

# Central Junior High

# STUDENT HANDBOOK



2019-2020

**CENTRAL JUNIOR HIGH SCHOOL**  
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## General Information

### STAFF

?	7th/8th Art
Albers, Randy	Evening Custodian
Askew, Rebecca	5th & 6th Social Studies
Baxter, Regan	5th – 8th Band/7th - 8th Chorus
Beckman, Jody	7th Health
Brocksieck, Donna	Cook
Cantrell, Cheryl	Daytime Custodian
Clampitt, Pam	5th grade Computers/Math
Coggeshall, Jonah	7th Life Science/8th Earth Science
Deege, Crystal	Librarian
DeMoss, Leanne	8th Math / RTI
Dierker, Jessica	5th – 8th Guidance Counselor/7th Careers
Flesner, Kayla	Cook
Frese, Ronda	8th F.A.C.S.
Fuller, Cindee	Aide
Hetzler, Jenny	Registered Nurse
Hibbert, Stacey	Secretary
Hildebrand, Amy	7th Math/7th - 8th P.E.
Holmes, Janice	5th/6th Title
Irvin, Kim	Cook
Jones, Jesse	5th & 6th Science
Kean, Rebekah	7th Geography/8th History
Kestner, Teri	7th/8th Sp Ed
Kropp, Jessa	6th English/Literature
Krus, Wayne	Principal
Lisica, Laura	Aide
Long, Matt	Athletic Director
Myers, Alice	Evening Custodian
Nall, Jill	Aide
Nall, Martin	7th/8th Agriculture
Obert, Paula	Cook
Paben, Ashley	5th – 8th Sp Ed
Perkins, Sarah	5th/6th Sp Ed
Renner, Buddy	Head Custodian
Rhea, Kris	5th – 8th Speech Pathologist
Rhea, Tracy	5th – 8th P.E.
Salinas, Christa	5th/6th Music
Scheiter, Rob	7 <sup>th</sup> /8 <sup>th</sup> Computers
Schemerhorn, Krista	Aide
Seneczko, Shannon	5th English/Literature
Shoopman, Amanda	7th English/Literature
Stephens, Lindsey	5th – 8th Speech Pathologist
Tangerose, Bob	Maintenance
Tzenevrakis, Michelle	5th – 6th PE
Walter, Deb	6th Computers/Math
Zeitler, Leah	8th English/Literature



**CUSD#3 BOARD OF EDUCATION**

Chris Marlow – President                 Jason Ippensen – Vice President  
Diane Hughes – Secretary                 Ben Hamilton  
Devin Hildebrand                             Kindel Kestner

**COMMUNITY UNIT SCHOOL DISTRICT #3 MISSION**

Students will be provided the educational opportunities to succeed in life.

**CJHS VISION**

At Central Junior High, we work respectfully, think powerfully, and lead responsibly.

**SCHOOL EXPECTATIONS**

Be Safe - Be Proactive                             Be Respectful - Think Win-Win  
Be Responsible - Begin with the End in Mind     Be Powerful - Find your voice

**HANDBOOK PURPOSE**

This handbook is intended as a guide for the students of CUSD #3 and CJHS. The principal has the responsibility and authority to enforce the rules and implement consequences as deemed appropriate. These school rules and regulations are necessary to ensure the safety of each student and to provide a productive academic environment. This handbook contains the policies and procedures that have been authorized and approved by the Community Unit #3 Board of Education.

**DISCLAIMER**

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the handbook is intended to describe the school, its current practices, procedures, rules, and regulations. It is only a summary of Board Policies and may be changed during the year without notice.

**NOTICE OF NON-DISCRIMINATION**

Camp Point Unit District #3 ensures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to Mr. Martin Cook, Superintendent (593-7116).

**OFFENDER COMMUNITY NOTIFICATIONS LAWS**

Information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police 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 website at: <http://www.isp.state.il.us/cmvo/>.

**DISTRICT COMPLAINT MANAGERS**

The students, parents, guardians, employees or community members should notify any District Complaint Manager or the District Non-discrimination Coordinator 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 Law Statute or Board Policy. The Current District Complaint Managers are: Mr. Wayne Krus, or Mrs. Erica Smith, Superintendent (217) 593-7116

**STUDENT RECORDS-TYPES**

In compliance with state and federal law, the District shall maintain two sets of student records. These shall be:

1. A permanent record which shall include:
  - Basic identifying information (Birth Certificate)
  - Academic transcripts
  - Attendance record
  - Immunization / Health Records pertaining to enrollment

Additionally, the permanent record may include:

- Honors/awards
- Participation in extracurricular activities

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the district.

2. A temporary record shall include:
  - Information regarding suspension and expulsions for drugs, weapons, or bodily harm to another.
  - Scores on State Assessment Tests
  - Information pertaining to release of this record

- Accident/health reports not pertaining to enrollment
- DCFS reports
- Home Language Survey

A temporary record may also include:

- Family background information
- Intelligence/aptitude scores
- Reports of psychological evaluations
- Achievement test results
- Participation in extracurricular activities
- Honors/awards
- Teacher anecdotal records
- Other disciplinary information
- Special education files / 504 Plan and documents
- Information from non-educational persons, agencies or organizations that is clearly relevant to the student's education

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct any inaccurate information.

### **STUDENT RECORDS – ACCESS**

A student or the parents/guardian of a child under eighteen (18) or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's record. The District shall notify students and the parents/guardians of such rights upon the initial enrollment or transfer of a student to the District. In case of divorce or separation, both parents shall have this right unless a court order indicates otherwise. The District may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

The parents/guardians or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Regulations on Student Records, 23 III Ad. Code 375.90.

Before destroying or deleting information in the records, the Superintendent or his/her designee shall notify the parents/guardians and student and shall provide an opportunity for the parents/guardians or student to copy such information.

The District shall grant access to information included in student records to persons authorized or required by state or federal law, provided that:

1. The person submits to the District appropriate identification and a copy of the authorization papers;
2. The parents/guardians receive prior written notification of the nature and substance of the information to be released. The parents/guardians shall be given the opportunity to inspect, copy, and/or challenge the information. When the release of information relates to more than 25 students, the District may give prior notice through local newspaper or general publication.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parent or student except that the District shall grant access:

1. To another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred.
2. Pursuant to a court order. In such cases, the District shall notify the parents/guardians and student of the release of such information;
3. To an employee of the District or an employee or official of the State Board of Education with a legitimate educational or administrative interest;
4. For research, if the State Superintendent's permission has been given and no student or parent can be identified from the information released.

In cases of emergency, to protect the health or safety of a student and others and within the regulations of the State Board of Education, student records or information contained therein may be released. Under emergency circumstances, the District

shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency, and the importance of acting quickly.

### **STUDENT RECORDS –DIRECTORY INFORMATION**

The District is responsible for the acquisition, maintenance, and administration of student records. It is the responsibility of the Superintendent to standardize procedures for the collection and disbursement of student records in accordance with state and federal law requirements.

While information filed in student records is accessible to the student, the student's parent/guardian, District personnel, and other appropriate individuals in accordance with law, much of the material is classified as confidential information. However, the District may release personally identifiable information regarding students in a Student Directory. The Student Directory information shall be limited to:

Name, address, gender, grade, birth date and place, parents'/guardian's names and addresses, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations and athletics, major field of study, period of attendance in school

This handbook serves as official parent notification of their right to decline the release of their child's directory information.

### **PHYSICAL/DENTAL/VISION EXAMS**

Physical examinations are required of every entering sixth grader or new student to the district from outside of Illinois prior to the first day of school attendance. A licensed Illinois physician, nurse practitioner, or physician assistant must complete this examination. Students not having a completed examination on file in the school office will not be permitted to attend classes after October 15 until such exam is on file. In addition, every student must be immunized in accordance with the rules and regulations adopted by the Department of Public Health prior to entering school.

Sixth grade students are also required by the state to provide proof of a dental examination. If an examination has been completed, please send this form to the office. If you have not had this examination completed by May 15, state law allows schools to withhold final 6<sup>th</sup> grade report card until proof of examination is received.

Illinois law also requires that proof of an Illinois eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15 of the year the child is first enrolled in an Illinois school. The examination must be completed within one year prior to October 15 of the year the child enters.

### **INCOMING STUDENTS**

To enroll in CUSD #3 schools, a student must be a legal resident of the district and be able to provide proof of such residency upon request.

Parents are required to furnish a legal certified birth certificate for proof of their child's birth date upon entrance into our school system.

Students must be enrolled under their legal name. All school permanent records will be maintained solely under the student's legal name.

It is within the building principal's authority to assign a student to a certain grade or class, regardless of information from a transferring school.

Students entering from a non-accredited program or home school program will be required to complete academic skills testing to determine grade placement.

### **EMERGENCY CONTACTS**

Through the student registration sheet, parents/guardians are required to submit two emergency contact names and phone numbers. These names and numbers will only be used if the parents/guardians are not able to be reached.

### **APPEARANCE/DRESS CODE**

Any student who arrives at school or any school function in clothing which constitutes a health or safety hazard or attracts undue attention which is disruptive to the normal school routine will be removed from the classroom or activity until the problem can be remedied.

Some guidelines include, but are not limited to:

1. Clothing or jewelry that displays drugs, smoking/tobacco/e-cigarettes/vape devices, alcohol, inappropriate or derogatory sayings/phrases, obscene language/symbols/numbers/slogans, sexual innuendos, supports violence or hatred, or is gang or cult-related is prohibited.
2. Halter-tops, spaghetti strap shirts, low necklines, pants or shorts with words across the rear-end, pajamas and bare midriffs are unacceptable. If, when the student's arms are raised above the head, a shirt exposes the abdomen or back region that shirt will be considered unacceptable. **Straps on shirts must be three fingers wide and both shoulders need to have a strap. Undergarments should not be visible.**
3. Sheer tops without a tank underneath are prohibited. **Undergarments (bra) should not be visible.**
4. Shirts with cut off sleeves and/or shirts with enlarged arm holes are not allowed.
5. Outerwear such as hats, caps, bandanas, coats, backpacks, Heeley's (shoes with built in roller skates) and sunglasses are not to be worn during school hours.
6. Pants/shorts/skirts of inappropriate/immodest condition or length are prohibited. **Shorts must have an inseam of at least 5 inches.**
7. Chains, pointed or studded jewelry or clothing is prohibited.
8. P.E. clothing is appropriate only in the gymnasium, not in regular classrooms.
9. No body drawings with ink, marker, face paint, etc.
10. When wearing leggings or yoga pants, shirts (front and back) must reach the tips of the fingertips when the arms are straight down by the sides.

### **FEES**

As per Board of Education determination, Junior High School students are assessed an annual textbook rental fee. Payment of such fee is to be made at the time of enrollment; arrangements can and will gladly be made to meet individual needs.

### **Students/Parents Are Financially Responsible For:**

1. Damages done to textbooks and/or other instructional materials
2. Acts of vandalism or intentional damage to property
3. Lost or misplaced library books or other school property

### **PAYMENT OF FEES**

Student fees, including book rental, meal payment, insurance, picture money, and other sundry fees are to be paid to the office. Receipts are given only by request. Checks given to pay any fees should be made payable to "CJHS" or "Central Junior High School". A waiver of fees form is available in the school office for parents who wish to request such.

### **INSURANCE**

CUSD # 3 has purchased supplemental student insurance for every student enrolled in the district. This student insurance covers all students while at school or school sponsored events. Should an accident occur while at school or a school sponsored event, the individual must first turn in the claim to their own personal insurance. The junior high office will, upon request, provide the necessary forms for submitting a claim to the insurance carrier.

### **PHOTOGRAPHS/YEARBOOKS**

Individual student photos are taken annually at school. Reputable companies are engaged for this purpose. Parent purchase of such offered products is purely voluntary and at parent discretion.

**No student photographs/yearbook may be purchased unless all school fees, including but not limited to: book fees, meal payments, library and band fees have been made in full, or fee waivers submitted and approved.**

### **MEALS**

A federally approved hot lunch and breakfast program is available to all students daily in the Central cafeteria. Students, of course, always have the option of bringing their own suitable lunch from home for their noon meal. Because of the need for nutritious meals at this vital growing stage, **students are not allowed to bring soda to school** for lunch consumption.

Junior High Students eat their lunch in the high school cafeteria at the following times:

5<sup>th</sup>/6<sup>th</sup> grade – 10:46 – 11:16

7<sup>th</sup>/8<sup>th</sup> grade – 11:08 – 11:38

All students, whether eating a school lunch or one that they have brought from home, are required to eat in the cafeteria unless directed otherwise.



Students who fail to cooperate with the lunchroom supervisor or who abuse lunchroom rules may be denied lunchroom access or have disciplinary actions taken against them.

Costs: Breakfast = \$1.50      Hot Lunches = \$2.50      Cold Lunches = \$1.00  
Extra Milk = \$.40      Extra Sandwich = \$.60

Students are to pay for their meals in advance (**preferably in check form or online**). Please write your student's first and last name on your check or place cash in an envelope with the student's first and last names on the outside. Payments are to be made directly to the office. Lunch payment slips are provided and must be completed and attached to payment before it can be entered into the account.

Students will be informed when their account reaches a negative balance. Parents will be notified via a School Message phone message weekly to make them aware of the outstanding balance.

Students wishing to eat breakfast will report to the south cafeteria immediately upon arrival to school. Students are to enter through the high school south doors closest to the cafeteria. During breakfast, junior high students will sit in the south cafeteria. All electronic devices must be turned off and placed in book bags upon arrival to the cafeteria.

### **FREE/REDUCED - PRICE MEALS**

Free and reduced-price meals are available to students whose parents have applied and have been approved by the principal as per Federal and District guidelines. Application forms are available registration day or will be available in the office at any time throughout the school year. Once approved for free or reduced-priced meals, eligibility will run for the entire school year.

### **MEDICATION**

Students should not take any prescription or non-prescription medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents/guardians believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

#### **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL**

1. Prior to prescription or non-prescription medication being administered to any student the "Authorization and Permission for Administration of Medication" form must be completed and signed by the licensed prescriber and the parent/guardian.
2. Medication authorizations are effective for current school year only.
3. It is the parent/guardian's responsibility to ensure that the licensed prescriber's orders, written request and medication are brought to the school.
4. The first dose of any new medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance, the parent would be notified.
5. The school nurse shall review the written order and determine to accept the written order or seek further clarification of the order if necessary.
6. Medication must be delivered to school by a parent/guardian or responsible adult. Medication may also be delivered to school by a pharmacy.
7. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

**Prescription medication** shall display:

- Students name
- Prescription Number
- Medication Name and Dosage
- Administration route
- Date of prescription and refill
- Licensed Prescriber's name
- Pharmacy name, address, phone number
- Name or initials of Pharmacist

**Over the counter medication** must be in the original unopened container with the label intact. No medication will be given past the expiration date on the container.

8. Any changes in dose, time, or directions must be in writing from the licensed prescriber.
9. Students will be evaluated on an individual basis regarding the need to carry and self-administer an asthma inhaler/EpiPen. Both the Physician and Parent Authorization and Request for self-administration of asthma inhaler/EpiPen must be completed and signed. The parent/guardian must supply the appropriate medication. The student is encouraged to document frequency of use while at school.
10. The parent/guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.

As stated in Public Act 097-0361 (105 ILCS 5/22-30) and under the standing-order established by C.U.S.D. #3 and under a standing protocol from a licensed physician: When a student does not have an epinephrine auto-injector or a prescription for an epinephrine auto-injector on file, the school nurse or trained designee may utilize the school districts epinephrine auto-injector to respond to an anaphylactic reaction.

In the case a student shows symptoms of an acute asthma attack and the student does not have a rescue inhaler or a prescription for an inhaler on file, the school nurse or trained designee may utilize the school districts emergency rescue inhaler to respond to an acute asthma attack.

The parents/guardians of the pupil must sign a statement acknowledging that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil or administration or use of an epinephrine auto-injector or rescue inhaler regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician's assistant, or advanced practice registered nurse. The parents/guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student or administration of emergent medication by district designee. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **LOCKERS**

Each student will be assigned a school-owned locker to be used for storage of coats, books, and other materials needed for school. Each locker may be opened by means of a built-in combination lock. It is important that you remember this combination and for your protection **do not disclose it to anyone. Please only use book bags that fit in the locker.** The use of padlocks or any other locking device other than the built-in combination lock is prohibited. Lockers are to be kept locked at all times. No food or beverages should be stored in a student's locker. Locker privileges will be taken away if a student fails to comply with locker regulations or fails to respect other students' locker privacy.

The school has the right/responsibility of checking individual student lockers relative to knowledge/reasonable suspicion of illegal, dangerous, or damaging items being contained inside. If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, that evidence may be seized and impounded by school authorities and disciplinary action taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **P.E. UNIFORMS**

5<sup>th</sup> and 6<sup>th</sup> grade students are not required to wear a PE uniform. For them, only clean tennis shoes are required for gym.

Each 7<sup>th</sup>/8<sup>th</sup> grade student is required to dress daily for his or her regularly scheduled P.E. class in the prescribed P.E. uniform. Details of the type of uniform required and procedure for purchasing will be discussed in initial P.E. classes. Failure to comply with prescribed P.E. dress requirements will affect the P.E. grade and may result in alternative P.E. assignments.

In order to be excused from participation in physical education, a student must present an excuse from his or her legal parent/guardian stating the medical reason for the excuse or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a board from honoring parental excuses based upon a student's participations in athletic training, activities, or competitions conducted outside the auspices of the School District. A physician's note must be obtained in order to excuse a student from PE after the third consecutive day of parental notes.

Any student that has been excused from PE based on physician's note may not participate in PE until he/she has been medically cleared to participate. The physician should clearly state the amount of days a student should not participate in physical education until the student has medical clearance.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

### **FIELD TRIPS**

Participation in a class field trip is a privilege, not a right. During the fourth quarter, all CJHS students will be involved in a field trip eligibility that considers student behavior and grades. Excessive unexcused absences could also affect a student's field trip eligibility. Points will be given according to the scale below.

Any student who earns or exceeds a total of nine points will NOT be allowed to participate in the class trip but will be expected to be in attendance at school. Previous grades or behavior problems will not count against a student. This will apply to the fourth quarter only.

**F average for 4<sup>th</sup> quarter for a class = 3 points per subject**

**Any discipline notice or sent to the principal = 3 points each**

**Lunch Detention = 1 point per day**

**Saturday Detentions = 3 points (1 hour) / 4 points (2 hour) / 6 points (4 hour)**

**In-School detention or Out-of-School suspension = 9 points**

**Unexcused Absence = 1 point per day**

**Any student not currently earning grades meeting grade promotion requirements is not eligible to attend.**

### **SPECIAL STUDENT SERVICES**

Central Junior High School provides students a well-rounded curriculum. Additionally, Unit School District #3 provides a free public appropriate education to all students with disabilities residing within the District, required under the Individuals with Disabilities Act (IDEA), provisions of the Illinois School Code, the Rehabilitation Act of 1973, and the American Disabilities Act.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services as 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 service under IDEA but, because of a mental or physical disability as defined by Section 504 of the Rehabilitation Act of 1973, need accommodations or related services, the District has a system of procedures for identification, evaluation, and educational placement for such students. Parents should contact their child's building principal to discuss programs and services available.

### **TESTING/ASSESSMENT PROGRAM**

In keeping with the Board of Education policies # 655.02 and #660, the following assessment program is in place for students:

**Dial Screening** is available free of cost to all District three and four year olds each April and August through the joint efforts of the Adams County Special Education Association and the Unit #3 Pre-Kindergarten program.

**RTI – Response to Intervention**

Tier I – Universal Instruction – all students receive this instruction

Tier II – Small group supplemental instruction relating to the needs of the group

Tier III – 1 on 1 instruction on the individual needs of the student

**Special Education Evaluations** are available for all students starting with age three through a referral process.

The IL Assessment (yet to be determined) will be administered as required during the school year. This assessment will be administered to all state-designated grade level students unless a student's Special Education I.E.P. details otherwise. Assessments are in the core areas of Reading and Math. Parents/guardians will receive a record of the results of these assessments.

### **WEATHER/EMERGENCY/LOCKDOWN DISMISSAL**

In the event that school must be dismissed due to bad weather, equipment breakdown, or other unusual reason, the general public will be notified through radio stations (WGEM), TV stations (KHQA & WGEM) and via the school phone messaging system.

In the event of an evacuation, students will be transported to the designated evacuation sites. Parents will be notified through the School Messenger System when and where their student(s) can be picked up. If circumstances prevent the parent or legal

guardian from picking up their child, a school official will call the parent/guardian to get verbal confirmation that another person has permission to pick up their child. The parent/guardian or person responsible for picking up your student will **NOT BE ALLOWED IN THE BUILDING**. (This is to help eliminate chaos.)

Students who are not picked up by parent/guardian or designated person will be taken home on their usual bus route.

### **EMERGENCY DRILLS**

Fire and natural disaster drills are required by state law. **Periodically throughout the year the C.U.S.D. #3 school district will conduct Crisis Management Drills in cooperation with the Adams County Sheriff's Department.** Before the first drill the homeroom teacher will give complete directions. Drill regulations are posted in each classroom. The alarm for a fire drill is a continuous blast. The alarm for severe weather is a series of pulses followed by a message stating "this is a tornado warning".

#### **During a fire drill, all pupils will be required to follow these general directions:**

1. All windows and doors will be closed and lights turned off.
2. Students will move rapidly in a quiet and orderly fashion to the proper exit.
3. Upon leaving the building, each class will move to the designated area and remain there until they are notified to return to the building.

#### **During a severe weather drill, all pupils will be required to follow these general directions:**

1. All students and staff should move immediately to their designated shelter areas as posted in the class rooms.
2. All persons are to assume a kneeling or seated position on the floor with the head down and hands locked over the head.
3. Keep away from outside walls, doors, and windows.

### **TELEPHONE USAGE**

Students will only be allowed to use the office phones in emergencies or a change of scheduled extra-curricular activities. Students receiving calls from parents will be called to the phone during class **only in the case of an emergency**. Messages will be delivered to students between classes or during homeroom time.

### **CELL PHONES & OTHER ELECTRONIC DEVICES**

Cell phones and other electronic devices are to be turned off from 7:45 – 3:01. Students will be allowed to have a turned-off cell phone or other electronic device in their locker. **Students are not allowed to have cell phones or other electronic devices on or text message during the school day.** The first violation of this rule will result in a warning and the phone or other electronic device being taken away and given to the office. It then may be picked up by the student at the end of the day. The second offences will result in the phone or other electronic device being taken from the student, a one-hour Saturday detention and it may be picked up by the student at the end of the day. The third offence will result in the phone or other electronic device being taken from the student, a one-hour Saturday detention and a parent must pick up the phone or other electronic device. Any offence after that will result in a four hour Saturday detention and the phone or other electronic device must be picked up by the parent. These measures are put into place to protect privacy and avoid disturbing the learning environment.

### **VISITORS**

**Visiting students will not be allowed in Central Junior High** due to issues of insurance and liability.

Visiting parents/guardians please sign in at the office before proceeding to the classrooms.

### **DELIVERIES**

Deliveries of balloons, flowers, or other gifts will not be accepted for Junior High Students.

### **MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENT/STUDENTS**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Camp Point Community Unit District #3 will claim Medicaid reimbursement for services provided. These claims will have no impact on parent's ability to receive Medicaid funding either now or any time in the future.

If you do not object to this release of information related to Medicaid claims for your child, do nothing.

## **BUS INFORMATION**

Safe transportation of pupils to and from school is of vital concern to Board of Education members administration, teachers, students, parents and last, but not least, bus drivers. It is also a recognized fact that everyone is involved in providing for safe transportation, not just the bus drivers.

The Board of Education plans for safety by buying buses that are constructed with the latest safety features, hiring competent drivers and setting bus rules. The current rules are:

1. Follow all bus driver directions.
2. Basic school rules will be followed. (Examples: The following are totally unacceptable: Tobacco in any form (including e-cigarettes and vaping devices), dangerous items or weapons, disruptive belongings, disruptive behavior, etc.)
3. Stay seated.
4. Keep head, hands, feet and all belongings inside the bus.
5. Use proper language.
6. No food or drinks allowed on the bus.
7. Bus driver will need a riding pass issued by the office before a student will be allowed to ride a bus home with another student.

The main objective of our transportation system is to provide all eligible students a safe and comfortable ride to and from school. In an effort to obtain this objective, good discipline must be maintained on the school bus at all times. "Horseplay" of any kind will not be permitted. The school bus driver must maintain good discipline and report any activity or conduct on the part of a student, which would jeopardize him/herself or other students to the building principal. First time offenses may be given verbal warning, corrective measures, and the incident will be documented and reported to the principal. On the second offense, both the principal and driver will correct the student and the student's parents may receive notification of possible suspension of student's riding privileges.

Third time offenders may be suspended for a period of up to 10 school days with notification of such action given to parents.

If the aforementioned action fails to convey meaning to a particular student, then full suspension as provided by Article 10 par. 22.6 sections (b), Suspension or Expulsion of Pupils of the Illinois School Code may be imposed.

Any behavior displayed on a school bus that is of such a nature that the immediate and continued safety of the passengers, driver, or bus is in jeopardy will be addressed without regard to any or all of the above warning or corrective steps.

Working together we can provide safe transportation with pride and a positive attitude.

## **PICTURE PUBLICATION**

Throughout the school year, staff members and local event sponsors will be taking pictures of students involved in school activities. Some of these photos may be submitted to local newspapers for publication or placed on the school website. If you do not want your child included in local publications, please submit your request in writing to the office.

## **SUPPORT SERVICES**

The following student support services are provided by the School District:

1. Health services supervised by a qualified nurse.
2. Educational and psychological testing services and the services of a psychologist as needed.
3. The services of a social worker.
4. Guidance and Counseling services.

## **SOCIAL & EMOTIONAL DEVELOPMENT**

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards.

## **YEARLY VISION & HEARING SCREENINGS**

Vision and hearing screenings are conducted each school year by the school nurse who is a certified Hearing and Vision Technician. Grades screened for vision are: Pre-k, Kindergarten, Second, Eighth, and Special Education students from all grades. Children who wear glasses or children who are under care of an eye doctor will not be screened. Grades screened for hearing are: Pre-K, Kindergarten, First, Second, Third, and Special Education students from all grades. Also screened for vision/hearing are any referrals from teachers or parents in grades not normally screened, and new students who have not been previously screened.

The purpose of the Vision and Hearing Screenings is to identify children who *may* have a Vision or a Hearing problem. You will be notified if your child failed the screening. If your child passed, this screening should not replace an eye appointment

with an eye doctor. Vision screening does not evaluate eye health and important vision skills needed for success in school. Only an examination by an eye doctor can identify eye and vision problems and prescribe treatment.

## Academic Issues

### GRADE SCALE

Grades are determined by individual teachers.

A+ = 100 % or above	C+ = 84-83%
A = 99-95 %	C = 82-77%
A- = 94-93 %	C- = 76-75%
B+ = 92-91%	D+ = 74-73%
B = 90-87%	D = 72-69%
B- = 86-85%	D- = 68-67%
	F = 66% and below
	I = Incomplete

### ACADEMIC HONORS

**Honors** = 3 A's and 3 B's or 4A's and 2 B's in Core Classes

**High Honors** = All A's or 5 A's and 1 B in Core Classes

\*Students who earn honors or high honors will earn free admission to all home athletic events.

Core Classes are:

Math, English/Composition, Reading/Literature, Science, Social Studies, and Physical Education

A student may not receive a "C" or lower in **ANY** class and still qualify for Academic Awards.

### EXTRA CREDIT POLICY:

The primary purpose of grades is to communicate student achievement of academic standards. Extra credit that is not based on academic standards reinforces the view of grades as a commodity to be earned, rather than as information students can use for self-evaluation and growth. Therefore, students should not be allowed to raise their grades through extra credit work that is independent of essential learning. However, students may be allowed to raise their grades through additional opportunities that demonstrate mastery of subject content.

- No extra credit shall be given for non-academic events.
- All homework must be turned in (no missing assignments) to be eligible for extra credit.
- Students may earn up to 2% extra credit points per quarter.
- Teachers will inform each class of their extra credit policy at the beginning of each quarter.
- Teachers must submit their extra credit policy with their classroom rules.

### PROMOTION POLICY

**MISSION STATEMENT:** Amendment P.A. 90-548 to the Illinois Promotion and Retention Policy prohibits social promotion. Accordingly, a student shall not be promoted based upon age or any other social reasons. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum and the requirements as outlined in this policy.

1. A final passing grade (A, B, C, D) in 5 of the 6 core classes (Math, English, Literature, Social Studies/History/Geography, Science, and P.E.) is required for promotion to the next grade level.
2. Of those 5 credits, one credit must be earned in Literature or Math.
3. Students not passing 5 out of 6 classes at the end of the first semester will be placed on an "At-Risk" list.
4. Attempts will be made to monitor and implement strategies to help the child improve his/her grades during the rest of the school year.
5. At the end of the third quarter, all students who are not passing five out of the six core subjects will be placed on the final "At Risk" list.
6. Failing more than one core classes for the year will result in retention in the same grade level.
7. In addition, all 7<sup>th</sup> grade students must pass the IL State Constitution Test and all 8<sup>th</sup> grade students must pass the U.S. Constitution Test.
8. Students who have an IEP must successfully meet the goals contained in the IEP. Placement decisions will be made by an IEP team, which includes the parent/guardians of the student.
9. Students transferring from other schools will retain their class status from the previous school.

10. The preceding guidelines are recommended for general practice; however, the Administration reserves the right to deviate from these guidelines should an individual case require special handling.

### **MID-TERM GRADE REPORTS**

Midterm notices are mailed to the parents of students earning a D and/or F in any class approximately midway through each quarter. Parents receiving a mid-term report of unsatisfactory performance are advised to take specific and quick action to help students remedy the problem. Parents are strongly encouraged to set up a conference with your child's teacher(s).

### **REPORT CARDS**

Students will receive a report card for each nine-week quarter. The first three quarters will be distributed at school. Report cards for the fourth quarter will be mailed approximately 3 - 5 days after the last day of school.

### **GRADES AND SPORTS**

Academic requirements for continued sports participation are determined by our membership in IESA (Illinois Elementary School Association); as such athletes and managers **must be passing all subjects** at all times during the specific sport season. Each coach will detail academic eligibility requirements to team members prior to the start of the sport season. Athletes not currently "in season" will not be allowed to utilize the weight room or gym if they are ineligible.

### **PARENT-TEACHER CONFERENCES**

District Wide Parent/Teacher conferences will be on Thursday, November 1 from 4:00-8:00 p.m. and Friday, November 2 from 8:00-12:00 noon.

It is hoped that parents will **feel free** to contact their child's teacher(s) **at any time during the school year** when there are questions or concerns about their child's progress. Please call the school secretary (593-7741) to set up mutually convenient appointments for any desired conferences.

### **CURRICULUM**

In fifth through eighth grade, the following subjects are the core of the curriculum:

Literature	English
Mathematics	Science
Soc. Stud. /Hist. /Geog.	Physical Education (PE)

Students will also have the opportunity to receive instruction in Art, Band, Vocal Music, Health, Computers, Careers, Leadership, Agriculture, and Family and Consumer Science.

In accordance with the ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Central School District #3 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact Martin Cook, Superintendent, at the following phone number 217-593-7116.

### **8<sup>th</sup> GRADE INFORMATION**

For those eighth grade students who have an early birthday, the following information is very important. To enroll in the Driver's Education course in High School, a student must pass 8 classes in the previous 2 semesters. Until that requirement is completed, a student will not be allowed to take Driver's Ed.

### **IRC GUIDELINES**

The IRC is open on school days from 7:45 a.m. to 3:30 p.m. Students may use the IRC before school, during homeroom, or after school without a pass. These times provide an excellent opportunity to return, renew, or check out books. Students who come to the IRC during class time should sign in and have a pass from the classroom teacher that designates their purpose in the IRC, such as check out books, use the computer, or study quietly. If sent from class to complete a make-up exam or quiz, the student should immediately notify the IRC Director in order to insure proper supervision. Students who are testing will then be directed to a seating location most conducive for completing their assessment. Checkout periods are for 10 school days, or approximately two weeks, and can be renewed upon request to the IRC Director. Students are charged a \$.10 per day late fees on all general circulation items, and \$1 per day late fee for interlibrary loans, kindles, or reference materials.

## **Internet, Network and Computer Acceptable Use Policy**

### **ACCESS TO ELECTRONIC NETWORKS**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

#### **Acceptable Use**

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### **Internet Safety**

According to Illinois State Law Number (105 ILCS 5/27-13, information regarding internet safety education is required for all students grade 3 and above. Students will receive internet safety information over the school year.

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,
2. Student safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities, and limiting unauthorized disclosure, use, and dissemination of personal identification information.

#### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.



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

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## ATTENDANCE

### SCHOOL DAY

The student school day runs from 8:10 A.M. - 3:01 P.M. Students are not to arrive at school before 7:45 and are to leave school premises at 3:01 unless they are involved in extra-curricular activities. Students are expected to arrive and depart by our District bus transportation system unless parents inform the school otherwise.

If your child will ride to and from school with a High School sibling, a riding permit must be completed and on file in the office. Junior high students will not be permitted to leave school with that sibling prior to the 3:01 bell.

If your child is going to a home other than the usual destination, the parent/guardian must notify the office by phone or by sending a note.

### ABSENCES

Regular attendance is critical to a quality education. Parents are expected to instill the necessity of regular attendance in their child and to make them fully aware of the definite relationship between school success and attendance.

Illinois State Law states that students who miss school for 5 percent or more of the previous 180 attendance days can have their driving privileges suspended or their application for a driver's license or permit denied.

If your child is absent from school, they are not permitted to participate in or attend any after school activities on that day.

Absences will be classified by school personnel according to the following criteria, as per School Code:

1. **Excused** – Students will receive an excused absence for the following reasons:
  - a. Illness of the student
  - b. Doctor/dentist appointment (with Dr's confirmation)
  - c. Court appearance
  - d. Funeral
  - e. Family emergency
  - f. Observance of religious holiday
  - g. Quarantine
  - h. Pre-approved Anticipated Absence
  
1. **Anticipated Absences**- Absence from school for reasons other than those listed above must be pre-arranged and approved by the principal.

The student's parents must complete the on-line Pre-Arranged Absence Form found on the school website under "Parent/Student Forms" at least one week in advance for absences over two consecutive days. If approved, the office will give the student an anticipated absence sheet. It is the student's responsibility to present the sheet to each teacher and have the teachers indicate assignments and sign the form. All assignments, except lab work, tests, and quizzes, must be completed by the first day of return to school. If the absence is not recommended, documentation will be kept in the student's records.

2. **Deer Hunting** – Students who bring a note from a parent and a valid Illinois permit at least one week in advance will be excused on opening day of First Shotgun Season.
  
3. **Unexcused** – Students will receive an unexcused absence for any reason not listed as excused, exceeding 5 days of anticipated absences, or failing to provide a doctor's confirmation following the third absence per quarter. If a student has an unexcused absence, they are not allowed to participate in any after school activities that day/evening.

Following the **3rd student absence per quarter or 12<sup>th</sup> absence per year** a **doctor's confirmation and parental communication** are required for a student to be considered "excused". For a student illness to be deemed an **excused** absence, the student must provide a signed note from a medical professional who has ***SEEN*** and ***EVALUATED*** the student confirming

the absence and giving an expected return date. A note from a doctor referring to a phone call only will NOT be accepted. Parents will be notified of accumulated absences. Excessive absenteeism will be referred for truancy/court action.

### **VERIFICATION OF STUDENT ABSENCE**

Central Junior High School students who are absent from school must be called to verify absence if the parent has not already communicated the absence to the Junior High office. Every effort will be made to contact parents of absent students by 10:00 a.m. at the phone numbers provided on the enrollment form. If no parent phone communication occurs, the **student must present a signed parent absence note** to the school secretary the next morning of attendance. Failure on the part of a student to present a satisfactory absence note on their return to school will result in the absence being classified “unexcused”.

**Students have 3 school days to present the office with a doctor’s note in order for the absence to be counted as excused. After 3 days it will be permanently classified as unexcused. Any notes submitted after 3 school days will still be taken but the absence remains unexcused.**

### **CONTAGIOUS DISEASES AND CONDITIONS**

For the protection of all students and staff, the following guidelines should be followed:

1. Never send an obviously sick child to school.
2. A child with a severe sore throat, severe cough, earache, vomiting, more than 1 episode of diarrhea, or fever of 100 or higher **within the past 24 hours**, or an undiagnosed rash should not be sent to school.
3. A child with a **known** communicable disease (chickenpox, impetigo, strep, measles, scabies, ringworm, etc.) should not be sent to school without the specific written approval of a doctor or a licensed health care provider.
4. Parents are encouraged to use common sense and good judgment when determining whether to send a child who has been ill with a cold or flu back to school.

**Please notify the school nurse if your child is diagnosed with a communicable disease, severe injury, or has surgery.** The purpose of this is to protect your child, so the nurse can send notices to parents when a number of cases of a disease are reported (e.g. Strep, Mono, Flu, etc.), help make any needed accommodations in the case of an injury or surgery, and keep your child’s health record current.

Students who become ill at school should tell the teacher immediately. If a student becomes ill in the lunchroom or on the playground, the child should notify the monitor. The school **must** have a current emergency number to call in case a parent cannot be reached during the school day. Once the parent has been contacted, the child will need to be picked up from school within an hour unless otherwise arranged with the school nurse.

### **HEAD LICE POLICY**

The Central Public Schools C.U.S.D #3 will support families by emphasizing prevention, early detection, and education as the best methods in controlling head lice.

Children will be screened at school if lice are suspected or as a result of a reported case.

When a student is found to have live lice:

1. The parent/guardian is notified that live lice are present and asked to pick up their student at school.
2. Pediculosis Parent Letter that includes instructions for treatment of live lice and if needed, nit removal will be given to parent/guardian.
3. The parent/guardian is instructed that the student must be treated before returning to school. A parent will be required to bring the student to school *two* days after discovery of infestation to be checked by the nurse. Students are not allowed to ride the bus until they have been cleared by the nurse.
4. Determine if the student has siblings in the district. If yes, siblings will be checked by their school’s nurse.
5. Students will be re-examined by the school nurse upon returning to school. Students with live lice will not be allowed to return to school until they are lice free. Parent will be instructed to remove all live lice before the student returns to school.
6. If nits are found, the parent is notified and encouraged to continue daily combing with nit comb. Student will continue to be checked at school for nits by school nurse for at least two weeks. If the number of nits fails to decrease during the monitoring period, a parent will be called to pick up the student. The nurse will again show the parent how to remove the nits. This absence will be unexcused.
7. Students who are re-examined and who do NOT have live lice will remain at school and continue to be checked at school for lice/nits by school nurse for at least two weeks.
8. Students found to have live lice on re-examination will once again be sent home from school. This absence will be unexcused.

9. After long breaks from school, such as Christmas/Winter break, the school nurse will check previously infested students' heads.
10. Respect for sensitivity and maintenance of privacy of students and parents/guardians regarding head lice will be expected by all staff.

All school personnel will use the same educational information to provide to families. These are:

- A. Illinois Department of Public Health Head Lice HealthBeat
- B. Pediculosis Parent Letter/instructions for treatment of live lice.
- C. Pediculosis Recheck Parent Letter Nit Removal.

Students who have live head lice despite 3 treatment cycles will be referred to their school principal for academic consultation. These families will receive a child welfare service referral with DCFS.

Students who have missed 4 unexcused days of school related to live lice will be referred to the Adams County Regional Office of Education Truancy Department. The first day a student is sent home from school for live lice will be considered an excused absence. All absences after first occurrence related to live lice will be considered an unexcused absence.

Students with open scalp lesions/signs of infection with live lice and/or nits will be reported to DCFS hotline.

Students who are not in regular attendance or who are truant will be reported to the Adams County Truant Officer. Cases of chronic or habitual absenteeism will be dealt with by actions in accordance with Chapter 122 Section 26-2 of the Illinois School Code.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

Whenever a student returns from an absence, he/she will have the same number of days absent to complete and turn in the missed assignments once the list of missing assignments has been gathered.

For example, if a student is absent on Monday and Tuesday, he/she will have Wednesday to collect the missed assignments. The student will then have until the end of the day on Friday to turn in any missing assignments.

**At the end of quarters 1 - 3, if a student is absent, the student will have up to 5 school days to make up missing assignments. Any work not completed by the designated cut-off date will result in a zero.**

**At the end of the year, any missing or outstanding assignments must be completed by one week prior to the last day of student attendance.**

**It is the student's responsibility to secure and complete** all make-up work. Sometimes arrangements must be made for make-up tests or quizzes; students must arrange this with their teachers.

If parents or students prefer to call the Junior High School to obtain assignments on a day of absence, **such request must be made early in the morning preferably between 8:00 and 9:00** - to facilitate the gathering of the work. Requests made later in the morning cannot always be honored. Students and parents may also find assignments by going to the district's website, [www.cusd3.com](http://www.cusd3.com), and clicking on the teacher's page.

Even if make-up work has been sent home during a period of absence from school, it is the **student's responsibility** to check with all teachers as to additional make-up work immediately upon return to school.

### **TARDIES** Students who come late to school cause unnecessary interruptions to the learning environment.

1. **If a student is not in class by 8:10 a.m., he/she must check in at the office before he/she reports to class.**
2. **Students will be given a tardy notice that will admit them to their first hour class.**
3. **Excessive unexcused tardiness or failure to check in when the student is tardy will result in disciplinary action.**
4. **After three unexcused tardies per quarter, such as oversleeping, missing the bus, parents running late, or failure to check in when the student is tardy, will result in a lunch detention. A fourth tardy in a quarter will result in lunch detention for one week. A fifth tardy in a quarter will result in a one-hour Saturday detention, sixth tardy a two-hour Saturday detention, seventh tardy a three-hour Saturday detention. Every tardy thereafter for that quarter will result in a four-hour Saturday detention.**
5. **Excessive Tardies- For the purpose of attendance, four tardies to the start of the school day will result in one unexcused absence.**

Students who are not in regular attendance or who are truant (**absent 5 %, or 9 days, of the last 180 school days**) will be reported to the Adams County Truant Officer. Cases of chronic or habitual absenteeism will be dealt with by actions in accordance with the Illinois School Code.

CJHS allows five minute passing time between each class after the first hour. With this amount of time, no student should be tardy to class without valid cause. Detentions will be issued for cumulative tardies in each quarter, as stated in the following guidelines.

- After being tardy for unexcused reasons three times in any class during a quarter, the student will be issued one week of lunch detentions.
- After being tardy for unexcused reasons four times in any class during a quarter, the student will be issued a one-hour Saturday detention.
- After being tardy for unexcused reasons five times in any class during a quarter, the student will be issued a two-hour Saturday detention.
- After being tardy for unexcused reasons six times in any class during a quarter, the student will be issued a three-hour Saturday detention.
- Each subsequent unexcused tardy in any class during a quarter will result in a four-hour Saturday detention.

In addition to the above policies and procedures, C.U.S.D. #3 will follow the attendance and truancy policy set by the Adams County Truancy Ordinance # 2007-02-001-004 with Illinois State Law 55 ILCS 5/5-10782.

## **DISCIPLINE**

### **BASIC EXPECTATIONS**

- a. Students are subject to the authority and direction of any and all teachers and other staff members of Central Schools at all times.
- b. School wide expectations are shared with students at the beginning of the year and continually reinforced throughout the year. All students are expected to meet these expectations.
- c. Students are expected to bring all necessary materials to each class.
- d. Students will have all homework completed upon arrival to class.
- e. JH students are not allowed in the high school wing, unless with a class or given a pass.
- f. Students will not be allowed to chew gum during the school day.
- g. Only Central JH students are allowed to attend CJHS dances.

### **BEHAVIOR**

Student behaviors that will result in disciplinary action that have not been addressed in other sections of the handbook include but are not limited to:

- Disrupting class
  - Fidget spinners, fidget cubes, and other similar hand-held toys are prohibited during the school day (7:45 – 3:01) unless written as an accommodation in a student’s IEP or 504 Plan.
- Being disrespectful / Insubordination
- Public display of affection
- Using profanity
- Fighting
- Threatening / Intimidation / Bullying
- Cheating / Lying / Forgery
- Theft
- Vandalism
- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, vaping devices,,
- Using, possessing, distributing, purchasing selling, or offering for sale: any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- use, purchasing, selling, or distribution of alcohol, look-alike drugs containing Ephedra or Ephedra-like substances, over-the counter products producing a “high”, or illicit drugs
- Possession or use of a weapon
- Any other behavior, which is harmful to the property or rights of others

## **DISCIPLINE PROCEDURE**

Central Junior High utilizes the PBIS, Positive Behavior Intervention Systems, approach to deal with discipline. Expectations are shared with students at the beginning of the year and throughout the school year. Every attempt is made to “pre-correct” unacceptable behavior. Students who do not meet expectations set forth receive a minor offense and the teacher will offer an intervention for the behavior, as well as notify a parent. Upon receiving 3 minors in a quarter the student will be referred to the principal. Behaviors and interventions will be discussed, the student and principal will problem solve ways to meet the expectations, and the principal will issue a consequence. In the case of a student receiving a major offense (for more serious issues), the student will be sent to the principal immediately and the same course of action will take place. While every situation is different, an example of a minor offense could be disrupting class while a major offense could be fighting.

## **CHEATING POLICY**

Any student caught cheating by copying another student’s work, the plagiarism of a published work on any type of classroom work, or allowing work to be copied by another student may receive a “0” on that work. The teacher will contact the parents and principal. Students will also be subject to disciplinary action, which may include, but is not limited to Saturday detention or in school suspension.

## **BULLYING**

CUSD # 3 will provide all students with a safe school environment that facilitates learning. Bullying is an act of *repeated* verbal, technology-based, or physical aggressive behavior in order to intentionally hurt another person physically or mentally. This includes comments or actions based on race, color, national origin, age, sex, religion, or disability. Lack of intent (e.g. “It was only a joke.”) shall not be a defense for justifying the comment or action to avoid punishment. CUSD # 3 will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, **retaliation** against those who seek remedies under this policy is prohibited and will be punished under the Student Discipline section of the Student Handbook.

## **REPORTING PROCEDURES OF BULLYING**

Any faculty and staff member of a student at CUSD # 3 who has witnessed or has reliable information that a pupil or staff member has been subjected to “bullying,” as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the Principal or his/her designee. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further retaliation against those who seek remedies under this policy is prohibited. The principal shall enforce the rules and implement consequences as deemed necessary.

In that it is the intention of School District #3 to require a safe and secure environment, any act, comment, remark or statement by a student either verbal, nonverbal or written which could in any way be interpreted as a threat to the safety of any person shall subject that student to disciplinary action up to and including expulsion. This includes all such acts, comments, statements or remarks. Lack of intent (e.g. “it was a joke.”) shall not be a defense to disciplinary action.

Parents are encouraged to address any after school or off-site issues that arise from the misuse of social media concerning their child. Parents are encouraged to be proactive and contact the parents of any student involved in making a threat to their child. The parent should also contact law enforcement if a threat to their child’s safety is made via social media.

## **HARASSMENT**

Sexual harassment of students is prohibited.

Students who believe they are victims of sexual harassment are encouraged to discuss the incident with the building principal and/or guidance counselor.

No person, including a District employee or agent, or student shall harass or intimidate another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment.

## **BEHAVIOR DURING EXTRA-CURRICULAR EVENTS**

It is the goal of Central Schools to make extra-curricular events a safe and positive environment for everyone that attends. In order to maintain a safe environment, students in grades K-8 shall remain seated with their parents/guardians or in the designated student section. During football games the designated student section will be in the north end zone inside the track.

During inside events those students shall remain in the student section. Students that leave the facility during a ball game are not allowed to return to the event.

K-8 students who attend an event are expected to watch the event. Bringing balls to the athletic facilities is prohibited.

### **DISCIPLINE POLICIES**

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the District shall be such that the administration and the teachers shall demonstrate fair, just, and flexible attitudes and disciplinary efforts toward all District students.

The School Board's disciplinary policies may include but are not limited to the following disciplinary measures:

1. Expulsion
2. Out-of-school suspension and activities
3. In-School suspension
4. Disciplinary conference
5. Seizure of contraband
6. Suspension of bus privileges
7. Notification of police
8. Notification of parent
9. Probation
10. Detention
11. Removal from the classroom
12. Denial of privilege

Prior to receiving a disciplinary action, the student shall be given the opportunity to deny or explain his or her misconduct to the classroom teacher and/or building administrator.

### **OUT-OF-SCHOOL SUSPENSION**

Suspension from school and all school functions for a period not to exceed 10 days, for acts of gross disobedience or misconduct and shall include, but not limited to the following:

- a. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
- b. Possession, use, distribution, purchase, sale or found to be under the influence of illicit drugs, and/or alcoholic beverages, and/or tobacco (including e-cigarettes and vaping devices).
- c. Injury or threat of verbal or physical injury to any school system employee, official, or student.
- d. Destruction and/or defacement of any school property. Restitution is required and is the student and/or parent responsibility.
- e. Other such conduct that poses a danger to persons or property or disrupts the educational process.

### **EXPULSION**

The school board is authorized to expel a student guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the School Board.

Consideration for expulsion shall include, but not be limited to, extreme or repeated instances of the following:

- a. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
- b. Possession, use, distribution purchase, sale or found to be under the influence of illicit drugs, and/or alcoholic beverages, and/or tobacco (including e-cigarettes and vaping devices).
- c. Injury or threat of verbal or physical injury to any school system employee, official, or student.
- d. Destruction and/or defacement of any school property. Restitution is required and is the student and/or parent responsibility.
- e. Possession, use, or distribution of a dangerous weapon or look-alike replica.
- f. **Other such conduct that poses a danger to persons or property or disrupts the educational process.**

### **DETENTION SYSTEM**

If a student does not demonstrate cooperation and adherence to behavior expectations, disciplinary action will result.

Students with minor disciplinary problems are under the detention system and its use of discipline notices. A parent-teacher conference may be required if a student obtains a discipline notice.

Depending on the severity and frequency of the behavior, students may receive anything from a warning to suspension, or in extreme cases, expulsion.

Each student will be notified of his/her discipline notice and the reason for being assigned detention hall time. A copy of the discipline notice will also be mailed or e-mailed to the parents/guardian if a phone contact is not made.

Activity during detention hall is at the discretion of the detention hall monitor. Failure of a student to attend detention hall as scheduled will result in further discipline.

Seriously disruptive repetitive classroom/school behavior problems can result in the student being placed immediately in an in-school detention situation.

1. All students are expected to serve their detention on the date listed on their referral.
2. If a student does not report for an assigned detention, he/she will receive further discipline.

### **SATURDAY DETENTION**

Saturday detentions are from 8:00 a.m. to 12:00 p.m. Based on the severity of the misconduct, students may be assigned a Saturday detention anywhere from one hour to four hours.

**Saturday detentions will be issued at the discretion of the building principal.** Any act, which is deemed to be disruptive to the educational process, could result in a Saturday detention.

### **SATURDAY DETENTION RULES**

1. If late, students will receive further discipline.
2. Only schoolwork or library books are acceptable activities during Saturday detention.
3. No sleeping is allowed at any time.
4. A supervised break will take place sometime mid-morning at the teacher's discretion.

Any violations of the detention rules shall be reported to the principal on the following Monday morning. The principal may assign additional detention time.

**A student who misses a four-hour Saturday detention for no valid cause will serve one day in-school-suspension.**

Detentions will be monitored by a certified staff member on a rotational basis.

## **EXTRA-CURRICULAR ACTIVITIES**

### **STUDENT COUNCIL** (7<sup>th</sup> and 8<sup>th</sup> grade only)

The Student Council is composed of members chosen by their teachers based on leadership, academics, dependability, responsibility, and character. The purpose is to: (1) Provide a limited degree of student government, (2) Promote a rapport between students, faculty, and parents, (3) Encourage a feeling of unity and school spirit through well-organized activities.

An advisor is assigned to the Student Council. The Student Council, by its very nature, must assume more authority and responsibility than any other student organization provided by the school for student participation.

### **ATHLETICS**

Under the direction of the Illinois Elementary School Association, competitive sports activities for 7th and 8th grade boys and girls are provided in a number of sports. The purpose is to: (1) Develop physical coordination and ability and (2) Instill in each athlete a sense of team spirit, school spirit, and good sportsmanship.

In all cases the operating philosophy of Central Junior High School is that academic progress and the absence of disciplinary problems are prerequisites to participation in school sports programs.

### **YOU ARE ELIGIBLE FOR 2019-2020 ATHLETICS:**

1. If you are representing a school where you are in attendance in grades five through eight or have been approved for a cooperative team activity.
2. If your birthday is on or after:  
September 29, 2003 for Girls Softball

October 6, 2003 for Boys Baseball  
December 13, 2004 for 7th Grade Girls Basketball  
December 20, 2003 for 8th Grade Girls Basketball  
February 14, 2005 for 7th Grade Boys Basketball  
February 21, 2004 for 8th Grade Boys Basketball  
March 15, 2004 for Boys Wrestling  
March 15, 2005 for 7th Grade Girls Volleyball  
March 22, 2004 for 8th Grade Girls Volleyball  
May 17, 2005 for 7A Boys and 7A Girls Track and Field  
May 17, 2004 for 8A Boys and 8A Girls Track and Field  
May 24, 2005 for 7AA Boys and 7AA Girls Track and Field  
May 24, 2004 for 8AA Boys and 8AA Girls Track and Field

3. If you try out only for those activities for which you are eligible by age.
4. If you have provided your principal with a birth certificate or hospital record.  
A baptismal record is **not acceptable**.
5. If you have a licensed physician's certificate of physical fitness to participate issued within 395 days preceding your current participation.
6. If you are doing passing work in all of your school subjects.
7. If you have not competed in the same academic grade during a previous school year in the same sport. This is true whether or not you attended a member or non-member school.
8. If you transfer, you become eligible on the 11<sup>th</sup> day of attendance at your new school provided you have met all other eligibility requirement and your new school will allow you to participate after the season has started.
9. Please contact your school principal to determine your eligibility to participate on a non-school team in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

## **ATHLETIC HANDBOOK**

### **STATEMENT OF PURPOSE**

The purpose of Junior High School Athletics is educational and developmental. As the season progresses, the selection of participants shall become more selective and competitive.

On all levels, participation should be carried on with the best interest of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a student body and an important phase of good community-school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

Participation in the interscholastic athletics is provided to students in grades 7-12. The athletic program comes under the authority of the Principal to the same degree, as do all other phases of the curriculum. Participation in athletics is a privilege not a right.

There is a need for students to learn respect for authority in the classroom, on the court and playing field as well as in society. There is a need for students to learn that there are rules and regulations that one must follow to be a member of society. Athletes are expected to follow the rules and regulations set down by this student athletic handbook as well as the rules and regulations set down by their coaches or set down by other authorities or governing bodies. These authorities or governing bodies would include but not be limited to the: Athletic Director, Principals, Superintendent, Board of Education and IESA.

Any student accused of a violation, and their parents or guardians, will be informed of the charges by the Principal, Athletic Director and Head Coach. They will be given an opportunity at that time to respond to those charges.

### **MISSION STATEMENT**

Unit District #3 believes that participation in school athletics is a privilege, not a right. Unit District #3 offers numerous opportunities for our young men and women to explore and develop their personal skills as part of a team. We believe that participation in a team brings with it certain responsibilities that are above and beyond those which are expected of individuals who are not participants. This belief is based upon the fact that participation in athletics is a privilege and not a right.



## **INTERSCHOLASTIC PARTICIPATION**

Camp Point Central Junior High School participates in the following interscholastic sports and activities that are recognized by the IESA:

<b><u>Girls' Sports</u></b>	<b><u>Coach/Sponsor</u></b>	<b><u>Boys' Sports</u></b>	<b><u>Coach/Sponsor</u></b>
7/8 Basketball	Eric Stotts/	7/8 Basketball	/Tracy Rhea
7/8 Softball	Tiffany Churchill/	*7/8 Football	Tracy Rhea/Brandon Edgar
7/8 Volleyball	Michelle Tzenevrakis/Shawn Bunch/Amanda Bunch	5-8 Wrestling	Jonah Coggeshall/
6-8 Track	Michelle Tzenevrakis/	5-8 Baseball	Jordan Tenhouse/

  

<b><u>Activity</u></b>	<b><u>Coach/Sponsor</u></b>	<b><u>Activity</u></b>	<b><u>Coach/Sponsor</u></b>
*7/8 Student Council	Deb Walter	*7/8 IMEA	
7/8 Scholastic Bowl	Amanda Shoopman	*8 FCCLA	Ronda Frese
*7/8 IGSMAS Solo & Ensemble		*5-8 Habitat Team	Amanda Shoopman

\*These sports/activities are not sanctioned by the IESA, but we follow IESA guidelines.

## **ELIGIBILITY RULES**

All athletes will comply with the rules and regulations of a student athletic eligibility as outlined in the IESA handbook. In addition, all athletes will comply with any and all eligibility policies adopted by Unit District #3. Some of these policies are:

1. All athletes and managers shall be in grades seven through eight and shall not have passed eighth-grade standing. (IESA)
2. Students must attend member schools and may only represent in competition the school they actually attend. (IESA)
3. A student shall do passing work as determined by the local school district in all school subjects. Passing work shall be checked weekly. (IESA)
4. All students must have a completed insurance waiver on file in the Junior High office before they may practice.

Weekly eligibility goes from Monday to Sunday. Grades are determined quarterly. Eligibility is checked on Monday morning or the first school day of the week and players are notified that day for the current week.

## **PLAYING TIME**

Athletes need to understand that since participation in athletics is a privilege and not a right, playing time may be limited and may be based on the coach's evaluation of each individual. Areas in which an individual may be evaluated include, but are not limited to their attitude, teamwork, leadership, knowledge, and skill.

## **EQUIPMENT AND UNIFORMS**

Each team member is expected to properly maintain all uniforms and equipment issued to him/her. At the end of the season all uniforms and equipment that were issued are to be returned cleaned and in good condition promptly on the date as directed by the coach. Participants returning abused equipment and/or uniforms will be billed for the replacement of, or repair of that equipment, to the satisfaction of the supervising coach. Normal wear and tear of uniforms and equipment shall not be considered as abuse. Tearing of uniforms during a contest or the cutting off of a uniform by medical personnel due to an injury shall not be considered abuse. Persons not returning or replacing or paying a pro-rated dollar figure for their issued equipment of uniforms may not be allowed future participation in any sport or given awards until the problem is corrected.

## **FACILITY USE**

No student may use a school facility without proper supervision. Any students abusing or intentionally breaking any equipment in a facility or any part of a facility will be responsible for payment to replace or repair the damaged area to the satisfaction of Unit District #3.

## **ABSENCE ON DAY OF A GAME**

Student athletes must be in attendance the **entire** school day to participate in a game/match on that day. Exceptions may be made with approval of the Athletic Director and Principal.

## **TRANSPORTATION**

Athletes and managers are responsible for transportation to and from practices. On occasion and with prior approval Unit District #3 may provide transportation to and from practice. Transportation to and from away athletic contests will be provided by Unit District #3. The transportation for away contests will start and end at Camp Point Central Jr/Sr High School.

Athletes and managers are responsible for transportation to and from Central Jr/Sr High School for home and away contests. There may be times when busses will stop in the towns that are on the way to a contest or on the way home from a contest.

The coaches of that particular sport, the principals, transportation supervisor and bus personnel will work out these circumstances. This bus schedule will then be given to the athletes and their parents.

All athletes and auxiliary personnel are to ride to and from away contest in the transportation provided by Unit District #3. The only exceptions will be with coach or sponsor approval, an in-person parental request, or a written statement from the parent for the participant to ride with another adult. The statement must specify whom the participant will ride with. Failure to follow this procedure will result in a penalty enforced by the coach after consultation with the principal and athletic director.

### **DISCIPLINE AND TRAINING**

Participants who commit a major violation of the rules will be suspended accordingly. A suspension from athletics for Unit District #3 shall be defined as follows: If an athlete is suspended, they will attend and participate at all practices and will attend all contests but cannot participate in the contest during the suspension. These rules shall be in effect when a student goes out for his/her first sport in 7<sup>th</sup> or 8<sup>th</sup> grade and then again when they go out for their first high school sport. These rules shall be in effect at all times during the year whether a student is participating in a sport or not, at the time of the violation, or regardless of whether school is in session or not. If a student is participating in a sport at the time of the violation, the penalty will be enforced immediately. If a student is not participating in a sport at the time of the violation, the penalty will be enforced immediately in the next sport that they participate in. If the sport season that the athlete is participating in at the time ends before the penalty can be met, and then the penalty shall carry over into the next sport that the athlete participates in. If the sport season ends during the penalty then the athlete shall be considered as not having completed the season and cannot earn any post season awards. To be given credit for serving a suspension, an athlete must complete any sports season, in which they serve any portion of the suspension in good standing.

### **FIRST OFFENSE**

The first offense of a major violation will result in suspension from 33% of the contests. The contests shall be counted 1 at a time whether they are regular season or tournaments. Should a suspension occur at the end of a season, the remaining percentage of suspension will be enforced in the next sport he/she participates in. The student athlete will finish the season of the following sport in order to complete the suspension.

Example: A student commits a major violation in football and he only has one game left of the season. One game out of 9 is only 11%, so the next sport he participates in, he will miss 22% of that season.

### **SECOND OFFENSE**

The second offense of a major violation will result in a suspension from sports for one calendar year from the date of the offense.

### **THIRD OFFENSE**

The third offense of a major violation will result in a suspension from participation in all sports for the remainder of their Junior High career. They may be reinstated with Board approval after they have gone through an appeal process. They may submit a letter to the Board of Education asking for a committee to review their situation and determine whether or not they may be reinstated. The committee would consist of two board members, two members of the coaching staff, the principal of the school, the athletic director and the superintendent. No member of the committee should be related to the student that is asking to be reinstated.

**Major violations included but are not limited to:**

1. Consumption, possession or distribution of alcoholic beverages.
2. Use, possession or distribution of illegal drugs.
3. Use, possession or distribution of look-alike drugs
4. Use of mind altering drugs or substances that are not deem illegal, such as inhaling.
5. Any criminal offense which carries a penalty of incarceration or a fine in excess of (\$500)
6. Use of tobacco in any form (including e-cigarettes and vaping devices).
7. Use of performance enhancement drugs such as steroids or other performance enhancement substances that have severe health risks.

**ADDITIONAL TRAINING RULES**

The coaches of the athletic teams will have other important training rules, including but not limited to; practice, school conduct, diet, rest, care of equipment, grooming, stealing, profanity, abusive language, cheating, disrespect, insubordination, unsportsmanlike behavior, or failure to use common sense in an area where a definite rule has been set.

**TRANSFERS**

Unit District #3 reserves the right to not allow a student to participate in athletics offered at Unit District #3 if that student transfers in during the year because of disciplinary reasons at their previous school.

**OUTGOING 8<sup>TH</sup> GRADERS**

All outgoing 8<sup>th</sup> grade students should register for high school at the end of their 8<sup>th</sup> grade year if they plan to participate in summer high school activities. Online registration is available to help complete this process.

**2019 - 2020 Important Dates**

**1<sup>st</sup> Semester**

August 19 & 20 – Teacher Institute – No Students

August 21 – First Day of School

September 2 – Labor Day – No School

September 20 – 1<sup>st</sup> Quarter Mid-Terms

September 25 – SIP day 11:30 Dismissal

October 11 – Teacher Institute – No Students

October 14 – Columbus Day – No School

October 18 – End of 1<sup>st</sup> Quarter

October 23 – SIP day – 11:30 Dismissal

October 25 – Distribute 1<sup>st</sup> Quarter Report Cards

November 7 – P/T Conferences 4:00 - 8:00 p.m.

November 8 – P/T Conferences 8:00 a.m. - 12:00 p.m. – No School

November 15 – 2<sup>nd</sup> Quarter Mid-Terms

November 28 & 29 – Thanksgiving Vacation – No School

December 20 – End 1<sup>st</sup> Semester & 2<sup>nd</sup> Quarter

December 23 – Jan 3 – Christmas Break – No School

**2<sup>nd</sup> Semester**

January 6 – Christmas Break Ends – Return to School

January 10 – Distribute 2<sup>nd</sup> Quarter Report Cards

January 20 – Martin Luther King Day – No School

February 7 – 3<sup>rd</sup> Quarter Mid-Terms

February 17 – Presidents' Day – No School

March 13 – End of 3<sup>rd</sup> Quarter

March 20 – Distribute 3<sup>rd</sup> Quarter Report Cards

April 10 – 13 – Easter Break – No School

April 17 – 4<sup>th</sup> Quarter Mid-Terms

May 20 – Last Day of School (if **NO** snow days used)

May 21 – Teacher Institute – No Students (if **NO** snow days used)

May 25 – Memorial Day – No School

May 28 – Last Day of school (if **ALL** snow days used)

May 29 – Teacher Institute – No Students (if **ALL** snow days used)