Ingersoll Middle School
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CANTON, IL 61520
PH.- 309-647- 6951
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Amy Jones- Principal
Liz Arvin- Assistant Principal
Mark Gregory- Assistant Principal
Kenny VanHouten- Athletic Director

Ingersoll Middle School Student Handbook

1605 East Ash Street St.

Canton, Illinois 61520

Telephone: (309) 647-6951

Fax: (309) 647-6959

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

https://www.cantonusd.org/ingersoll-middle-school.html

Ms. Amy Jones
Principal

Mrs. Liz Arvin
Assistant Principal

Mr. Mark Gregory
Assistant Principal

Mr. Kenny VanHouten
Athletic Director

Traditions:

Colors: Purple and Gold
Nickname: Little Giants
Motto: "A Step Ahead"

Song:

Fight for ol' Ingersoll!
Fight for the dear old gold;
For we will do or die
As in the days of old.

Fight! Fight! Fight!
Our teams are always best,
Loyal and ever true.

Victory for CIMS,
We'll fight for you

General School Information

Our handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

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

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

- Mike Krulac President
- Jorden Stanley Vice-President
- Brent Parry Secretary
- Anne Grzanich Member
- Matt Kees Member
- Holly Blue Member
- Brian Spiva Member

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

- Mr. Tad DeRenzy Superintendent
- Ms. Amy Jones Principal
- Mrs. Liz Arvin Assistant Principal
- Mr. Mark Gregory Assistant Principal
- Mr. Kenny VanHouten Activities Director

Handbook Disclaimer

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

District Notifications

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

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

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

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

Table of Contents

Behavior Matrix	pg 5	Searches	pg 24
Attendance	pg 6	Transportation	pg 25
Truancy/ Unexcused Absences/Visitor Policy	pg 10	Sexual Harassment	pg 27
Make Up Work	pg 12	Bullying	pg 32
Tardies	pg 12	Acceptable Use Policy	pg 35
Attire/Proper Dress	pg 13	Artificial Intelligence	pg 35
Lunch Periods/Cafeteria Usage	pg 14	Dance Rules	pg 38
Food Allergies	pg 14	Student Discipline	pg 39
Grading Scale / Policy	pg 16	Guidance / Counseling Services	pg 50
RTI / AIT	pg 17	Accelerated / Enriched Placement	pg 51
Skylert / Skyward	pg 18	Special Education Services	pg 52
Drugs & Alcohol	pg 20	Student Records Policy	pg 54
Tobacco / Nicotine	pg 20	Student Medication	pg 59
Emergency Drills	pg 21	Suicide and Depression Awareness	pg 62
Fees	pg 21	General Notices and Parental Info	pg 63
Lockers / Book Bags	pg 23	Standardized Testing	pg 66
Student Use of Electronic Devices	pg 23	Extracurricular Code of Conduct	pg 70

LITTLE GIANTS BEHAVIOR MATRIX

GIANT PRIDE	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Before & After School (Playground, Cafeteria, Gym, Etc.)	• Listen to and respect adults • Use equipment appropriately • Include others	• Put trash in the trash cans • Be kind to others • Once you are in the gym, stay in the gym	• Share equipment • Keep your hands and feet to yourself • Listen to adults
Cafeteria	• Walk in quietly • Listen for announcements • Sit properly at the tables	• Go to your designated area • Clean up messes • Inform the staff of problems • Have all supplies you need • Once in the gym, stay in the gym	• Keep your hands and feet to yourself • Clean up messes • Walk, don't run
Hall	• Respect others' personal space • Talk quietly • Walk on the right side • Use your own locker	• Keep your locker locked • Keep your locker organized • Learn your locker combination	• Leave room for others • Keep your hands and feet to yourself • Walk, don't run
Gym	• Listen to adults and directions • Use equipment properly • Include others • Respect others	• Use good sportsmanship • Lock your locker • Dress for PE • Participate	• Stop at the whistle • Play safely • Use all equipment as directed
Restroom	• Observe time limits • Inside is free of writing • Take turns patiently • Let others have privacy	• Flush • Wash hands • Litter goes in the trash cans • Use your planner as a pass	• Keep your hands and feet to yourself • Inform staff of problems • Walk, don't run
Classroom	• Raise your hand before speaking • Listen to adults • Respect personal space of others • Include others	• Be honest • Bring supplies • Turn in work on time	• Keep your hands and feet to yourself • Listen to adults • Push in chairs • Walk, don't run or climb
Media Center	• Listen to adults • Respect personal space of others • Talk quietly • Respectful with library materials	• Bring your library card and books • Check out items • Return items on time • Use equipment and materials properly	• Keep your hands and feet to yourself • Listen to adults • Push in chairs • Walk, don't run or climb
After School Activities, Assemblies, Field Trips	• Applaud when appropriate • Listen to adults • Listen to presenter	• Be on time • Do assigned task • Sit appropriately in assigned seat • Remember need materials	• Keep your hands and feet to yourself
Bus	• Talk quietly • Keep hands, feet, and objects inside bus • Follow adult's directions • Use appropriate language	• Stay seated • No food and drinks	• Honor other's personal space and materials • After exiting, step away quickly from the bus • Sit properly, facing forward
Office	• Wait patiently • Do not pass the divider • Use a quiet voice	• Bring a pass • Check in or out at the window • Only use phone for emergencies • Inform the office of problems	• Keep your hands and feet to yourself • Listen to adults

SECTION I: General Information

Attendance (General)
The school day at IMS is 8:05 a.m. - 3:03 p.m. Monday – Friday. Students are not allowed to go to their lockers until 8:00 a.m. On Wednesdays IMS holds a late start. The school day on Wednesdays begins at 9:00 a.m. and ends at the regular school time of 3:03 p.m.; suggested arrival is 8:45 a.m. if students plan on eating breakfast at school. Reference school calendar for Wednesday late start days.

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

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

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which they reside, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

Arrival Time Procedures
Only students riding buses should arrive at school before 7:30 a.m. Bus riders will enter the school through the east (band hallway) cafeteria doors after the first bus arrives at approximately 7:20 a.m. All other students shall enter through the west cafeteria (Playground) doors no earlier than 7:40 am. After school starts at 8:05 a.m (9:00 a.m. on Wednesdays), students must enter through the south entrance on Ash Street and check in at the office. All exterior doors are locked until the end of the school day.

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

a. Death of an immediate family member

b. Family illness or emergency
c. Student illness
d. Medical appointment
e. Observance of a religious holiday (The School Code of Illinois, Section 26-1)
f. Approved pre-arranged absence
g. Court proceedings
h. Other reasons as concluded by administration
i. Attend military honors funeral to sound TAPS
j. Attend civic events

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], attend a civic event,[2] or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

[1] Applies to grades 6-12 only.

[2] Beginning 1-1-23, any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.[3]

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

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

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

[3] Alternatively, insert a specific timeframe that students have to make up homework.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Absence Procedure:
When a student will be absent from school, a parent or guardian must notify the school on the day of the absence. The Ingersoll Middle School office hours are Monday – Friday 7:00 a.m.-4:00 p.m. (647-6951). A voicemail may be left for the office personnel outside of normal office hours. An unexcused absence may result in -40% F for all school work missed on the day of the absence, possibility of disciplinary action, and information turned over to the truancy officer.

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

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

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

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

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

a. Pre-arranged absences will be granted only for exceptional circumstances.

b. Work which had been scheduled for submission prior to the date of the requested absence must be submitted before the absence occurs.

c. Work missed during the Pre-arranged Absence should be turned in within the number of missed days plus 1 day upon the student's return to school unless other arrangements are made with individual teachers.

d. The school will not assume responsibility for the academic progress of students who are removed from school against the recommendation of the Administration or if the proper Pre-arranged Absence procedure has not been implemented.

e. Failure to follow the Pre-arranged Absence procedures may result in unexcused absences.

Unexcused Truant Absence from School
Unexcused truant absences are those which could have been avoided and/or skipped school. Ingersoll Middle School students will receive 40% for all work due on the day of a truant absence, whether or not they completed and submitted it. (For teacher discretion see pg. 9 Make Up Work) Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

Unexcused Absence from School
Unexcused absences are those which could have been avoided. Any absences from classes 10 minutes or more without a valid excuse are classified as unexcused. If a parent/guardian fails to call the school on the day of the student's absence, a grace period of two days will be allotted to change the student's attendance record from unexcused to excused. Ingersoll Middle School will allow student work to be made up when an absence is unexcused.

Extended Absence for Medical Reasons

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

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

Home and Hospital Instruction

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in

writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Make Up Work

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

Tardies to class

Students are expected to be on time to every class, and when returning from lunch during the designated passing time. Teachers will record tardies to class and inform the student of each tardy. A tardy is defined as being less than ten minutes late to a class. Students who are late five minutes or more to class will be sent immediately to the Main Office. Students who are late to school or late returning from lunch will report directly to the Main Office. If there is no valid reason for the tardiness, the administration will consider it to be an unexcused absence and issue an appropriate consequence. If a student receives more than 4 tardies in a week (on the 5th tardy) a 4:15 p.m. detention will be issued (reports are run Mondays) Tardie 7-9 will receive an extended detentions, and 10+ tardies will receive additional discipline. Parents will receive email communication when this happens and students will receive a paper indicating the time and room. If the detention is not served, a student will be issued two detentions. If both are missed, an in school suspension will follow, unless other arrangements are made with administration.

Tardies to School Policy

Punctuality is essential to academic success. Students are expected to arrive at school on time each day.

Tardies to school will result in classroom detention, and repeated tardiness will lead to further disciplinary action as outlined below:

- 5 Tardies to School: Student will be assigned a 3:15-4:15pm Detention (1 hour).
- 10 Tardies to School: Student will receive an Extended Detention from 3:15–5:15 PM. Beyond
- 10 Tardies to School: Additional disciplinary measures will be assigned by administration, which may include parent meetings, loss of privileges, or other consequences.

Students and parents are encouraged to monitor attendance closely to avoid escalation of disciplinary action.

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

Visitors to Ingersoll Middle School
The school invites parents/guardians to visit Ingersoll Middle School. Conferences with staff members should be arranged by telephone or email prior to the visit. In order to assure student safety, Illinois State Law requires all building visitors to register. CUSD #66 is using the Raptor System in the building vestibule before entering the Main Office. Visitors must bring a state issued ID and wear a visitors badge at all times within the building. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the Main Office to sign out upon exiting the building. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and or disruptive behavior. This policy also applies to former students visiting the school. Students from other schools or friends of Ingersoll Middle School are not allowed to visit when classes are in session unless approved by the administration.

- If dropping off items for student mark with first and last name.

Withdrawal/Transfer:
Students transferring to a different school must obtain the necessary forms from the office on their last attendance day following direct contact between the parent and the school. Students are responsible for cleaning out their locker and removing all personal belongings. In addition students are required to return any CUSD #66 property including school issued devices and books.

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

a. Coats, hats, bandanas or other head coverings, hoods, gloves, sunglasses and other forms of outerwear apparel are to be removed upon entering the building. They are to be placed in student lockers and not worn in the building during the school day.
b. No spaghetti straps, tank tops must be a 3 inch width and go up to the bottom of the armpit.
c. Male and female students must wear proper fitting clothing that completely covers the body, whether the student is sitting or standing, shorts must be a 4 inch inseam. Blouse/shirt necklines must be above the underarm level. Undergarments are not to be visible. Pants and shorts must be

worn at the waist. Sagging pants that expose any portion of an undergarment, whether the student is standing or sitting, are prohibited.

d. Appropriate shoes must be worn at all times. No shoes with wheels may be worn.
e. Holes in jeans, pants, shorts, or leggings are not allowed above mid-thigh. Holes in shirts are not allowed.
f. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
g. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
h. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
i. Allow students to wear religious attire without the fear of discipline or discrimination.
j. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety.

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

Cafeteria Usage/Lunch Periods

The cafeteria is open for breakfast at 7:30 a.m. daily. Whitsons Culinary Group prepares breakfast and lunch for Ingersoll Middle School students. Students are to regard lunch periods similar to any other class and are expected to be in the cafeteria by the time the tardy bell has rung.

Students should form orderly lines at the lunch counters. Students are expected to clear their table and the area immediately surrounding the area at which they were seated during lunch. Outside lunch deliveries are not permitted during the school day. No outside guests for lunch, you may sign a student out, but the absence will count, and the student is responsible for any missing work if they are late returning. No open food or beverages are to be taken out of the cafeteria. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Food Allergies/Anaphylaxis:

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

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

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

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

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

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

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

Grading Scale
Canton District # 66 has adopted the following grading scale:

		Non-Weighted	Weighted
100-93	A	4.00	5.00
92-90	A-	3.67	4.67
89-87	B+	3.33	4.33
86-83	B	3.00	4.00
82-80	B-	2.67	3.67
79-77	C+	2.33	3.33
76-73	C	2.00	3.00
72-70	C-	1.67	2.67
69-67	D+	1.33	2.33
66-63	D	1.00	2.00
62-60	D-	0.67	1.67
59-40	F	0	0

Grading Policy
Students who attempt to complete an assignment will not earn anything less that a 50%. Students who refuse to attempt to do an assignment will receive a 40% for the assignment.

****Different grading policy applies to 8th Grade Algebra 1 students.** Students enrolled in Algebra 1 should refer to the *8th Grade Algebra 1 Grading Policy* on page 16/17

8th Grade Algebra 1
"A student who successfully completes a course required for a high school diploma while in grades 7 or 8 shall receive academic credit for the course. That academic credit shall satisfy the requirements for Section 27-22 of the Illinois School Code for the purpose of receiving a high school diploma, unless evidence regarding the course's rigor and content shows that the course did not address the relevant Illinois Learning Standards at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average(GPA).

- Algebra I taken in 8th grade and follow all high school grading policies. This includes a grading scale of 0–100 and the assignment of zeroes for incomplete or missing work.
- Semester grades are calculated using: 90% coursework completed during the semester, and 10% final exam
- A parent meeting will be held at the beginning of the school year to review course expectations. Attendance is strongly recommended. Families are required to complete a consent form indicating whether the student's grade will count toward their high school GPA or if the student will audit Algebra I.
    - Should the student audit Algebra 1 this will not earn them the high school credit, and they will have to take the class again in high school.

- The final grade earned in Algebra I will count toward the student's high school Grade Point Average (GPA).
- If a student fails the course, they will receive an F and will be required to retake Algebra I in high school.
- Students who successfully complete Algebra I in 8th grade will be on track for the honors mathematics pathway, beginning with Honors Geometry in their freshman year.

Incomplete Work:
Students who have not completed assignments or assessments that would traditionally result in a grade of '0' will now be entered into the gradebook with a score of 40. This grade will indicate a differentiation between students who did not submit work and those who received the minimum threshold grade for completion of 50 (discussed in next section).

Minimum Score Threshold:
Grades earned that fall below a score of 50 will be entered into the gradebook as a minimum score of 50. This policy ensures that students receive recognition for their efforts and prevents overly discouraging outcomes for assignments with scores below the passing threshold. The intention is to encourage continuous improvement and provide a fair representation of a student's performance. The only time you go below 50% is if zero effort is given and the result is 40%.

****Different grading policy applies to 8th Grade Algebra 1 students.** Students enrolled in Algebra 1 should refer to the *8th Grade Algebra 1 Grading Policy* on page 16/17

Review and Revision:
This gradebook policy is subject to periodic review and revision by the academic administration. Any changes to this policy will be communicated to all students and faculty members promptly.

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

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

Response to Intervention (RtI):
Response to Intervention (RtI) is the practice of providing high quality, scientifically-based, instruction and interventions to struggling learners. The RtI process focuses on high quality interventions that are matched to student needs and monitored on a frequent basis. The information

gained from the RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

Academic Intervention Time (AIT)

Students in grades 6th-8th will be monitored for failing classes starting the second quarter of the school year for Ingersoll's Academic Intervention Time (AIT). Any student with a failing grade in a core class will be placed into the academic tier system. The first tier is Academic Review where students will begin spending their lunch time in AIT. If a student does not improve their grade(s) within a quarter, they will move to Academic Warning and a parent phone conference will be held to discuss ways to better support the student. Students who enter quarter four with failing grades will be on Academic Probation and require more intense interventions. All of the tiers can be found on the Academic Intervention Time informational sheet on the school website. AIT will take place during student lunch. Parents are encouraged to check their student's grades frequently and be aware of any failing core classes. Questions about AIT can be directed to the school counselors via phone or email.

Students who qualify for Wednesday AIT is determined by those who received an F in one or more classes during the previous quarter. The student will be required to attend Wednsday AIT for the entire quarter and cannot finish early regardless of their progress.

Skylert Calling System:

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

Skyward Family Access:

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

Student Council:

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

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

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

Physical Education
Students grade 6-8 are required to wear a standardized uniform and tennis shoes for PE class. The uniform expectations for PE are as follows:

- Students can wear gray shirt and purple or black shorts.
- Students must have a t-shirt and shorts, that were ***NOT*** worn to school.
- Sweats in the same colors are allowed as long as their PE t-shirt and shorts are under the sweats.
- Tennis shoes are required by all grade levels 5th-8th grade. Crocs, Hey Dudes, sandals/slides, boots or dress shoes are not allowed.

Students may purchase a uniform from Mid State apparel if they would like to or are in need.

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

Closing of School
When inclement weather or some other emergency makes it necessary to close school, Canton District #66 will issue a telephone call to all District #66 families through the Skylert message system. Parents are encouraged to keep their contact information current with their child's school. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. Parents should continue to use local radio, television, SkyAlert, and social media to stay informed during times of inclement weather. CUSD #66 may implement an e-Learning Day in the event school must be canceled. An E-Learning Day may be issued in place of an emergency day, as defined by the Illinois State Board of Education. In most cases, an e-Learning Day would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (i.e. loss of power, water, mandated closures, or other need to close one or all school buildings).

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

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

The illicit use, possession, or distribution of drugs, look-alike drugs, vape or e-sensation smoke is not permitted on school buses, at school bus stops, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession. Use of drugs authorized by a medical prescription from a licensed physician and registered and stored in the Main Office shall not be considered a violation of this rule. Prescription inhalers are to be kept with the student to be used as directed by their physician. A student, while at school, within 1000 feet of a school building/facility, on school conveyances, bus stop, or at any school function, whether or not on school premises shall not:
a. Possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs or abuse including alcoholic beverages or any counterfeit drugs of abuse.
b. Instigate or conspire with others to possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
c. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
d. Possess, use, sell, offer to sell, deliver or conceal any instrument or paraphernalia for use with drugs of abuse (for example hypodermic needle, syringe, water pipe, roach clip). A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs or abuse including alcoholic beverages or counterfeit drugs of abuse. (See Student Code of Conduct pg. 20)

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

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

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

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

Active Shooter (ALICE) - ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE
Canton Union School District 66 School District employs the ALICE philosophy of emergency management. In the event of a crisis the district will use real language in a timely manner to determine the best course of action for student safety.

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

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

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if student currently lives in a household that meets one of the following:

1. The income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building Principal at 647-6951 Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Parents/guardians accept full financial responsibility for any loss, theft or damage to the computer by their child while in their child's possession during the current school year. The cost of the repair or the replacement of this equipment caused by neglect, careless handling or improper care is also the parent/guardian's responsibility. If the laptop is damaged beyond repair due to any type of neglect, the parent/guardian will be responsible for paying for the replacement or repair costs in order to attain a replacement laptop otherwise the student must keep a loaner laptop in the office each night and loses the privilege of taking a laptop home. The student is still responsible for homework assignments even if they have their laptop privileges revoked. The parent/guardian also agrees to pay the total replacement cost of the laptop in the case of intentional vandalism.
Prices are as follows and subject to change:
Full chromebook replacement: $300
Screen: $100
Keyboard: $30
Top Bezel: $30
Bottom Bezel: $40
Replacement charger: $50

Student Planner
All IMS students will receive a student planner at the beginning of the year. The replacement cost will be $3. Students are not to be in the halls before the 8:00 a.m. bell, during class or lunch without a valid student planner hall pass. This is necessary to ensure that classes are not interrupted and that lockers and student property are safe.

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

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

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

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

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

Student use of Electronic Devices
The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept in the student's locker unless: (a) permission is granted by an administrator, (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is **needed in an emergency that threatens the safety of students, staff, or other individuals.**

Wireless headphones are not allowed. Wired headphones only. Wired headphones can be purchased in the Media Center.

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

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

School Property and Equipment as well as Personal Effects Left There by Students
School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Student Search
School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search

will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

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

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

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

1. Be aware of moving traffic and pay attention to your surroundings.

2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.

4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.

7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.

9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.

12. Never run back to the bus, even if you dropped or forgot something.

13. The driver is in full charge of the bus and students while in transit.

14. The bus driver is authorized to assign seats.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity1; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or

threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

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

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding,
- bruising, or blood on the sheets, underwear, or other clothing

- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors:

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student

- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in thestudent’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations:
School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardians knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student

- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialogue
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Making a Complaint: Enforcement

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

District Complaint Managers

- Uniform Grievance (board policy 2:260): Julie Tarvin or Jeff Utsinger at 647-9411.
- Equal Opportunity Employment (board policy 5:10) Jay Valencia at 647-1820 or Tad DeRenzy at 647-9411.
- Workplace Harassment (board policy 5:20): Ashley Ball at 647-1418 or Jeff Utsinger at 647-9411.
- Harassment of Students (board policy 7:20): Ashley Ball at 647-1418 or Jeff Utsinger at 647-9411.

Bullying / Cyberbullying

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

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

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the

distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.2

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

1. Reports of bullying or harassment can be made through the following district link:
https://www.cantonusd.org/report-bullying.html

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.4

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

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

Use of Artificial Intelligence
"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without their consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Select an appropriate avatar for your school Google account.
3. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
4. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
5. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in any way that would disrupt its use by other users.
7. Consider all communications and information accessible via the network to be the District's private property.

No Warranties
The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information

obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

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

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

Vandalism
Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

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

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

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

Use of Email
The District's email system, and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Dance Rules
Dances are offered to 7th & 8th grade Ingersoll Middle School students as a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Students with unexcused absences on the day of the dance will not be permitted to attend the dance. Students absent due to school-sponsored activities will be allowed to attend the dance. Students who are suspended from school may not attend school dances. The Good Night Rule applies to all students and their guests. No personal cameras, or other valuable items should be brought to the dance. If you bring your cell phone, it should be kept in your pocket and off at all times. The use of cell phones is prohibited unless it is in the designated area and you are contacting your parents regarding a ride. You must have permission from an adult before using your cell phone.

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

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

Section II: Discipline

Philosophy of Student Discipline

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, their parents, and other support personnel to help the student correct their behavior. All disciplinary action shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, their age and maturation, any mitigating circumstances, and the effect of their actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

Prohibited Student Conduct

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

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

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual

harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker,

desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Promoting Responsible Student Behavior:

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

rights. Loss of a privilege is not punishment; it simply means that the student has not met the required standards.
Ingersoll Middle School abides by state of Illinois and Federal law and as such does not discriminate on the basis of race, color, disability, national origin, sex or on the basis of age.

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

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

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

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

Room Detentions:
Teachers may issue classroom detentions (SST/Supervised Study Time). The issuing teacher supervises those sessions, generally held from 3:07 p.m.-3:30 p.m. Students issued teacher detentions have a minimum of twenty-four (24) hour parent notice in order to make appropriate transportation arrangements. Teachers may refer uncooperative students or those who fail to serve the room

detention to the assistant principal for further disciplinary action. Students do not receive a room detention and school-wide detention for the same infraction.

School-wide Detentions (1 hour):
School-wide detentions are issued by administration only. Detentions begin promptly at 3:15 p.m. and run until 4:15 p.m or Morning detentions can be arranged and will be from 7:15-8:00 am. Students serve these on the date indicated on the detention slip and communicated with by administration. Parents must contact the school directly if a student cannot serve a detention on the assigned day. The detention supervisor may remove a student for disruptive behavior, or failure to bring work, which results in an additional detention(s) or more severe consequences. Students have the responsibility to inform their parents of any detention and to make necessary arrangements for transportation. School staff will attempt to notify parents of detentions. If a student misses their detention without prior notice from a parent or guardian, they will be required to make up that detention and will receive a lunch detention until the missed detention is made up. If the second detention is not served, further discipline may be issued, continued missing of detentions will lead to increased discipline with multiple occurrences.

Extended Detention (3:15-5:15)
School-wide Extended Detentions, are assigned by administration only. Standard detentions are one hour in length as mentioned above, while Extended Detention is held from 3:15 to 5:15 p.m. Students are expected to report on time and remain for the full duration on the date listed on their detention slip. Parents or guardians must contact the school directly if a student is unable to serve detention on the assigned day. The detention supervisor may remove a student for disruptive behavior, or failure to bring work, which results in an additional detention(s) or more severe consequences. Students have the responsibility to inform their parents of any detention and to make necessary arrangements for transportation. School staff will attempt to notify parents of detentions. If a student misses their detention without prior notice from a parent or guardian, they will be required to make up that detention and will receive a lunch detention until the missed detention is made up. If the second detention is not served, further discipline may be issued, continued missing of detentions will lead to increased discipline with multiple occurrences.

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

a. **In-school Suspension:** The principal or designee can assign in-school suspension for a period not to exceed five (5) consecutive school days. The building principal or designee shall ensure proper supervision of the student. Students report to the office when they arrive at school. They may bring a sack lunch or have a lunch delivered from the cafeteria; no soda or snack food is allowed. Work completed by 3:03 p.m. receives credit. Alternate assignments required of students who do not bring or complete assigned work receive no credit. Students must follow other rules posted in the room. Students failing to successfully complete an in-school suspension receive an out-of-school suspension

for one to three (1-3) days. Those leaving ill must serve the entire next day.

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

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

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

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

Other Disciplinary Measures
These may include:

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

Cell Phone:
Students are not permitted to have cell phones on them during the school day. Violations will result in disciplinary action, including:

- 1st Offense-Office referral with warning, explanation of expectations,
- 2nd Offense- School Detention
- 3rd offense- Extended Detention
- 4th Offense- Extended Detention and student leaving their cellphone in the office in an arranged location for the school day.

Corporal punishment: School officials shall not use corporal punishment, defined as "slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm". Corporal punishment does not include reasonable force as needed to maintain safety for other students, school personnel, or persons or for the purpose of self-defense or the defense of property.

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

The following are school-wide discipline rules:

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

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

Isolated Time Out, Time Out, and Physical Restraint
Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven effective in stopping it. The School may not use isolated

time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Bus Expectations, Discipline and Procedures

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

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

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

SCHOOL BUS RULES & EXPECTATIONS

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

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

While on the Bus Students will:

Respect the bus driver, other students, property and themselves.

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

After Leaving the Bus:

- If a student must cross the road after leaving the bus, he/she shall wait for the driver's signal and then cross in front of the bus.

- If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
- Students will be dropped off only at designated bus stops.

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

VIDEO CAMERAS

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

Notification:

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

SECTION III: Guidance Services/ Student Services Information

Guidance/ Counseling Services

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

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

Accelerated/Enriched Placement Procedures

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

Advanced Placement

By the fall of 2026, for each student who is proficient State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

a. Is identified as proficient.
b. A student who exceeds State standards in mathematics or ELA shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

Factors for Consideration

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

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

Students who move in to District

If a student moves to CUSD District #66 during the course of the school year, the student will initially be placed in a regular division math/English Language Arts class. Upon completion of diagnostic assessments and a careful review of records from the previous school, the student may be considered for placement in the accelerated/enriched programs.

Notification of Academic Accelerated/Enriched Classes

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

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

Notification of Placement/Appeal

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

Process

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

Criteria

<u>Enriched/Accelerated Language Arts and Math Programs</u>

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

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

Special Education Services

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

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

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

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

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

PUNS (Prioritization of Urgency of Need for Services)
Database Information for Students and Parents or Guardians
The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at: https://www.dhs.state.il.us/page.aspx?item=41131.
You may also contact the following District employee for assistance:
Counselors at Ingersoll Middle School

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

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

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

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

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

The Student Records Policy provides:

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the

records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. 1

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the

parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the

other district,2 any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

· Name

· Address

· Grade level

· Birth date

· Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

· Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

· Academic awards, degrees, and honors

· Information in relation to school-sponsored activities, organizations, and athletics

· Major field of study

· Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.3

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

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

U.S. Department of Education

Student Privacy Policy Office

400 Maryland Avenue, SW

Washington DC 20202-8520

Student Biometric Information

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

Health Records/Information

Care of Students with Diabetes

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

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

Required Health Examinations and Immunizations

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

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

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

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

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15 allows the school to hold the student's report card until the student presents:

(1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

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

Exemptions:
A student will be exempted from the above requirements for:

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

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

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

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

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

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

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Infested students with live lice will be sent home following notification of the parent or guardian.
3. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school administration and the child is determined to be free of the live head lice. Infested children that need to be checked for head lice are prohibited from riding the bus to school.

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

1. Students found with an infestation will not be allowed to take books or devices home.
2. If a student is infested with bed bugs, a parent/guardian will be called and asked to attend a meeting. Inform parent/guardian that any chronic cases will result in a report to DCFS. A meeting will be conducted in an isolated place to reduce risk of contamination and to provide privacy.

3. A letter will be provided to the parent/guardian with a bed bug inspection report. Parents/guardians must return the report before the student is allowed into school.
4. After returning student will be wanded for live bugs for two weeks.
5. Have the parent/guardian provide a change of clothing in a plastic bag. School personnel will dry, wash, and dry clothing, and place clothing in a bag.
6. In the event of re-infestation, the parent/guardian will be called, repeat the process, and the parent/guardian will change the student's clothes.
7. Extreme or chronic cases will result in exclusion for the day and may result in a report to DCFS.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office and guidance department. department. If you or someone you know needs or wants help for mental health concerns, you can contact National Suicide Prevention Lifeline at 988, Text HOME to 741741 to reach the Crisis Text Line, and/or Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email HELP@Safe2HelpIL.com.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students1; or

6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Section IV: General Notices and Parental Information

NOTIFICATION OF ASBESTOS-CONTAINING MATERIALS

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

Properly maintained, asbestos containing building materials do not possess a health threat. District 66 maintenance and custodial staff receive training mandated by OSHA and the Illinois Department of Public Health on the procedures to be used to identify potential hazardous situations. They also maintain flooring in accordance with recommended work practices by the EPA. When asbestos must be removed in any of the buildings, it will be done by licensed professionals from the Illinois Department of Public Health and disposed of in accordance with federal regulations. District 66 complies with the government guidelines. For all buildings erected before 1990, an asbestos management plan and inspection report is available for public review in the school. Additionally, a complete set of the district records is maintained at the Buildings and Grounds Department. Should you have any questions, or wish to review these records, please contact the Director of Buildings and Grounds at 309.647.9411. The last six month inspection was conducted on 10/2024 and the last 3 year re-inspection was completed on 10/2024.

Educational Animals

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

English Learners

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

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

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

Homeless Child's Right to Education

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

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

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

Mandated Reporter

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

Pesticide Application Notice

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

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

School Visitation Rights

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

School Volunteers

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

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

Sex Offender Notification Law

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

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

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

Standardized Testing

IAR

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

STAR

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

Illinois Science Assessment

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

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Teacher Qualifications

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

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

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

Teacher Code of Conduct

Please see the Faculty and Staff Handbook.

Violent Offender Community Notification

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

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

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

SECTION V: Extracurricular Code of Conduct

Introduction to the IMS Activities Handbook

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

While participating in extracurricular activities you are representing IMS. You are expected to demonstrate appropriate behavior on and off the field, court, or other competitive arena. In order to field a quality extra-curricular team, we must maintain quality participants. Exemplary sportsmanship must be displayed at all times.
The staff and administration welcome you to the IMS Activities Program. We will strive to assist you in any way necessary. We wish you the best of luck and hope your participation in extracurricular activities at IMS far exceeds your expectations.

Principal-Amy Jones
Asst. Principal- Liz Arvin
Asst. Principal- Mark Gregory
Activities Director- Kenny VanHouten

Ingersoll Middle School Athletic Philosophy

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

Objectives and Principles of Participation

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

- Positive moral qualities
- Constructive social abilities

- Emotional maturity
- Physical fitness and skills
- Mental toughness

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

- Develop physical skills and talents to their maximum potential
- Engage in competition, while promoting safety, health, and physical fitness
- Exemplify positive sportsmanship as a means for learning positive citizenship
- Learn to appropriately experience both accomplishment and failure in competition
- Understand that consequences follow the violation of a rule or policy
- Exercise self-discipline and self-sacrifice in order to achieve team goals
- Gain experience in problem-solving and decision-making
- Learn to develop trust and accept responsibility that comes with earning the respect of others

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

1. A student must be passing **all** school subjects to maintain extracurricular eligibility in athletics and clubs. This includes PE and ENCORE.
2. Eligibility is taken weekly on Monday morning and runs Monday through Saturday.
3. A weekly grade check will be conducted; those individuals not passing 1 or more classes will be ineligible for the following week
4. In order to be considered as a non-passing grade, there must be a minimum of 4 grades in the gradebook for the class to count.
5. Students who receive a failing grade at the end of a quarter will be ineligible until eligibility is run again. Eligibility will be run every Monday.
6. Eligibility will reset each school year.
7. The school and coach may issue other athletic guidelines.
8. Students who are ineligible for academic reasons will not dress in the team uniform. They can sit on the bench in appropriate street clothes. Ineligible students can travel to away games, but cannot be dismissed early from school.
9. ISS - student athletes can participate in games and practices
10. OSS - student athletes are suspended from all team activities until the day following the end of their suspension.

Homeschool Student Participation in Sports & Activities (Grades 5-12)

Eligibility Requirements:

- The homeschool curriculum must be approved by the Assistant Superintendent of Curriculum and Instruction.
- The student must be enrolled in at least two courses per semester (one core and one non-core) at Canton High School or Ingersoll Middle School.
- Parents must submit the student's grades to the school by **3:00 PM each Friday** for eligibility verification.
- The student must meet all additional **IHSA/IESA** eligibility requirements.

Participation Guidelines:

- **Athletics:** Homeschool students may compete in interscholastic sports, following all regulations set by the district's athletic association.
- **Extracurricular Activities:** Students may participate in non-athletic activities if they meet eligibility requirements.
- Participants must adhere to all school policies, rules, and regulations applicable to their activity.

Additional Requirements:

- **Sports Physical:** Required for athletic participation.
- **Fees:** Students must pay applicable activity and school registration fees.
- **Registration:** Online registration paperwork must be completed.
- **Drug Testing:** Required for participation in applicable activities.
- **Enrollment Deadline:** Families must contact the building principal by **May 1** to enroll in courses for the upcoming school year. For the **2025-26** school year families must contact the building principal by July 1 to enroll in courses for the upcoming school year.

Code of Conduct
For All Participants

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

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

Extracurricular Conduct Policy

STUDENT ORGANIZATION LEADERS, PERFORMANCE GROUPS, AND COMPETITION GROUPS

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

Archery (a club not a school sport)
Art Club
Band
Book Club
Chorus
Gaming Club
Girls Unplugged
IMS Press
Spoon River College Boys Mentor Program
Student Council
Trap Shooting
Yearbook
Garden Club
Drama club
Family consumer science
Science olympiad
Scholastic Bowl
Anime Club
*Any future performing or competitive groups

Participation in these leadership roles or in the athletic programs is considered a privilege and not a right.

Therefore, in addition to the above rules, participants must follow all other conduct rules as set forth below. It is understood that these rules and regulations are to supplement any existing Board of Education policies. These rules and regulations shall apply **all year-round for the duration of the participant's school career.** The following conduct is prohibited:

1. Possession or use of tobacco products, e-cigarettes, or look-alike product in ANY FORM
2. Possession or being under the influence of alcohol or other mood-altering substance(s).

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

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

1st Offense:
Suspension from participation in 25% of the scheduled contests, meetings, or scheduled competitions or 25% of the next activity in which they participated. An incomplete suspension will be carried over to the next season they participate in. During the period of suspension, the student will not be allowed to travel with the team. Participants are expected to continue practicing with the team/club at the coach's discretion. The suspension will be considered fulfilled only if the participant finishes each season in good standing.

2nd Offense:
Dropped from all activities, clubs, events, meetings, or competitions for one calendar year from the date of the last violation. Upon administrative approval, the offender may complete a counseling program, approved by the administration, appropriate for the nature of the offense (defined below). The infraction may be reduced, at administrative discretion, to 180 days from the date of the infraction if counseling is completed.

3rd Offense:
Dropped from all activities, clubs, events, meetings, or competitions for the remainder of scholastic career. After one calendar year, with no further infractions, and completion of an approved counseling program the student and their parent/guardian may appeal for reinstatement. The student and their parent/guardian must both meet with the IMS administration to evaluate the student's performance in academics and attendance. Unexcused absences and/or out-of-school suspensions may eliminate the student from further extra-curricular participation. The appeal in no way guarantees the re-establishment of eligibility. Each appeal will be evaluated on an individual basis.

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

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

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

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

Drug, Tobacco, and Alcohol Testing

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

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

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

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

Other Rules

Apart from this drug-testing program, the IESA as well as each activity's coaching staff or sponsor may have their own rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and regulations. Violation of team rules, regulations, and/or requirements will result in disciplinary action including, but not limited to, removal from the activity/team. In addition, if a state series and a school event fall on the same day the student is able to choose which event they attend with no penalty. Admin reserves the right of final decision.

Felony Convictions

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

Dress

Proper dress and grooming for participation and travel during the season for athletics and activities shall be determined by the coach/sponsor of each activity, and they shall, after consultation with the Activity Director, convey their regulation to the team members. The expectations for dress in the student handbook will be a general guideline.

Language

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

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

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

Honesty and Integrity

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

Evidence

If a member of the administration receives information or reports from any credible source that a student has violated any of the rules and regulations of the extra-curricular code of conduct, they

shall promptly investigate the charge. Examples of the sources of information could include a report from a faculty member, police reports, court dispositions, or any other information regarding misconduct.

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

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

Due Process

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

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

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

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

1. Overrule the penalty: reinstatement of the participant.
2. Sustain the penalty as initially imposed.
3. Modify the initial penalty.
4. Suspend the participant from participation in all activities (ranging from 180 school days to the remainder of their school career.)

E. Sources used to identify violations are:

1. Participant and/or parent admission of infraction;
2. Information provided by law enforcement officials;
3. Public notices of offenses;
4. Court dispositions; and
5. School District personnel.

F. If a participant is indicted by a Grand Jury or charged by the State's Attorney for a criminal offense, the participant will be suspended from participation in any contest in the activity in which they are participating pending a resolution by the judicial system. However, the length of the suspension may not exceed the penalty for the offense infraction. The participant may practice while on suspension. Athletes may not sit on the bench with the team during contests.

G. Students who are ineligible or code violations may not travel with a school organization to events away from IMS.

H. Extracurricular activity sponsors are responsible for maintaining all other approved training guidelines for their group/organization.

I. If a violation occurs at the time a participant is injured or ineligible, the suspension will start when the individual returns to practice or is academically eligible.

J. The principal or activity sponsor will notify any student suspended for violation of the extracurricular participation guidelines in writing, and will also notify their parents/guardian. If an individual completes their suspension during a sport season, but does not successfully complete that sport season, then they have not satisfied the suspension and it will be carried over to the next sport season in which the individual participates. A sports season is defined as the first official practice day through the last contests for that activity.

K. The sponsor or head coach may establish training/participation rules for their sport or activity, which may include:

1. Curfew.
2. Appropriate or required dress standards for scheduled contests.
3. Practice regulations, including attendance, tardies, etc.
4. Other rules appropriate for that particular activity. Training/participation rules for each sport or activity are to be written and distributed to all participants at the beginning of each sport or activity season. However, sponsors or head coaches may increase the suspension percentage with Administration approval.

School Day Attendance and Participation

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

School Property/Equipment

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

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

Transportation Policy

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

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

Student Athlete Concussion Protocol

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

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