assigned a hallway locker and a combination. Food or drinks (except bottled water) bought from the school's cafeteria cannot be stored in the student's locker. Open food or drinks should not be kept in lockers. Students are prohibited from using any other locker than the one assigned to them. Students are not to share the combination to their lock with other students. Lockers should be locked at all times. Lockers are property of the school. Lockers and their contents are subject to unannounced search and inspection. (See *Search and Seizure*) Hallway lockers have an attached lock with a pre-set combination. If a student damages his/her locker, the student will be required to pay for the damages. If a student wishes to change lock combinations, a charge of \$3.00 will be assessed. In the locker rooms, individual, school-owned locks will be used on school lockers. If a student uses a lock not belonging to the school, school personnel will remove that lock. Signs & posters are not to be put on the outside of the lockers without administrative approval. Lockers and locks in the physical education area are property of the school and are subject to the same rules as student hallway lockers. Book bags, backpacks, athletic bags and purses are not allowed in classrooms, the library, or the cafeteria. These should be kept in student lockers.

## Mandated Reporters

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

## Parental Involvement

The school has a Parents/Guardians-Teacher Conferences, at a minimum twice a year (once per semester). These dates are set when the District Calendar is announced to the public and also posted in the “Important Dates” of this handbook. The school will also host a Parent Advisory Committee (PAC) that normally meets the last Wednesday of the month. All parents are

welcome to attend. At these meetings, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process. The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results.
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children.
- Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time. The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query. Questions should be directed to Mr. Drew Goebel-Principal.

## 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 Mr. Drew Goebel-Principal. The Clinton School District takes pride in the quality of education we provide for our students. We also take pride in the facilities. As mandated by the Illinois Department of Agriculture, we provide the following information. It is necessary to periodically apply pesticides, herbicides, and fertilizers, etc. to school grounds. It is our obligation to properly notify parents who have requested notice when such application is to occur. We adhere to the requirements of the Lawn Care Products Application and Notice Act (415 ILCS 65/1 et seq). Under this act, we are creating a parent notification registry at the district level. If you would like to be notified prior to any spraying of agricultural chemicals on school grounds, please complete the Lawn Care Product Notification Form, which is available at school registration, in the school office, or the district office. Parents requesting notification will receive it 2 days prior to the spraying of lawn care chemicals. Notification is not required if spraying is necessary to protect property. The district will maintain a registry of parents requesting notification at the district office. This registry will be updated each school year. If you want to be notified, please return the form to the school district office by September 1, 2007. We face a delicate balance between controlling weeds, keeping our school grounds neat and groomed, while providing a safe and healthy environment for our students, staff and guests.

Questions regarding this matter should be addressed to:

Dr. Jeff Holmes, Superintendent: 217-935-8321

Clinton CUSD No. 15

1210 W. State Highway 54

Clinton, Illinois 61727



# 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:
- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- 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.

## 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.

# 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.

# Sex Offender Notification Law

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.



## School Phones

Students are not to make calls from phones in the classroom unless the issue is directly related to the class. Students are not permitted to leave class to receive phone calls. If a parent has a serious need to communicate with a student, a message can be conveyed by calling the Main Office. Only those messages of an emergency nature will be delivered to students. The office cannot deliver messages to dozens of students at the end of each day, so please make your after-school arrangements before your child goes to school. The Main Office phones are for business purposes only. Students must secure permission to use the telephone in the Main Office. Students are allowed to use the phone only in the case of a serious emergency or school-related business. Students are expected to make transportation arrangements without the regular use of the school phone. Students who request to use the school phone on a frequent basis may be denied access to the phone except in the case of an emergency.

## Sex Equity

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Administrative Implementation: The Superintendent shall appoint a Non-discrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. Drew Goebel: Principal CJHS at 217-935-2103.

## Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify Mr. Drew Goebel- principal at 217-935-2103. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## Transfer and Withdrawal of Students

Any student transferring or withdrawing from school must obtain a "Student Release" form from the Main Office. This form must be taken by the student to each teacher. After all books have been returned, the teacher will issue a grade for the work in the class up to the time of withdrawal and sign the withdrawal form. After all proper signatures have been obtained, the form should be returned to the principal's office to determine if a refund is in order.

## Treats & Snacks

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

## Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room can be penalized as a felony with local law enforcement.

## Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the Main Office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

## Volunteers

CJHS encourages parent volunteers to assist at the school. If you are interested in volunteering please contact the Main Office. Some teachers utilize parent volunteers in the classroom. The individual teacher will make the decision if a volunteer is needed. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the principal, Mr. Drew Goebel. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## Chapter 2: Attendance, Promotion & Graduation

### Attendance Requirements for Credit

Illinois school code requires compulsory school age attendance (§105 ILCS 5/26-2a). Valid cause for student absence shall be illness, observance of religious holiday, death in the immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by the board of education. The Illinois School Code, Article 26-1, requires those who have custody or control of any child between the ages of 7 and 17 years to cause such child to attend school the entire time it is in session during the regular school term.

### Attendance at State Tournaments and Special Events

Students may attend state tournaments determining individual and team champions if:

1. Parent/guardians notify school authorities, giving permission on the day preceding the event.
2. Students attend school on the day of the event, leaving at the designated time established by the school administration.
3. Ability to ride a fan bus may be based on a student's grades, discipline, and/or attendance.

### Absences: Excused and Unexcused

#### **Excused**

Students are limited to eight (8) days of absence per semester. Any absence after eight days in a semester will automatically be unexcused, but a parent/guardian may appeal this to the attendance committee consisting of an administrator, school counselor, and two certified teachers for making it excused. At the hearing, written documentation must be provided 3 days in advance of the hearing. After the student has reached their eight (8) days, the student must present a doctor's note to excuse the absence. Students have five (5) school days upon their return to school to present a doctor's note to the Main Office for the absence(s) to be considered Doctor's Excused. Any student that is absent from school due to illness after 10:06 a.m. cannot practice, participate, or attend any extra-curricular activity for the day. The attendance committee will consist of an administrator, one guidance counselor, and two certified teachers.

The following will not count towards the eight (8) days:

Field trips, school sanctioned events, bereavement for immediate family, quarantine, observance of religious holidays, doctor's appointment verified by a doctor's note, out of school suspensions, or an emergency. An emergency is a situation that poses immediate risk to health, life, property or environment. Most emergencies require urgent intervention to prevent a worsening of the situation.

#### **Unexcused**

Refer to Homework Policy (Page 22)

## Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact: Mr. Drew Goebel-Principal at 217-935-2103.

## Leaving School Early

If a student needs to leave school early for illness or any other reason, he/she must report to the Main Office. Any student leaving school without following the below procedures will be subject to disciplinary action.

Procedures for leaving school early:

1. Have a parent/guardian call the office, or request that the office notify the parent/guardian by phone. Parent/guardians are expected to transport students unless other arrangements are made. If parent/guardian cannot be contacted, the emergency contact person may give consent.
2. Students will not be allowed to leave the school without permission unless judged an emergency situation by the administration.
3. Once permission is granted, the student must sign out in the office.
4. Any student signing out ill during the school day may not return to school for the remainder of the day, nor will the student be allowed to attend an evening extra-curricular event.

## Medical Appointments

Every effort should be made to schedule medical and/or dental appointments at times that do not interfere with a student's attendance. However, if a student must miss part of a day, the Main Office must be notified in advance. It is preferred that parent/guardians call 217-935-2103 requesting permission for their child to be excused. A parent/guardian note is needed for a student to be released from class to go to the office in order to sign out for the appointment. Students leaving school for appointments must sign out in the Main Office prior to leaving the building. When students return during the school day, he/she must sign in at the Main Office. Students are required to bring verification from the doctor/dentist indicating that the appointment was kept. Failure to follow the above procedures will result in the absence being classified as unexcused.

## Notification of an Absence

Parents/guardians must call the school office to report all absences. If a parent/guardian neglects to report an absence, that student will be considered truant for the school day. Parent/guardians will have three days after a truancy to report an absence to the school office by telephone. No written notes will be accepted. Whenever possible, appointments should be made before or after school hours. Parents/guardians are required to call in their child's absence to the school before 9:00 A.M. on the day of the absence. The attendance line can be accessed by calling 217-935-2103. For convenience, your call may be made 24 hours a day. You may also leave a message on the attendance recorder indicating:

1. Individual calling.
2. Name of student (please spell last name).
3. The phone number of where the parent/guardian can be contacted during the school day for verification of an absence.
4. Indicate the date(s) absent.
5. State the length of time absent (all day, a.m., p.m., etc.)
6. State reasons for the absence

Calls and notes by the students are not allowed or accepted. If you do not have a telephone, then arrangements must be made with the assistant principal for verification of absences. Student will be given a three (3) day grace period in which to provide all necessary information. If not done within the three (3) days after returning to school, the absence is not excused. The student must report to the office of the Main Office upon returning to school to receive an admit slip to be taken to the teachers.

## Perfect Attendance

Perfect attendance status will be awarded to those students who are in attendance for a full day every day of the school year.

## Pre-Arranged Absences

On occasion, family activities necessitate a student being absent. When this happens the student must:

1. Present a note signed by parent/guardian or requesting permission to be absent. This must be done in advance of the absence.
2. Contact each teacher for class assignments in advance for the absence. Each teacher must initial the form before it is returned to the office. Students are encouraged to pick up work prior to the absence and turn in the assignment when the student returns to school.

Trips of educational value and holy day observances must be prearranged and authorized by the assistant principal or they will be classified as unexcused. Vacation absences must be pre-approved in advance for them to be excused. Parents are encouraged to take vacations during natural breaks in the school calendar (Summer Break, Spring Break, and Winter Break).

## Student Records and Privacy

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

Parents have the right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

## Tardy Policy

Students are expected to be on time for school and for each class. If a student is tardy to school, he/she must report to the office before going to class. Students are expected to be in their classroom at 8:30 AM or they will be considered tardy. Tardiness will be unexcused unless the student has an acceptable reason for the tardy as determined by the building assistant principal. Each unexcused tardy (beyond 10:06 AM) will be counted as a one-half day of truancy. Some examples of unacceptable reasons for being tardy are oversleeping, car trouble, and missing the bus. If a student is tardy to a class, the student should go on to the class; the student should NOT report to the Office for a tardy pass. The teacher will report the tardiness to the Office. After the student’s 3<sup>rd</sup> Tardy, a Minor Discipline Referral will be assigned. Excessive tardiness will result in the student being referred to administration.

## Truancy Ordinance #1051

“...Be it ordained by the city council of the City of Clinton, Illinois, that Title V of the City Code is as follows:

Truant is defined as “A child subject to a compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.”

Valid Cause for Absence is defined as “Illness, observance of a religious holiday, death in the immediate family, family emergency, and such other situations beyond the control of the student as determined by the board of education in each district or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

#### **Penalty for Truancy:**

**Fine:** Any person convicted of a violation of any act declared to be unlawful by this chapter or the parent or custodian of any violator under 10 years of age shall be fined twenty-five dollars (\$25.00) for the first violation, fifty dollars (\$50.00) for the second violation, and one hundred dollars (\$100.00) for any violation after two violations.

**Community Service:** In addition or in the alternative to any fine issued pursuant to the preceding section, any person convicted of a violation of any act declared to be unlawful by this chapter of the parent or custodian of any violator under 10 years of age may be sentenced to community service.

**Separate Offenses:** Each day or portion of each day that a person is truant shall constitute a separate offense.

Students who are truant (absent without a valid reason) will be referred to the Assistant Principal. Truancy is a serious problem and will result in serious consequences. Repeated truancy will result in action through appropriate legal channels. Students are expected to be in school on a regular basis unless a valid excuse is given. Parents will be notified when 5 unexcused absences have been accumulated in a school year. Unexcused absences will be reported to the Dewitt County Truancy Officer upon accumulation of 10 unexcused absences, 15 unexcused absences, and 18 unexcused absences. The school will also notify the Dewitt County States Attorney. Parents are expected to contact the school by 9:00 AM each morning to report a student absence. Failure to do so will result in an unexcused absence. A student will have 3 days to remove an unexcused absence from a student record with a parent/doctor note. According to the Illinois School Code 5/26-2a: a "truant" is defined as "a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof". The Code further defines a "chronic or habitual truant" as "a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days". School officials are required by law to report "Chronic or habitual truants" to the Regional Office of Education. Illinois School Code continues to state (Section 26-10): "Any person having custody or control of a child...who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall...be subject to not more than 30 days imprisonment and/or fined up to \$1500". It is the parent/guardians responsibility to see that their child is attending school and arriving at school prior to the beginning of the school day. Refer to the Homework Policy on makeup privileges for unexcused absences.

## **Chapter 3: Academics**

### **Assessments-MAP, Benchmarking, and PARCC**

Each school year, students in grades 6<sup>th</sup>-8<sup>th</sup> take benchmarking tests, typically in September, January, and May. Students are given these tests to determine their instructional level and to measure academic growth throughout the school year, and from year to year in the areas of Math and Language Arts. One of the assessment tools we are currently using, called Measures of Academic Progress (MAP), is taken on a computer. These untimed tests are unique in that they adapt to be appropriate for each child's instructional level. As your child answers questions, the test adjusts the difficulty level of the next question based on their answer. This means that the test becomes more difficult as more questions are answered correctly. When your child incorrectly answers a question, the next question becomes easier. Therefore, your child takes a test specifically created for his or her learning level. MAP results are given in the form of RIT (Rausch Unit) scores that provides the teacher with helpful data to guide each child's instruction. In addition to MAP testing, we also use other benchmarking assessments. AIMSweb, Mathematics Concepts and Application (M-CAP), Mathematics Computation (M-Comp) and Reading MAZE (measures comprehension) are short, group-administered, paper and pencil tests. AIMSweb Reading Curriculum-Based Measurement (R-CBM) is timed and individually administered. It assesses oral fluency, or how many words that students can read within a given time frame. Lastly, students will take the Partnership for Assessment of Readiness for College and Careers (PARCC) in the Spring. This test measures the achievement and growth of the students

## Child Screening

The District conducts annual child screenings for pre-school and kindergarten (5 before September 1) children. These screenings serve to inform parents, schools and service agencies of the child's functioning levels and possible need for support services and program to improve deficit areas. Areas assessed are fine/gross motor, speech and language, perceptual and conceptual readiness areas, and vision and hearing. Children are screened prior to the start of each school year. Information on scheduling appointments can be obtained by calling the Unit Office at 935-8321.

## Classes/Required Courses & Electives

<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
English	English	English
Social Studies	Social Studies	Social Studies
Science	Science	Science
Mathematics	Mathematics	Mathematics
Physical Education	Physical Education	Physical Education
Health/Technology		

Response to Intervention: Readings and Math Strategies-Scheduled based on teacher recommendation and assessments scores only.

Note: Reading and language arts are taught in a two-period English class.

	<u>Electives</u>		
	6 <sup>th</sup> grade	7 <sup>th</sup> grade	8 <sup>th</sup> grade
Art	x	x	x
Family & Consumer Science (FACS)	x	x	x
Band	x	x	x
Chorus	x	x	x
Technology/Citizenship	x	x	x
Industrial Arts	x	x	x
Environmental Studies		x	x
Greenhouse Studies		x	x
20 <sup>th</sup> Century Wars		x	x
Multimedia Studies			x
Forensics			x

\* Scheduling priority will be given to 8th grade students in elective courses.

## Constitution Tests

8<sup>th</sup> Grade US CONSTITUTION:

- Students have 3 chances to pass with a 60% or higher. The first attempt counts on third quarter grade. The other two attempts are to meet the requirements that students pass the constitution prior to promotion. (The second chance is in class and the third one is after school). A passing grade is required to graduate from 8th grade.

7<sup>th</sup> Grade ILLINOIS CONSTITUTION:

- Is part of their 3rd quarter grade, with no retakes.

## Failing Grades/Retention Policy

Students failing core academic subjects are required to meet one or more of the following options; placed in interventions for the core academic area, repeat the course but still be promoted to the next grade level, repeat the grade, and/or attend an approved summer or alternative school program at their expense. A student who has excessive absences may be retained in the same grade for an additional year. A student may be retained in the same grade level for an additional year if the student fails any two semesters of study of core academic courses in one year. Core academic courses are English (Language Arts and Reading), Math, Science and Social Studies.

# Grades

## Grading Scale

The Grading Scale used by all teachers at CJHS is as follows:

90 and above	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

Teachers will notify parents of grading practices/weights at the beginning of the year and if changed during the school year.

## Grading Appeal Procedures

The purpose of the grading appeal process is to resolve all problems as soon as possible. Parents should frequently monitor student's grades through Skyward's Parent Access, phone calls to teachers, emails to teachers, and/or Parent/Teacher conferences. If a parent feels that an incorrect grade has been given to his/her child then:

1. The parent must talk with the teacher regarding a grading problem or concern. This meeting must take place within ten days after the report cards have been issued. The building principal or superintendent will direct parents to the teacher first.
2. If the parent is not satisfied with the explanation of the child's grade after step 1, the parent may have a meeting with the building principal. This meeting must take place within five days after the initial meeting with the teacher. The teacher may also attend this meeting. The parent must be informed of master contract language regarding the changing of grades.  
*Article IV EE: Changes in student grades shall be made in accordance with the provisions outlined in the Grading policy. Changes in this policy shall be made only with the mutual written consent of the Association and the Board*
3. If the parent is still not satisfied with the explanation of the grade after Step 2 then the parent may request a meeting with the superintendent. This meeting must take place within five days of the meeting in Step 2. The building principal and teacher may also be present at this meeting. The teacher may also request a CEA representative attend this meeting to assist.
4. If the parent is still not satisfied with the explanation of the child's grade after Step 3 the parent may file a formal request that a grading appeal committee be formed. The request must be made within ten days following the meeting with the superintendent.

The parent's request must include, in writing, the following information:

1. The dates of each of the step 1, 2 and 3 meetings.
2. The reason the parent feels the grade given by the teacher is incorrect.

This committee must meet within ten days of the receipt of the formal request.

The committee will consist of:

- Building principal
- Guidance counselor (from the same level)
- Two teachers from the same building
- One teacher from a different level

Oral arguments may be presented by:

- The parent
- The student
- The teacher
- The superintendent
- Counsel for any of the above parties

Within five days after the meeting the committee will render its decision. The decision of the committee will be final. Three teachers from each building will form the grading appeal committee. These positions will be filled on a voluntary basis and no teacher may serve more than one year in succession. In the event an appeal reaches the committee, two out of three committee members from the building will be drawn by lot to serve at that particular time. If one of the three teachers on the committee is

having a grade appealed then the other two members of the committee will serve. The teacher from a different level will be drawn by lot from other building appeal committees as follows: junior high teachers will sit in on high school appeals and high school teachers will sit in on junior high appeals. Primary and elementary teachers will be similarly paired.

## Health Education

The purpose of the health program is to secure the highest possible health of body, mind and personality of every student. The general objectives stressed include: the prevention and control of communicable disease, detection and correction of defects, accident prevention and first aid and the teaching of appropriate health-related topics.

## Homeroom

The first period class serves as a homeroom class. This period will be used for announcements, student council news, and other homeroom business.

## Homework Club

Homework Club is free tutoring service the school provides to all students. Homework Club provides approximately 30 minutes of additional instruction to any student needing academic assistance in any subject area. Homework Club is from 7:50 AM to 8:20 AM, four days a week. All students are welcome to attend without prior notice. Students attending Homework Club must bring homework to complete and/or have a question related to an assignment, and/or studying for an upcoming test/quiz. Students can be dismissed from Homework Club if a staff member feels they are not meeting the guidelines of Homework Club. Homework Club's goal is to help students achieve at a high academic standard.

## Homework Policy

Staff at CJHS strongly believe that homework plays a vital role in the success of our students and will increase overall student achievement. Homework provides students an opportunity to practice what they did in class and prepare for new material. It is the expectation that students turn in their very best work when completing homework. Many times when homework has been assigned, teachers will provide time to begin the work in class, thus giving the student an opportunity to ask questions. Cheating is the inappropriate use of the work of another person for academic credit. Participants involved in cheating are subject to academic penalty, including the loss of credit for the academic work.

### Makeup for Unexcused Absence:

Any school work not turned in because of an unexcused absence will be assigned to ZAP until all work has been completed. Credit for work will follow the ZAP Policy. Students who have irregular attendance and/or whose absences are unexcused may be retained due to lack of basic skill development.

### Makeup for Excused Absences:

If a student has an excused absence from class, it is his/her responsibility to make up the work missed. All students will be able to make up work missed during an excused absence. For each day absent, the student has one school day to complete the missed work to earn full credit. A student may be required to take previously announced tests on the day he/she returns to school. For "pre-arranged absences", students are encouraged to pick up work prior to the absence and turn in the assignment when the student returns to school.

### Requesting Homework:

When an absence is two days or less, the student may pick up make-up work when they return to school. Parents of absent students may request homework (before 10:00 a.m.) for the absent student beginning on the second day of absence; that homework may be picked up in the school office after 3:45 p.m. Requests for additional homework will be honored after the completion, return, and grading of prior homework. Homework requests will not be honored if previous homework request was not picked up.



# ZAP Policy

(Incomplete Homework Policy)

“ZAP” is an acronym for Zero’s Aren’t Permitted.

ZAP’s objective is to provide students an additional opportunity to receive credit for incomplete homework and teach responsibility to complete tasks in the allotted time. ZAP is not a voluntary program in which students may choose to opt out of attending. Administrative discretion may be used when administering the ZAP guidelines.

## ZAP Guidelines:

1. Students with incomplete homework will be reported to the ZAP instructor
2. If a student completes the homework and turns it in to the teacher before 8:30 on their zap day, he/she will be unzapped.
3. A student that is zapped will be required to attend ZAP during their lunch period. He/she can either bring his/her own sack lunch or eat the school’s hot tray lunch (No extra items).
4. The homework assignment must be turned in to the classroom teacher no later than the day after the ZAP was served to receive a maximum of 70% credit.
5. If the student does not turn in the homework assignment, they will receive a zero in the gradebook.
6. Teachers will contact parents when there is an excessive amount of homework being completed in ZAP, but are not required to make parent contact for every incomplete assignment.
7. Student will have a chance to earn 60% credit on zeroes if they are in a pass/fail situation.
8. There will be no ZAP for 8<sup>th</sup> graders during the 2<sup>nd</sup> semester.

# Honor Roll

The following standards determine a student's eligibility for Honor Roll.

A = 4                  B = 3                  C = 2                  D = 1                  F = 0

The grade point is the total of the number of points for all classes (based on the scale) divided by the number of grades received.

Note: Students that are Office/Library Workers or have a strategies class only have 7 classes.

	8 Subjects	GPA	7 Subjects	GPA
High Honor Roll	32 Points	4.0	28 Points	4.0
A/B Honor Roll	31 Points	3.875	27 Points	3.857
	30 Points	3.75	26 Points	3.714
	29 Points	3.625	25 Points	3.571
B Honor Roll	28 Points	3.5	24 Points	3.429
	27 Points	3.375	23 Points	3.286
	26 Points	3.25	22 Points	3.143
	25 Points	3.125	21 Points	3.0
	24 Points	3.0	*****	****

# 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.

# Library

The school library will be open each day from 8:20 AM until 4:00 PM. Books are checked out for a two-week period. Some books are placed on "reserve" for special assignments. Reserved books are available for overnight checkout only. This procedure allows materials to be available to a greater number of students. Back issues of many magazines are available for one-week sign-out. If a book is lost or overdue, the borrower is financially responsible for the replacement or return of the book and the payment of fines. Failing to take care of library fines or overdue/lost books within two weeks may result in the loss of library privileges, detentions, loss of other school privileges or activities, or the holding of report cards until the obligation is met.

## Medical excuses from physical education:

The physical education teacher may, on an emergency basis, excuse a student from active participation for three days. If the medical condition exists for more than three days, a medical excuse is needed. Even if excused from participation, the teacher may request that a student dress for class. Students who are excused from physical education for medical reasons may be required to do written work on appropriate topics. Students must present all medical excuses for physical education to the Principal's Office. The excuse will then be sent to the teacher. A student who has a permanent medical permit from a doctor, excusing the student from participation in physical education, is graded as "excused" on the report card. The student will be assigned another academic elective.

## Parent Access-Skyward

Parents can access important information about their children directly from their computer, anytime, anywhere. Parents and students can view grades, class schedules, attendance records, discipline reports, activity announcements and notes from teachers. To learn more about Skyward's Parent Access, contact the school at 217-935-2103.

## Physical Education

Physical education and the physical fitness program are an integral part of the development of the whole child. The program attempts to present a variety of activities, which will challenge each child to strive for excellence in sportsmanship, citizenship, physical health and vigor. The physical education program involves team sports, team games, individual and recreational games, activities, rhythms, tumbling and gymnastics. The Illinois School Code requires every boy and girl to enroll in physical education and to participate within the limitations of his/her abilities. The program is modified, as needed, to fit the needs of any student with a temporary medical permit.

## Physical Education-Grades

The student's physical Education grade is determined by:

- Daily grades, which include having clean clothing, dressing properly for each class period, following the rules, and participating as expected.
- The student's attitude and playing ability, and individual improvement.
- Test scores on fitness, skills, and knowledge of rules.

### Students borrowing PE clothes:

- 1st Offense: Points taken off grade.
- 2nd Offense: Points taken off grade.
- 3<sup>rd</sup> and/or Subsequence Offense: Points taken off grade and minor referral.

## Problem Solving Team

The Problem-Solving Team focuses on building supports for students dealing with academic, behavioral, health, family and relationship issues, and other life needs. The team is designed to assist identified students in making positive changes leading to greater success in school and life development. The goal of the Problem-Solving Team is to aid students with identified needs through support groups, school sponsored activities, individual counseling, and/or skill building. The Problem-Solving Team may also refer to outside agencies and programs. The Problem-Solving Team is comprised of staff members who may include administrators, school counselors, teachers and support staff. Parental support is also critical for student success through the Problem-Solving Team process. Students may be referred through a staff member, parent, peer, or be a self-referral. The team meets on a regular basis to determine what actions need to be taken for a given referral. Please contact Mrs. Amanda Douglas-School Counselor, for more information.

## Progress Reports

Parents can expect a progress report for each class, usually during the fifth week of each nine-week grading period. At any time, parents can access a student's grades on-line through Skyward's Family Access

## Report Cards

Report cards will be issued at the end of each nine weeks. Failing to take care of office, cafeteria, or library obligations may result in the holding of report cards until the obligation is met.

## Response to Intervention (RtI)

Response to Intervention (RtI) is a federal and state initiative intended to meet a wide range of individual student needs through general education services. RtI is a problem-solving process through which staff members examine and provide for individual learning needs of students. Students who are identified through a criteria set up by the RtI committee will receive interventions through a class called Reading or Math Strategies. We call these groups tier groups.

Students who qualify for RtI interventions are identified by the following criteria:

1. ISAT scores from the previous school year
2. Scores on the Fall-Winter-Spring Benchmark assessments
3. Teacher recommendation/Case Manager Input
4. If a student qualifies to be in a tier group, parents will receive a letter from the school explaining the student's scores.

Students are released from RtI with the following criteria; Students are progress monitored throughout their "Strategies class.", students should meet the benchmark score for their grade level for the upcoming screening test, feedback from teachers about the student's progress. The RtI committee will then review this student's current data and the teacher's feedback form determining the student's placement for next quarter. The team decides if the student is released from tier groups OR if he/she will move to a different tier group. If a student qualifies to be released from a tier group, parents will receive a letter from the school showing progress scores.

### Schedule changes due to RtI:

Please understand that if a student is added to or removed from a tier group the student's schedule may be affected. A student may be removed from an elective in order to participate in a strategy class. If a student leaves a tier group, they will be placed in electives of their choice. If the elective is not available, they will be placed in study hall.

## School Counselor

The school counselor is a certified educator trained in school counseling with unique qualifications and skills to address all students' academic, personal/social and career development needs. The school counselor delivers a comprehensive school counseling program encouraging all students' development and maximizing their student achievement. The counselor works with CJHS students on an individual and group basis. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. Please feel free to contact Mrs. Amanda Douglas-School Counselor at 217-935-2103 with any concerns you may have with your student.

## Student Planner/Assignment Book

The CJHS staff is committed to using a student planner (assignment book) as part of our effort to help students become better organized, provide parents with information about homework and assignments, improve home/school communication, and teach students to have an improved sense of responsibility and work ethic. All students will purchase a student planner / assignment book. Students will be required to use this book daily and will be expected to carry it with them to each of their classes. Every day teachers will write information about assignments and will provide students with time to record this information in their assignment books before leaving class. The last page of student planner will also be used as a hallway and restroom pass by many of our teachers. Any student who loses or damages his/her student planner will be required to pay for its replacement (at a cost of about \$6.00). In order for the student planner/assignment book to be an effective tool for each student, the school will need a great deal of help from home. Parents are asked to cooperate by doing these things:

1. Review your child's assignments each evening;
2. Provide your child with an ample amount of time in a suitable setting to complete the work;
3. Emphasize the need to be organized and to complete assignments on time; and
4. Check to see that assignments are completed.

Questions about the student planner/assignment book can be directed to any of our staff members.

## **School Materials**

Textbooks, CD's and workbooks, and iPad's will be rented from CJHS. Students will be expected to pay for any damage beyond normal wear for one year. The fee will vary according to the condition of the damaged/lost book and the cost of a repair/replacement. With the high cost of replacement, it is important that students take good care of their textbooks. If a textbook is lost or damaged during the school year, another book may be obtained by paying a lost or damaged book fee.

## **Teacher Qualifications Request**

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

1. Whether the teacher has met State certification requirements.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
3. The teacher's college major.
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
5. 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 Mr. Drew Goebel-Principal.

## **Chapter 4: Special Education**

### **Education of Children with Disabilities**

The district shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages three and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 and the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardian, and representation by counsel, and a review procedure. The district may maintain membership in one or more cooperative associations of school districts which shall assist the school district in fulfilling its obligation to the district's disabled students. If necessary, students may also be placed in a district building other than the student's home school or a public or private educational facility outside of the district.

### **Discipline of Students with Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

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

The parent/guardian(s) of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an

independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact Mr. Drew Goebel-Principal.

## Exemption From Physical Education Requirement for Special Education

A student in grades 6-8 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services.
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.
3. The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

## Chapter 5: Athletics

### Purpose

The purpose of the Clinton Junior High School athletic program is to provide CJHS students with the opportunity to participate in interscholastic athletics. By competing in interscholastic athletics, our students will have the chance to develop physically, mentally, emotionally, and socially. Athletic participation at Clinton Junior High School shall be a privilege extended to all students who meet academic standards, and comply with the rules and regulations of the Clinton Junior High School and the athletic program.

### Goal

The goal of the Clinton Junior High School athletic program will be to develop a spirit of competition, good citizenship, sportsmanship, and emotional maturity in every participant.

### Admission to Events

Adults..... \$3.00 | Students.... \$2.00 | Senior Citizen...Free

### Absence from School on Day of Activity

Students must be in attendance by 10:06 a.m. to be eligible to practice, participate or attend any extracurricular event unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### Appeal Process for Athletics

Enforcement of this code will begin at the time the student enrolls in his/her first athletic activity and receives a copy of this code. Athletes attending events where alcohol and/or drugs are illegally present will be regarded as a violator of this code even if he/she did not participate ("guilt by association"). Family activities and other formal gatherings where there is responsible adult supervision and circumstances are beyond the control of the young person will not be considered a "guilt by association" violation. A general rule of thumb is that if the activity is illegal, it is a violation of the athletic code for the athlete to be in attendance. Before any suspension provided under these regulations shall take effect, the student and the parents will be advised of the alleged violation. The student shall be given an opportunity to explain or justify his/her action. The parents will receive written notification of the suspension giving the reason for the suspension, the length of the suspension, how the suspension may be reduced, if possible and an explanation of how to appeal the disciplinary act.

### Award policy

An athlete will be awarded only one athletic letter during his/her participation in athletics at Clinton Junior High School. All athletes will receive a certificate if minimum requirements are met. An athlete will receive an athletic letter by meeting the qualifying standard for participation in that varsity sport. If a student merits a second award in the same sport he/she will be given an insert indicating a second award in the one sport. If a student merits an award in a second sport he/she will receive an

insert designating the second sport. An eighth grade student who has participated for at least two full seasons in any sport and has never won a letter shall be awarded a letter at the completion of his/her eighth grade year. End of season awards will not be given to any student who is removed from, or who voluntarily does not complete the team season, including the state tournament series.

## Available Sports

The below teams are offered at CJHS and require a current sports physical prior to tryouts and participation. Students cannot practice or tryout without a sports physical on file. The members of these teams are required to maintain weekly academic eligibility.

### Teams

Baseball (August-October)	Basketball-boys 7-8 (November-February)
Cross Country-boys/girls (August-September)	Scholastic Bowl (January-May)
Softball (August-October)	Wrestling (November-March)
Cheerleaders 7-8 (September-February)	Volleyball-girls 7-8 (December-March)
Dance Team (September-February)	Track- boys/girls (March-May)
Basketball-girls 7-8 (Sept.-December)	

## Behavioral Conduct

Student athletes are expected to follow school rules, as well as the training rules established for athletes. Rule violations will be handled by the coach, the athletic director, and school administration. The coach and Administration shall have the right to discipline, suspend or dismiss members from the team for any of the following violations:

1. Use and/or possession of tobacco, alcohol, non-prescription drugs, or a controlled substance
2. Disrespectful behavior directed toward any coach, contest official, school staff member, or bus driver
3. Unexcused absence or tardiness from practice or contests
4. Sloppy or inappropriate appearance
5. Locker room horse play
6. Use of inappropriate language
7. Misuse of athletic equipment or supplies
8. Theft, civil misdemeanor or crime
9. Cheating in school
10. Destruction of private or school property
11. Any conduct which is unbecoming to CJHS
12. Must participate in PE
13. Insubordination
14. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage
15. Any behavior which disrupts the appropriate conduct of a school program or activity
16. Hazing, bullying, or harassment of any kind
17. Use of profanity
18. Exhibition of bad sportsmanship
19. Violation of any school rules or regulations or law

The athletic department and administration has the right to impose team penalties for serious violation of the training rules if the guilty individual(s) cannot be determined. Any violation of the athletic code, brought to the attention of school officials by the proper authorities will be dealt with under the policies in the athletic code. Disciplinary action will be taken if a violation can be verified by a staff member, law enforcement official or by admission of guilt by the athlete. The suspension will begin at the time of the infraction or with the first practice. If the season does not allow the athlete to successfully complete the suspension, the suspension will carry over into the next sport season in which the athlete participates. This may involve carry over into the next school term. The coach will determine if the athlete will practice with the team during the suspension period. Second or third alcohol and drug penalties may be reduced to one-half of the stated penalty by successful completion of a mutually acceptable counseling program. No expense will be incurred by the school for counseling.

## Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. Illinois Elementary School Association (IESA) - Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

## Drugs, Alcohol and Tobacco Code Violations

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

## Drug, Alcohol, Tobacco Rules for Violations

Any athlete involved in the use and/or possession of alcohol, tobacco, or drugs will be subject to the penalties:

Penalties for use and/or possession of tobacco-

- First Offense: Two sport calendar weeks of suspension, or two consecutive interscholastic events, to be determined by administration and/or Athletic Director.
- Second Offense: Six sport calendar weeks of suspension, or six consecutive interscholastic events, to be determined by administration and/or Athletic Director.
- Third Offense: Eighteen sport weeks of suspension.
- Fourth Offense: One calendar year of suspension.

Penalties for use and/or possession of alcohol or drugs-

- First Offense: Three sport calendar week suspension, or three consecutive interscholastic events, to be determined by Assistant Principal and/or Athletic Director.
- Second Offense: Twelve sport calendar weeks of suspension, or twelve consecutive interscholastic events, to be determined by Assistant Principal and/or Athletic Director.
- Third Offense: One calendar year of suspension.
- Fourth Offense: Two calendar years of suspension, with no possible reduction in punishment.

An athlete who has two or more unexcused absences or tardiness may receive an automatic suspension for a minimum of one contest; parent(s) will be notified of the suspension. An athlete will also be required to pay for lost or damaged equipment. Penalties for other violations will be handled at the discretion of the coach and/or administrator. Any athlete who is dismissed or suspended for any violation will be ineligible to participate in any other sport until the schedule of the original sport, from which he/she is dismissed or suspended, is completed. Any athlete who does not dress for Physical Education class will not participate in a practice or contest that day. (This rule may be waived under special circumstances.) A student athlete must have fulfilled all obligations to return/replace school uniforms and equipment before he/she will be allowed to tryout or participate in another sport or activity with school officials to determine the terms of the penalty reduction agreement.

## Eligibility

In order to participate in athletics at CJHS an athlete must have a current physical examination, passing grades, have a signed permission slip and insurance statement, and provide a valid copy of his/her birth certificate and pay any applicable activity fee. The physical examinations must be obtained before the tryout begins for each sport. All physicals are good for one calendar year. (Example--If the physical was obtained June 1, 2014, it will be valid until June 1, 2015) Physical forms can be obtained from the athletic director or the school office. Student athletes must be passing in all subjects to be eligible for athletics at Clinton Junior High School. Athletic eligibility will be determined on a weekly basis, using **cumulative** letter grades in each subject. (The minimum period for cumulative grades is ten days or three grades.) An athlete is expected to make his/her best effort, both in the classroom and on the athletic court. The coach has the authority to take appropriate measures to insure the full effort of a student athlete. If an athlete cannot maintain academic eligibility, that student can be dismissed from the team by the coach. The period of ineligibility will be one week, running from Monday through Sunday. An athlete who is ineligible will not participate in an athletic contest or meet, but may practice at the discretion of the coach. An athlete who is academically ineligible will not be allowed to leave school early to accompany his/her athletic team to a contest at another school. It is important that student athletes realize that an important part of participation in athletics in school is the maintaining of good grades. An athlete who is absent from school on the day of contest due to illness (more than one-half of the day), or who leaves school because of illness, is not eligible to compete or participate that day. This restriction may be waived under certain circumstances. An athlete who arrives at school prior to 10:06 a.m. with a valid excuse (absent one-half of the day) is eligible to compete or participate that day. An athlete who is absent from school on Friday with a valid excuse, is eligible to compete or participate on the following Saturday. An athlete, who misses school due to a reasonable cause beyond his/her control, will be eligible to compete or participate, at the coach's discretion. (Examples of this would include: a medical or dental appointment, a death in the family, and being snowed in.)

## Extra/Co-Curricular Participation by Home-Schooled Students

In order for a home-schooled student to participate in the co-curricular programs in the Clinton Community Unit #15 School District, the student must do the following.

1. The student's home school program must be registered with the Dewitt-Livingston-Mclean Regional Office of Education. Forms are available at the Regional Office of Education in Normal.
2. The student's home school classes must be from a fully accredited program approved by the building level administration. An annual spring, nationally normed, standardized test must be administered by the guidance department of the respective school that reflects grade equivalency and a national percentile ranking. The cost for the exam and the scoring will be the responsibility of the parent or guardian. The results must be shared with the principal in May of each year. Eligibility for continued participation will be based on grade level equivalency and a national percentile rank at or above the 50<sup>th</sup> percentile in the core academic areas (math, science, reading, English, social studies).
3. The home school student must provide documentation that they have met Clinton Community School District and either IHSA (By-law 3.011) or IESA eligibility standards for the previous semester in order to participate in the current semester (IESA - no pass no play: IESA must be passing a minimum of 4 classes).
4. The home schooled student will be required to adhere to all IHSA or IESA rules and regulations, the Clinton School District athletic Code, Clinton Community High School or Clinton Jr. High School rules and regulations and other participation requirements as stipulated by the Principal and the Athletic Director (i.e. physicals, insurance waivers, participation fees, cut policy and team specific rules).
5. Eligibility checks for home school courses will be done each week, and it is the responsibility of the parent/guardian to submit these eligibility reports by noon each Thursday to the Principal. High School students must be passing at least 20 hours of work on a weekly basis. A student enrolled at the Jr. High must be passing all classes on a weekly basis in order to participate.
6. Home school participants must enroll and register with the appropriate school and will be responsible for fees applicable to the student's course work, which will include book rental and extra-curricular user fees. Credit will be granted to the student for successful completion of each class towards graduation requirements as outlined in the respective school handbook. Textbooks will be provided to the student and alternative texts, which run parallel with the course, must be approved by the Building Principal, in advance. True assessment of the content areas must be provided in written form (written tests, quizzes, projects, research papers, etc.) to the principal, before final credit for the class will be granted.



7. Home Schooled students participating in Clinton Community School District athletics and other/or their parent(s) guardian(s) are responsible for transporting themselves to and from school for practice. The Clinton Community Unit School District will provide team transportation.

## Interscholastic Sports

Clinton Junior High School is an associate of the Illinois Elementary School Association and Illinois Drill Team Association. Our sports program is governed by the rules and regulations of this association. The emphasis of this organization and its member schools is upon student growth and sportsmanship.

## Locker rooms

Athletes should use the athletic lockers for storage of coats and study materials during practices. The use of hallway lockers after practices should be avoided.

## Requirements for Participation

Every participant must have the desire to do his/her very best and have the commitment to work hard each day to achieve the highest level of performance. Each athlete must conduct his/her self in such a way that reflects well upon the individual, parents, the team, and the school, both on and off the field of competition. Coaches who have athletes participating on two school sponsored teams will need to coordinate practice and playing time for each athlete. Athletes should not be penalized for participation in two sports. A student athlete cannot be a member of a school team and be a part of any non-school team (in the same sport) during the season for that school sport. An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A physical examination (current year) report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian.
3. Proof the athlete is covered by medical insurance.
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

## Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

## Sporting Events Expectation

These general rules apply to students attending sports events held at Clinton Junior High School:

1. Students are expected to display good sportsmanship and to behave in a way that reflects positively upon the school.
2. Unsportsmanlike conduct, such as "booing" or throwing items onto the floor will not be tolerated.
3. Students are allowed to wear hats at athletic events, except during the playing of the national anthem.
4. Students are expected to rise for the playing of the national anthem and the school song.
5. Students are expected to watch the game.
6. Students are to remain in their seats during game times and only visit the concession stand during ½ time and between games.
7. Students who need to leave early must have a note, or they may be required to call their parents. They must leave the school grounds as soon as their rides arrive or immediately if they are walking. Once a student leaves, it is for the remainder of the evening, unless otherwise instructed by school personnel.
8. Students are required to follow the instructions of all adult supervisors, ticket-takers, coaches, sponsors, and officials.
9. Students must arrange to have transportation within 20 minutes of the end of the event. Those who abuse this may not be allowed to attend further events without a responsible adult.
10. Hall lockers are off-limits to students without special permission.

These rules are in effect for CJHS students while they are in attendance at "away" sports events in which CJHS is a competitor. On the night of games, student athletes must leave after school and not return until game/bus time unless supervised by their coach.

## Sports Fees

Sport fees must be paid by the third contest in each sport. Students who do not pay their fee will not be allowed to compete until they do so. The maximum out of pocket cost for athletic fees is not to exceed \$120.00 per student athlete per year. If a deferred payment schedule is needed, the parent must pre-arrange with Drew Goebel-Principal.

## Sportsmanship

Every athlete is expected to display a high level of sportsmanship, which includes being courteous, fair, honest, and respectful. CJHS athletes are expected to make sound decisions, follow instructions, demonstrate responsibility, and self-discipline. An athlete must develop a healthy lifestyle and follow established training rules.

## Team and Individual Recognition

Team Banners- All school sponsored teams will be recognized by their respective schools upon receipt of a place in a state finals series or tournament. "Place" means 1st through 4th place. The recognition will be a banner recognizing the team, place and year of the honor. The size of the banner will be standardized based on the banners currently in place. Banners will be Maroon & Gold.

Individual Banners- Individual State Champions of school sponsored teams will be recognized by their respective schools with a banner upon receipt of winning a state championship in their sport-(First place only). These sports will be cross country, wrestling and track. The recognition will be a banner recognizing the name of the individual, sport, and year of the honor. Additionally, any athlete who is named to an All-State 1st team as an individual will receive a banner. All team and individual banners will be hung in the main gym.

Highway signs- Highway signs will be bought from the Department of Transportation based upon the same criteria for banner recognition. The wording on the sign will conform to IDOT regulations. It will be the athletic director's responsibility to secure the banners and sign in a timely manner after the honor has been received.

Other team recognition- Team conference championships, Team conference tournament champions, Team regional Champions, Team sectional champions/Sweet 16, and Team State appearances will be recognized by adding a horizontal strip to the respective sport banner in the main gym.

## Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

## Chapter 6: Transportation and Parking

### Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved two days in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows unless authorized by a staff member.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus unless authorized by a staff member.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, 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. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Mr. Drew Goebel-Principal.

## **Parking**

The East Parking lot of CJHS is available for school visitors. Those dropping off and picking up children may use the Bus Lane, but not during the following hours: 7:30 a.m. - 8:30a.m. or 3:00 p.m. - 4:00 p.m.

# **Chapter 7: Health, Safety and Insurance**

## **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## Diabetes- Care of students

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to Mr. Drew Goebel -Principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Please contact Mr. Drew Goebel-Principal, to receive a Diabetes Care Plan form or for further information.

## Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## Immunization, Health, Eye and Dental Examinations

### Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination

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

### Dental Examination

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

### Exemptions

A student will be exempted from the above requirements for:

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

## Physical Examination -Immunizations

Physical examinations and proof of immunizations are required by law for all students. In order to remain in school, each student must bring proof of physical examination and immunizations. Those who object to the examination for religious reasons must bring a statement of such objection signed by a parent/guardian or legal guardian to the principal's office. Physical examinations required of those participating in interscholastic activities will be accepted in lieu of a physical

## Insurance/Accident Reports

Illinois School District Agency (ISDA) student accident coverage will pay \$100 per plan year of covered services and 80% of usual and customary expenses of any other valid and collectible insurance or plan coverage. If a student has an accident or injury at school, the student should report to Sick Bay. In the event of an accident or injury at a school-sponsored activity, the student should inform the supervisor in charge of the activity. An accident report will be filled out. The office secretary will assist the student/parent in completing the necessary insurance forms. The details of the insurance program and procedures are contained in a brochure available at registration and in the school office. All students in grades K-12 will be provided school time insurance via American National Insurance Company through the Illinois School District Agency. (ISDA) The insurance is meant to be a secondary provider that will cover some costs not covered by a primary insurance carrier. With this valuable School Time Coverage, your K-12 child is covered against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for your child traveling directly to and from your residence to attend regular sessions, up to one hour before or after regular classes. If your child travels to school on a district bus, the coverage extends to the travel time of the bus. Since most families have insurance protection, ISDA Student Accident Coverage can help to fill the gaps in coverage left by deductibles or coinsurance payments.

## Safety Drill Procedures

The purpose of emergency drills is to prepare students to deal with an actual emergency; students are expected to follow, in a quiet and orderly manner, the instructions given to them by staff members. In case of a fire drill, a warning will be a steady blast on the alarm system. Windows and doors are to be closed. Classes will exit the building by designated fire exits with their teacher. The members of the class should remain together as a group. The teacher will take attendance. In case of a storm/disaster drill, there will be an intermittent blast on the alarm system. Classes will move with their teacher in single file to designated areas of the building. Emergency procedures for other types of emergency situations have been developed in cooperation with the DeWitt County ESDA Office and local law enforcement officials. In the event of a local evacuation of Clinton Junior High School, the designated student area will be Clinton High School, unless another location is announced. Safety drills will occur at times established by the building principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may or may not be preceded by a warning to the students.

## Sick Bay

Sick Bay is located in the Main Office. Any student who becomes ill while at school should report to the sick bay and must be excused by a staff member before leaving class and receive a pass. Before a student is permitted to leave school, contact must first be made with the home to learn if a parent or responsible member of the family is at home. This contact will be made by phone, from the Office. No student may leave school because of illness without reporting to Sick Bay and then signing out in the Main Office.

## Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical 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. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has

completed and signed an Authorization for Student Self-Medication 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.

## **Chapter 8: Discipline and Conduct**

### **Citizenship**

1. Students are expected to use crosswalks and to stay off private property going to and from school.
2. Students are expected to keep litter/trash picked up and placed into proper trash/recycling containers.
3. Bicycles, skates, and skateboards are not to be ridden on private property, school grounds or sidewalks.
4. Bicycles should be locked in the bicycle racks on the east side of the building.
5. Skateboards will be stored in student's locker.

Students who do not follow rules regarding bicycle and skateboard use will not be allowed to bring them to school. Violations of school rules and behaviors which indicate a lack of citizenship will be dealt with in accordance to school disciplinary procedures.

### **Bullying, Intimidation & (Sexual) Harassment-Prevention**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon a perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Examples of prohibited conduct include, 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator. Students 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. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

## Cell phones/Electronic Devices

Students may have their cell phones/electronic devices in their possession during the school day. Students may use their cell phones/ electronic devices in the building before school, during lunch, and after school. Cell phones/ electronic devices must be turned off during all other times. Cell phones/electronic devices used outside these parameters is prohibited. Teacher and Administrative discretion may be used to allow students to use these devices outside these parameters. Failure to follow these rules may result in loss of cell phone /electronic device privileges.

### Consequences (Per Semester):

- First Offense: Warning from Assistant Principal (Minor)
- Second Offense: Lunch Detention: 30 Minutes (Minor)
- Third Offense: Office Detention: 30 Minutes (Major)
- Fourth Offense: ISDS for the entire Day (Major)
- Fifth Offense and subsequent offenses: Out of School Suspension(s) (Major)

## Dress Code / Student Appearance

Students are expected to be well groomed and neatly dressed at all times. Any type of clothing or appearance which is considered to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school or which may create concern for the safety of the student, or other students, will not be permitted. Extreme, unusual, or disruptive situations will be handled by the school administration.

### Dress Code:

1. Coats, hats, hoods, bandanas, sunglasses, and gloves are not to be worn in the classrooms or building.
2. Students are not allowed to wear clothing that has a design or lettering that is related to alcohol or tobacco products, drugs, or gang affiliation. Clothing with any design or lettering which has a sexual or inappropriate connotation or that uses obscene, vulgar, insulting or inappropriate language, is prohibited.
3. Shoes will be clean and in good condition. Shoes will be tied. Students whose shoes/Heeleys™ cause marks on the floors will clean up those marks and will not be permitted to continue to wear those shoes to school.
4. When standing in a normal posture, the body must be covered from the neck to mid-thigh. NO Cleavage showing, straps of shirts must be 2 inches and proper undergarments are required.
5. Student clothing is to be neat, clean, and free from unnecessary large holes. Underwear should not be visible. Any clothing or jewelry that is disruptive to the educational process or present a risk to the health or safety of any student will not be permitted.
6. Pants should be worn on the hips and not sagging on or below the buttocks. Underwear should not be visible.
7. Flannel or pajama pants are not to be worn at school.
8. Short shorts, mini-skirts, dresses & tears in jeans must be below a student's fingertips when that student stands erect with hands to their sides.

If there is any doubt about dress and appearance, the building principal will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

## Minor and Major Discipline Infractions

(Suggested Minor and Major guidelines)

### Minor

(Addressed by staff member)  
Defiance/Disrespect/Non-compliance  
Disruption  
Dress Code Violation  
Inappropriate Display of Affection  
Inappropriate Language  
Multiple Tardies  
Physical Contact  
Property Misuse  
Technology Violation  
Endangering the Safety of Others

### Major

(Addressed by administration)  
Abusive Language /Profanity towards teacher or staff  
Arson  
Bomb Threat/False Alarm  
Continued Disruption  
Defiance/Disrespect/Insubordination/Non-compliance  
Fighting  
Forgery /Physical Aggression  
Theft  
Gang Affiliation  
Harassment/Bullying/Intimidation

Skippping Detention  
Lying  
Cheating  
No hall pass  
Other  
Physical Aggression  
Unauthorized use of school property  
Being in an unauthorized location

Inappropriate Location/Out of Bounds  
Lying/Cheating  
Skipping class  
Physical Contact with Staff  
Property Damage/Vandalism  
Threats  
Truancy  
Unknown  
Use/Possession/Delivery of Alcohol  
Use/Possession/ Delivery of Combustibles  
Use/Possession/ Delivery of Drugs (real or look alike)  
(includes medical marijuana)  
Use/Possession/ Delivery of Tobacco  
Use/Possession/ Delivery of Weapons (real or look alike)

## Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. 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.

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 firearm or "look alike," 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.
5. Using a cellular telephone, 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. All cell phones and similar electronic devices should be turned off and out of sight 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 an approved time period throughout the day; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. If an electronic device is lost, stolen, or damaged, the school will not be responsible.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.



10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. 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.
15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, 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 phone.
16. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
17. 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.

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.

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

### Discipline Procedures

Teachers will provide students with classroom behavior expectations and disciplinary actions. When the administration handles disciplinary situations, students may expect any, but not limited to, the following disciplinary measures:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Out of School Suspension (OSS): Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-School Disciplinary Supervision (ISDS)
11. After-school study
- 12.

### Detention

Any member of CJHS Staff has the authority to assign a period or periods of detention before, during or/and after regular school hours. A detention form will be completed and signed by the staff member stating the reason and date of the detention. Teachers are to contact the parent about the detention. Parents are responsible for transportation when a student stays for detention.

While serving a detention the following behaviors are expected:

1. Students must bring study materials to work on.
2. There will be no talking or sleeping during the assigned detention.
3. Follow all school rules.

Time detentions may be assigned:

1. After school detentions will be served from 3:20-4:00pm
2. Lunch detentions will be served with the teacher who assigns the detention.
3. Teachers may collaborate with parents/ students if another time to serve a detention is necessary.

### In-school Disciplinary Supervision (ISDS)

The In-School Disciplinary Supervision program will be used for those students who repeatedly fail to follow the rules and regulations of the school and the classrooms. Those students who fail to respond to less severe disciplinary measures or those who violate important school rules may be placed on In-School Disciplinary Supervision. Assignment to this program will be made during the school day and may range from one period to several days. During a period of ISDS, students are expected to complete their regularly assigned class work or alternate work as assigned by the teacher. Credit is given for work done while a student is on In-School Disciplinary Supervision. If in the opinion of the teacher, the work cannot be done while in ISDS, it must be completed within a period of time specified by the teacher. If the student has been placed in ISDS all day, students are under additional restrictions concerning locker use, hallway use, and bathroom and lunch privileges. These students will be required to work on school work until 3:20 PM., unless otherwise indicated in the letter regarding the In-School Supervision. Any type of misconduct while on in-school disciplinary supervision will result in out-of-school suspension or alternative measures determined by administration. ISDS will be used if the Administration determines that the student will both benefit from this situation and will be cooperative and compliant with the rules of in-school disciplinary supervision.

When placed in ISDS, the student will:

1. Report to the assigned area with all books and necessary materials when the student arrives to school.
2. Remain working on assigned class work.
3. Be dismissed at 3:20 PM. (or if assigned, at 4:00 PM.).
4. Not talk to other students.
5. Remain in the assigned seat as directed.
6. Take one restroom break in the morning and one in the afternoon, as directed.
7. Eat the hot tray only, no extras.
8. Follow instructions given by all school personnel.
9. Not interfere with any school activity or personnel.

### Out-of-school Suspension (OSS)

A student may be suspended from school for up to 10 days for acts of misconduct and/or persistent disobedience. Parental notification and due process is required. During out-of-school suspensions, the absences will be considered unexcused. Students placed on Out-of-School Suspension will have an opportunity to receive the assigned work. Eighty percent credit for school work missed during an out-of-school suspension will be given if the work is received by the teacher by the due date, which will allow one day for each day of out-of-school suspension. During out-of-school suspensions, a student may not attend any school-related activities and/or be present on school district property. In certain specified cases, out-of-school suspensions may include conditions that would allow the suspension to be shortened or lifted pending a successful parental conference with the Administration and appropriate school personnel. The Administration will determine if circumstances warrant revision of the terms of the suspension.

### Expulsion

The School Board may expel a student from school for reasons of gross disobedience or misconduct. Parent notification and due process is required. This disciplinary action will be considered when gross disobedience or misconduct occurs or when serious misconduct has resulted in multiple out-of-school suspensions.

Note: 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.

Note: 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 may be expelled for a period of not less than one year:

- A firearm. For the purposes of this Section, “firearm” means 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.
- 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 alike” 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: “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.

## **Chapter 9: Maroon Pride Program (Positive Behavior Interventions and Supports-PBIS)**

### **CJHS Student Expectations**


The purpose of a school expectation is to provide a safe environment in which students can learn to act maturely and responsibly. The supervision of student conduct will include time in which the student is normally in school, while on school property, while going to and from school and while attending school sponsored events. These expectations listed in this handbook are intended as guidelines that will help students behave in a manner that will be a credit to themselves, their families, community, and to Clinton. Clinton Junior High School students are rewarded for good behavior through our Maroon Pride Program. This incentive program is based on positive student behavior at CJHS and is only offered to CJHS students. Students meeting behavior, academic, and attendance expectations will be eligible to attend activities as a reward for the promotion for positive behavior. Students who follow the expected conduct and behaviors will be acknowledged with rewards.

The Proactive Approach to School Wide Discipline through the PBIS model will provide the following:

- |                                             |                                      |
|---------------------------------------------|--------------------------------------|
| 1. Defining Behavioral Expectations         | <u>CJHS student are expected to:</u> |
| 2. Teaching Behavioral Expectations         | 1. <i>Be Here, Be Ready</i>          |
| 3. Acknowledging Appropriate Behaviors      | 2. <i>Be Respectful</i>              |
| 4. Proactively Correcting Behavioral Errors | 3. <i>Be Safe</i>                    |

Students need to familiarize themselves with the Positive Behavior System listed in the below matrix. This matrix outlines the desired behavioral expectations of student conduct in designated areas of the building.

## Positive Behavior System-(Matrix)

	<b>Classroom</b>	<b>Hallways &amp; Lockers</b>	<b>Cafeteria</b>	<b>Library</b>	<b>Restroom</b>	<b>Gym and Locker Rooms</b>
<b>Be Here- Be Ready</b>	<ul style="list-style-type: none"> <li>- Have appropriate supplies on hand.</li> <li>- Have all assignments completed on time.</li> <li>-Be in seat sitting quietly with materials ready at the beginning of class</li> <li>-Stay on task.</li> </ul>	<ul style="list-style-type: none"> <li>-Observe passing time limits (3 minutes).</li> <li>-Move towards destination without lingering.</li> <li>-Get all necessary materials.</li> <li>Have a pass during class time.</li> <li>-Use locker at designated times.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to designated area and wait to be dismissed to the line.</li> <li>-Stand in line, single file.</li> <li>-Pay all charges the following day.</li> </ul>	<ul style="list-style-type: none"> <li>-Return materials on time/pay fines in a timely manner.</li> <li>-Know why you came.</li> <li>-Have pass out and visible.</li> <li>-Ask for help when you need it.</li> </ul>	<ul style="list-style-type: none"> <li>-Observe time limits.</li> <li>-Use passing periods between classes when possible.</li> <li>-Have a restroom pass during class time.</li> <li>-Use designated restrooms.</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive with appropriate materials.</li> <li>-Be in the gym when class begins.</li> <li>-Change and wait to be dismissed to appropriate area.</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>-Follow directions and classroom rules.</li> <li>-Listen attentively.</li> <li>-Let others do their best.</li> <li>-Use appropriate language tone and volume.</li> <li>-Wait your turn.</li> <li>-Be polite and courteous.</li> <li>-Respect school property.</li> <li>-Respect others and their possessions.</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' space.</li> <li>-Use appropriate language tone and volume.</li> <li>-Close lockers.</li> <li>-Hold doors for others.</li> <li>-Follow directions and school rules.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions from staff members.</li> <li>-Be polite and courteous.</li> <li>-Respect others and their possessions.</li> <li>-Patiently wait your turn in line.</li> <li>-Use appropriate language tone and volume.</li> <li>-Ask permission to leave designate area.</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language tone and volume.</li> <li>-Waite your turn.</li> <li>-Be polite and courteous.</li> <li>-Respect others' space.</li> <li>-Respect materials loaned to your.</li> <li>-Listen and follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>-Respect the privacy of all.</li> <li>-Pick up after yourself.</li> <li>-Wash hands.</li> <li>-Keep a clean restroom.</li> <li>-Respect school property.</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment properly.</li> <li>-Return equipment to proper place when finished.</li> <li>-Share equipment and space.</li> <li>-Use appropriate peaceful language.</li> <li>-Demonstrate good sportsmanship.</li> <li>-Follow directions of supervisors.</li> <li>-End activity when directed.</li> <li>-Ask permission to leave designated area.</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>-Keep all hands, feet, and objects to yourself.</li> <li>-Keep belongs under desk and work is neat.</li> <li>-Use equipment and material in a safe manner.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay to the right.</li> <li>-Keep all hands, feet, and objects to yourself.</li> <li>-Be aware of others' space.</li> <li>-Use only your assigned locker and keep combination to yourself.</li> <li>-Keep lockers and hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands, feet, and objects to yourself.</li> <li>-Clean up eating area before leaving cafeteria.</li> <li>-No open food or drink to leave cafeteria.</li> <li>-Report accidents/spills to supervisors.</li> <li>-Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands, feet and objects to yourself.</li> <li>-Return chair to proper place when finished.</li> </ul>	<ul style="list-style-type: none"> <li>-Participation in horseplay or misuse of the restroom is prohibited.</li> <li>-Report damage or accidents to a supervisor.</li> <li>-Refrain from lingering.</li> <li>-Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands, feet, and objects to yourself.</li> <li>-Walk when using steps in bleachers.</li> <li>-Keep aisles clear.</li> <li>-Follow rules of activities.</li> <li>-Use only your assigned locker.</li> <li>-Leave aerosol and glass containers at home.</li> <li>-Food, drinks, candy, and gun are prohibited.</li> </ul>

POSITIVE BEHAVIOR SYSTEM-(Matrix) Continued...

	<b>Computer Labs and Technology</b>	<b>Office Area</b>	<b>Before School</b>	<b>After School</b>	<b>Transportation and Field Trips</b>	<b>Assemblies</b>	<b>After School Events</b>
<b>Be Here- Be Ready</b>	<ul style="list-style-type: none"> <li>-Listen and follow directions</li> <li>-Bring supplies</li> </ul>	<ul style="list-style-type: none"> <li>-Bring hall pass</li> <li>-Go directly to the office when permitted</li> <li>-Preferred times to visit office area (if applicable) are before/after school or during lunch.</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>- Have materials ready</li> <li>-Early morning before school go to cafeteria or designated waiting area.</li> </ul>	<ul style="list-style-type: none"> <li>-Move directly out of building or report to assigned area</li> <li>-Take materials needed</li> <li>-Transportation arrangements are made prior to the end of school.</li> </ul>	<ul style="list-style-type: none"> <li>-Be ready to listen and participate</li> <li>- Have all necessary materials</li> <li>-Have permission slips signed and turned in prior to deadline of trip</li> </ul>	<ul style="list-style-type: none"> <li>Sit in the area that you are instructed to and quietly await the beginning of the assembly</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive to the activity at the designated time</li> <li>-Use appropriate entrance into the building</li> <li>-Bring money or other needed items to gain admittance</li> <li>-Go directly to the appropriate area in the building for each activity</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>-Follow acceptable use policy found in the student handbook</li> <li>-Bring only necessary items</li> <li>-Use computers with permission only</li> <li>-Check lab you are printing to.</li> </ul>	<ul style="list-style-type: none"> <li>-Enter offices upon invitation</li> <li>-Return directly to class with hall pass</li> <li>-Use appropriate tone and volume sign in upon entering office</li> <li>-If feeling ill, ask permission to use the phone</li> </ul>	<ul style="list-style-type: none"> <li>-Use peaceful appropriate language</li> <li>-Listen and follow directions of all staff</li> <li>-Keep area clean, patiently wait</li> </ul>	<ul style="list-style-type: none"> <li>-Use peaceful and appropriate language</li> <li>-Follow directions from all staff</li> <li>-Bus student remain seated in the cafeteria at a table</li> <li>-Listen for bus numbers to be announced</li> </ul>	<ul style="list-style-type: none"> <li>-Respect and follow classroom and bus rules</li> <li>-Follow directions</li> <li>-Use peaceful and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>-Face the activity,</li> <li>-Be silent when the speaker addresses the audience</li> <li>-Applaud the activity upon completing or during positive recognition</li> <li>-Encourage appropriate participation</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive dressed appropriate for the activity</li> <li>-Assist guests</li> <li>-Leave and return to activity during breaks or with permission</li> <li>-Stay in designated area</li> <li>-Participate in a positive manner</li> <li>-Let others do their best, arrange for rides at designated times</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>-Respect others' space</li> <li>-Ask for help when you need it</li> <li>-Report all technical difficulties to the teacher</li> <li>-Off when finished.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands feet and objects to yourself</li> <li>-Keep chair with all four legs on floor at all times.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands feet and objects to yourself</li> <li>-Sit in assigned seating/area</li> <li>-Clean up eating area</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands feet and objects to yourself</li> <li>-Take all safety precautions leaving the building and traveling home.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands feet and objects to yourself</li> <li>-Stay seated at all times unless directed differently</li> <li>-Keep aisles clear</li> <li>-Enter and exit in an orderly fashion</li> <li>-Be responsible, and use appropriate tone and voice level.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands, feet and objects to yourself</li> <li>-Use the steps when entering or exiting the bleachers</li> <li>-Remain in designated area.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep all hands, feet and objects to yourself</li> <li>-Use the steps when entering or exiting the bleachers and remain in designated area.</li> </ul>

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

## Chapter: 10 Grievance Procedures

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy including:

- Title II of the Americans with Disabilities Act;
- Title IX of the Educational Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint file hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint - A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardians(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

Investigation - The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal - After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

Appointing Complaint Managers - The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers:

Dr. Jeff Holmes  
Clinton Community Unit Schools  
1210 W. State Highway 54  
Clinton, IL 61727  
217-935-8321

Ms. Beth Wickenhouser  
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Clinton, IL 61727  
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## Chapter 11: Activities

### Assembly Procedures

Assemblies will be held from time to time to provide students the opportunity to enjoy special programs, to hear outstanding speakers, to prepare for athletic events to honor students, and to gain information on matters of interest to the student body. Student conduct at all assemblies shall reflect an attitude of attentiveness and respect for all.

Types of Assemblies:

- Pep Assembly – Before major athletic events for students to interact with cheerleaders and pep leaders.
- Honor Roll Assembly – End of each quarter students are recognized and placed in a drawing for prizes.

## Clubs

### Clubs –School Sponsored

- Student Council: Throughout the year
- Yearbook: Throughout the year

### Clubs - Volunteer Sponsored

- Art Club: Throughout the year
- FACS Club: Throughout the year
- Pin Pals (wrestling stats) November-March
- Leaders Club: Throughout the year

## School Dance Expectations

The following guidelines will be used for school dances (unless modified by announcements):

1. School rules will apply to student conduct at school dances. Parents may be called to pick up student early if student misbehaves.
2. Only CJHS students will be allowed to attend school dances.
3. Students will be required to place all personal items in a secured location in the main office.
4. Students must remain at the dance until 8:30 unless verbal or written permission from a parent /guardian is received by administration.
5. Students who leave early must leave the school grounds within 10 minutes.
6. Students who leave early may not return to the dance.
7. All students must have pre-arranged rides for the closing time of the dance. Phones will not always be available during or after the dance.
8. Any misbehavior on a field trip will keep a student from admittance to the next dance.
9. Any student who has had an OSS may not attend the dance during the same semester.

## Chapter 12: Internet, Technology and Publications

### Internet Acceptable Use Policy

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

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;

10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
13. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator.

Downloading - Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted. Use of the School District's email system constitutes consent to these regulations.



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

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

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

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

## Chapter 13: Search and Seizure

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

### 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.

### 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.

### Vehicles Subject to Search

Vehicles located or parked on school grounds are subject to search by school officials (who may be assisted by law enforcement officers).

## Appendix

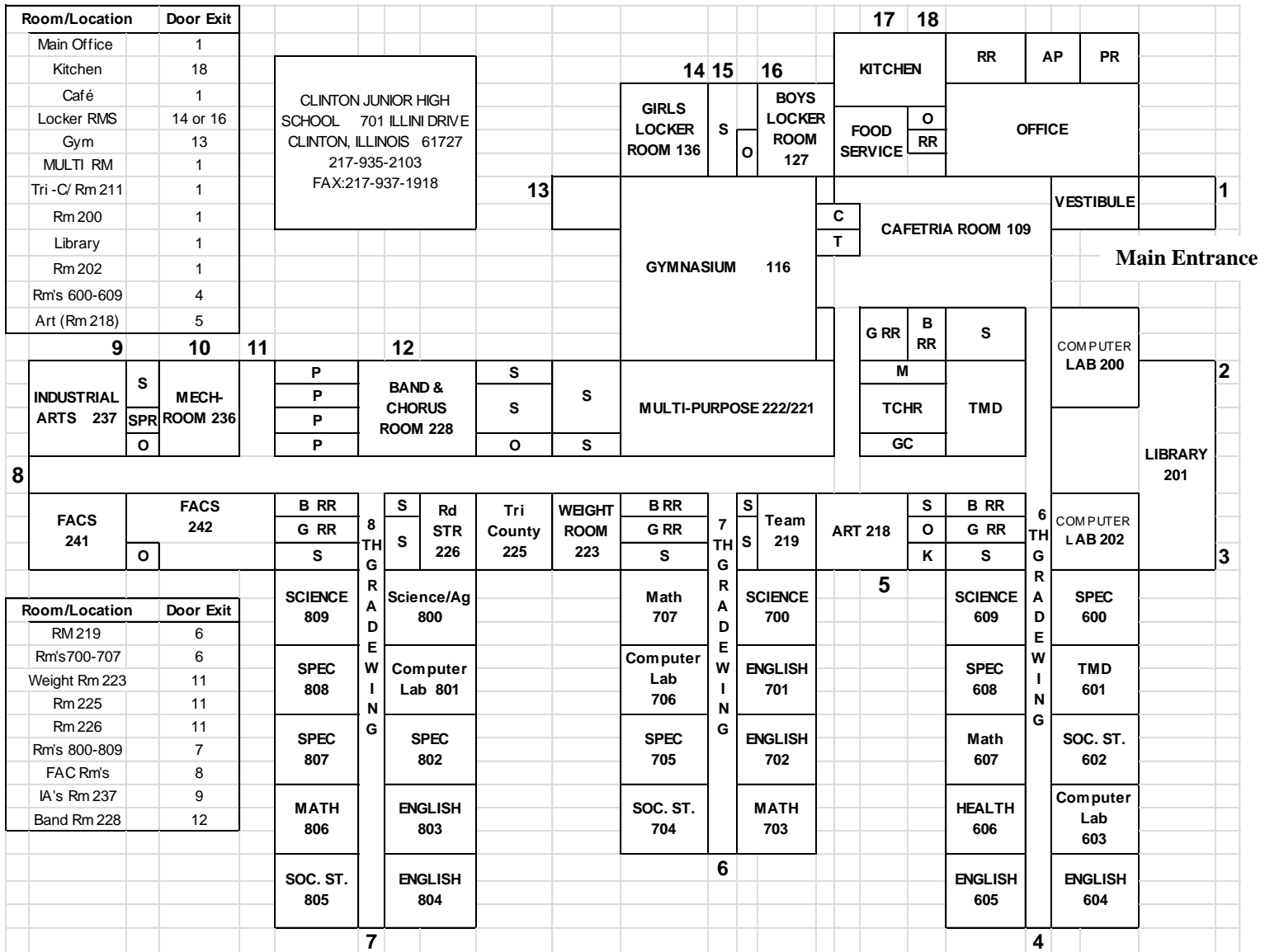
### Schedules

<u>Regular</u>				<u>2:20 Dismissal</u>			
LUNCH 1 BELL SCHEDULE				LUNCH 1 BELL SCHEDULE			
Period 1	8:30 AM	0:46	9:16 AM	Period 1	8:30 AM	0:37	9:07 AM
Period 2	9:19 AM	0:44	10:03 AM	Period 2	9:10 AM	0:37	9:47 AM
Period 3	10:06 AM	0:44	10:50 AM	Period 3	9:50 AM	0:37	10:27 AM
Lunch 1	10:53 AM	0:30	11:23 AM	Lunch 1	10:30 AM	0:30	11:00 AM
Period 4	11:26 AM	0:44	12:10 PM	Period 4	11:03 AM	0:37	11:40 AM
Period 5	12:13 PM	0:44	12:57 PM	Period 5	11:43 AM	0:37	12:20 PM
Period 6	1:00 PM	0:44	1:44 PM	Period 6	12:23 PM	0:37	1:00 PM
Period 7	1:47 PM	0:44	2:31 PM	Period 7	1:03 PM	0:37	1:40 PM
Period 8	2:34 PM	0:46	3:20 PM	Period 8	1:43 PM	0:37	2:20 PM
LUNCH 2 BELL SCHEDULE				LUNCH 2 BELL SCHEDULE			
Period 1	8:30 AM	0:46	9:16 AM	Period 1	8:30 AM	0:37	9:07 AM
Period 2	9:19 AM	0:44	10:03 AM	Period 2	9:10 AM	0:37	9:47 AM
Period 3	10:06 AM	0:44	10:50 AM	Period 3	9:50 AM	0:37	10:27 AM
Period 4	10:53 AM	0:44	11:37 AM	Period 4	10:30 AM	0:37	11:07 AM
Lunch 2	11:40 AM	0:30	12:10 PM	Lunch 2	11:10 AM	0:30	11:40 AM
Period 5	12:13 PM	0:44	12:57 PM	Period 5	11:43 AM	0:37	12:20 PM
Period 6	1:00 PM	0:44	1:44 PM	Period 6	12:23 PM	0:37	1:00 PM
Period 7	1:47 PM	0:44	2:31 PM	Period 7	1:03 PM	0:37	1:40 PM
Period 8	2:34 PM	0:46	3:20 PM	Period 8	1:43 PM	0:37	2:20 PM
LUNCH 3 BELL SCHEDULE				LUNCH 3 BELL SCHEDULE			
Period 1	8:30 AM	0:46	9:16 AM	Period 1	8:30 AM	0:37	9:07 AM
Period 2	9:19 AM	0:44	10:03 AM	Period 2	9:10 AM	0:37	9:47 AM
Period 3	10:06 AM	0:44	10:50 AM	Period 3	9:50 AM	0:37	10:27 AM
Period 4	10:53 AM	0:44	11:37 AM	Period 4	10:30 AM	0:37	11:07 AM
Period 5	11:40 AM	0:44	12:24 PM	Period 5	11:10 AM	0:37	11:47 AM
Lunch 3	12:27 PM	0:30	12:57 PM	Lunch 3	11:50 AM	0:30	12:20 PM
Period 6	1:00 PM	0:44	1:44 PM	Period 6	12:23 PM	0:37	1:00 PM
Period 7	1:47 PM	0:44	2:31 PM	Period 7	1:03 PM	0:37	1:40 PM
Period 8	2:34 PM	0:46	3:20 PM	Period 8	1:43 PM	0:37	2:20 PM

# Building Map

701 Illini Drive  
Clinton, IL  
61727

North ↑



# Calendar for the 2014 - 2015 School Year

## Clinton Community Unit School District #15

### August 2014

S	M	T	W	T	F	S	Total
10	11	12	13	14	15	16	0
17	<del>18</del>	<del>19</del>	20	21	22	23	3
24	25	26	27	28	29	30	5
31	Total						8

School Opens 8/20/2014  
School Closes 6/2/2015

1st quarter 39 days  
2nd quarter 42 days  
3rd quarter 41 days  
4th quarter 50 days  
172

### September 2014

S	M	T	W	T	F	S	Total
	<del>1</del>	2	3	4	5	6	4
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	5
28	<del>29</del>	30					1
Total							20

### October 2014

S	M	T	W	T	F	S	Total
			1	2	3	4	3
5	6	7	8	9	10	11	5
12	<del>13</del>	<del>14</del>	15	16	<b>Q</b>	18	3
19	20	21	22	23	24	25	5
26	27	28	29	30	31		5
Total							21

### November 2014

S	M	T	W	T	F	S	Total
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	<del>26</del>	<del>27</del>	<del>28</del>	29	2
30	Total						17

### December 2014

S	M	T	W	T	F	S	Total
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	<b>Q</b>	20	5
21	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	27	0
28	<del>29</del>	<del>30</del>	<del>31</del>				0
Total							15

### January 2015

S	M	T	W	T	F	S	Total
				<del>1</del>	<del>2</del>	3	0
4	<del>5</del>	6	7	8	9	10	4
11	12	13	14	15	16	17	5
18	<del>19</del>	20	21	22	23	24	4
25	26	27	28	29	30	31	5
Total							18

### February 2015

S	M	T	W	T	F	S	Total
							0
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	<del>16</del>	<del>17</del>	18	19	20	21	3
22	23	24	25	26	27	28	5
Total							18

### March 2015

S	M	T	W	T	F	S	Total
							0
1	2	3	4	5	<b>Q</b>	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	5
29	<del>30</del>	<del>31</del>					0
Total							20

### April 2015

S	M	T	W	T	F	S	Total
			<del>1</del>	<del>2</del>	<del>3</del>	4	0
5	<del>6</del>	7	8	9	10	11	4
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	5
26	27	28	29	30			4
Total							18

### May 2015

S	M	T	W	T	F	S	Total
					1	2	1
3	4	5	6	7	8	9	5
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	5
24	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30	1
31	Total						17

### June 2015

S	M	T	W	T	F	S	Total
	<b>E</b>	<b>Q</b>	3	4	5	6	0
7	8	9	10	11	12		0

### Symbol Legend

No Student Attendance

**fpt** No School

**E** Emergency Days

**Q** End of Quarter

**SIP** Day

**H** Holiday - no school

**W** Workshop - no school

**DE** Dismiss Early at 2:20

**DW**-Dismiss at 11:45/WS pm

August 2014	8
September 2014	20
October 2014	21
November 2014	17
December 2014	15
January 2015	18
February 2015	18
March 2015	20
April 2015	18
May 2015	17
June 2015	0
<b>Total</b>	<b>172</b>

School opens 8/20/2014  
School closes 6/2/2015  
Pupil Attendance Days 172  
Approved Institute Days 4  
Approved Parent/Teacher Conference Days 2  
School Improvement Days 2  
Emergency Days 5  
Must Total (185 or more) **185**

Teacher days = 172 attendance days, 4 Institute Days, 2 P/Tchr Conferences + 2 Full SIP=180 days

Report Cards will be distributed the Friday after the end of each quarter.

**Parent Teacher Conferences HS/JH on Sept. 23 and Sept. 25 from 3:45 - 7:45 and Feb. 3 and 5 from 3:45 - 7:45**

**Parent Teacher Conferences K-5 on October 21 and 23 from 3:45-7:45 and March 10 and 12 from 3:45-7:45**