

# *Ingersoll*

Middle School

1605 East Ash Street  
Canton, Illinois 61520

Telephone: (309) 647-6951

Fax: (309) 647-6959

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

[www.cantonusd.org/](http://www.cantonusd.org/)  
[www.cantonusd.org/ingersoll-middle-school.html](http://www.cantonusd.org/ingersoll-middle-school.html)

**Dr. Segersten**  
Principal

**Mrs. Nelson**  
Assistant Principal



## **Student Handbook**

***Ingersoll Middle School: Behavior Expectations***

| <b><i>GIANT PRIDE</i></b>  | <b><i>RESPECT</i></b>  | <b><i>RESPONSIBILITY</i></b>   | <b><i>CARING</i></b>  |
|--|--|--|---|
| <b><i>All Settings</i></b>   | <ul style="list-style-type: none"> <li>▪ Respect others' personal space</li> <li>▪ Listen</li> <li>▪ Practice good manners</li> <li>▪ Wait your turn</li> </ul>                                  | <ul style="list-style-type: none"> <li>▪ Inform the staff of problems</li> <li>▪ Follow directions</li> <li>▪ Obey school rules</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Encourage others</li> <li>▪ Be polite</li> <li>▪ Help others</li> <li>▪ Be kind to others</li> </ul>                   |
| <b><i>Before &amp; After School<br/>(Playground, Cafeteria,<br/>Gym, etc.)</i></b> | <ul style="list-style-type: none"> <li>▪ Keep your hands &amp; feet to yourself</li> <li>▪ Use equipment appropriately</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Put trash in the trash cans</li> <li>▪ Be kind to others</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Share equipment</li> <li>▪ Include others</li> </ul>   |
| <b><i>Cafeteria</i></b>  | <ul style="list-style-type: none"> <li>▪ Walk in quietly</li> <li>▪ Listen for announcements</li> <li>▪ Sit properly at the table</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Go to your assigned area</li> <li>▪ Clean up messes</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Be polite</li> <li>▪ Practice good manners</li> <li>▪ Be kind to others</li> </ul>                                     |
| <b><i>Hall</i></b>   | <ul style="list-style-type: none"> <li>▪ Talk quietly</li> <li>▪ Walk on the right side</li> <li>▪ Use only your own locker</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Keep your lockers locked</li> <li>▪ Keep your locker organized</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Leave room for others</li> <li>▪ Be polite</li> <li>▪ Be kind to others</li> </ul>                                     |
| <b><i>Gym</i></b>  | <ul style="list-style-type: none"> <li>▪ Stop at the whistle</li> <li>▪ Use equipment properly</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Play safely</li> <li>▪ Good sportsmanship</li> <li>▪ Lock your locker</li> <li>▪ Dress for PE</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Do your best</li> <li>▪ Include others</li> <li>▪ Be kind to others</li> </ul>   |
| <b><i>Restroom</i></b>   | <ul style="list-style-type: none"> <li>▪ Observe time limits</li> <li>▪ Inside is free of writing</li> <li>▪ Take turns patiently</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Flush</li> <li>▪ Wash hands</li> <li>▪ Litter goes in the trash cans</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Let others have privacy</li> <li>▪ Inform staff of problems</li> <li>▪ Be kind to others</li> </ul>                    |
| <b><i>Classroom</i></b>  | <ul style="list-style-type: none"> <li>▪ Raise your hand before speaking</li> <li>▪ Accept teachers' decisions</li> <li>▪ Respect others' personal space</li> </ul>                              | <ul style="list-style-type: none"> <li>▪ Be honest</li> <li>▪ Enter with assigned materials</li> <li>▪ Turn work in on time</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Include others</li> <li>▪ Be kind to others</li> </ul>   |
| <b><i>Media Center</i></b>   | <ul style="list-style-type: none"> <li>▪ Respect personal space and materials</li> <li>▪ Talk quietly</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Enter with materials (library card &amp; books)</li> <li>▪ Check out items</li> <li>▪ Return items on time</li> <li>▪ Use equipment and materials properly</li> </ul> | <ul style="list-style-type: none"> <li>▪ Be patient</li> <li>▪ Be kind to others</li> </ul>   |
| <b><i>After School Activities,<br/>Assemblies,<br/>Field Trips</i></b>             | <ul style="list-style-type: none"> <li>▪ Applaud when appropriate</li> <li>▪ Keep your hands and feet to yourself</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Be on time</li> <li>▪ Do assigned task</li> <li>▪ Sit appropriately in assigned place</li> <li>▪ Remember needed materials</li> </ul>                                 | <ul style="list-style-type: none"> <li>▪ Practice good manners</li> <li>▪ Include others</li> <li>▪ Listen to presenter</li> <li>▪ Be kind to others</li> </ul> |
| <b><i>Bus</i></b>  | <ul style="list-style-type: none"> <li>▪ Talk quietly</li> <li>▪ Sit properly, facing forward</li> <li>▪ Keep hands/feet/objects inside bus</li> <li>▪ Follow bus drivers' directions</li> </ul> | <ul style="list-style-type: none"> <li>▪ Stay seated</li> <li>▪ Finish food/drink before entering the bus</li> <li>▪ After exiting, step quickly away from the bus</li> </ul>                                  | <ul style="list-style-type: none"> <li>▪ Honor personal space and materials</li> <li>▪ Be kind to others</li> </ul>   |
| <b><i>Office</i></b>   | <ul style="list-style-type: none"> <li>▪ Wait patiently and quietly</li> <li>▪ Ask permission to use the phone</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Bring a pass</li> <li>▪ Check in or out at the window</li> <li>▪ Phone is for emergencies</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Practice good manners</li> <li>▪ Be kind to others</li> </ul>  |

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## **INTRODUCTION**

The school provides this handbook to students and their families to acquaint them with the rules, regulations, procedures, and other information necessary for the orderly functioning of the school. In cooperation with the administration, a student-parent-teacher advisory committee has reviewed and assisted in the development of the procedures included within this handbook.

This handbook describes the school and its current practices, procedures, rules, and regulations; it does not intend to create a contractual relationship with the student. The administration may establish additional rules, procedures, and regulations consistent with those established by the Board of Education and Superintendent of Schools.

**Canton Union School District #66 (CUSD) Mission Statement:** Every Canton student embraces individuality and is prepared, respectful, driven, and empowered to pursue their future.

## **SECURITY**

**Visitors:** Ingersoll Middle School (IMS) invites parents of students to visit at any time. In order to assure student safety, IMS has installed a security system. All doors are locked during the school day; visitors must use the call button at the Ash Street entrance and identify themselves. Office personnel release the lock; visitors proceed directly to the main office to sign in and receive a visitor's pass.

Any staff member may request identification from any person on the school grounds or in the school building; refusal to provide such information is a criminal act. Parents may arrange conferences with staff members by telephoning ahead of the visit (647-6951); former students must do the same.

If a parent would like to visit a specific classroom, pre-approval by administration is required 72 hours in advance. Administration and teachers involved must pre-approve visits by students from other schools or friends of IMS students during school days. Administration can deny the request of any student visitor. Parents delivering any items forgotten by students should bring them to the office where office personnel will deliver them.

To restrict classroom disruptions during core subject class time, delivery of items, notes, or non-emergency items will be distributed during TAP/TASK. In order to teach responsibility we believe this to be a necessary step in promoting healthy habits.

## **ATTENDANCE PROCEDURES**

**Excused Absences:** "Article 26-1" of the *School Code of Illinois* requires that "whoever has custody or control of any child between the ages of seven and seventeen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term." CUSD #66 Board of Education excuses any absence from school due to illness, death in the immediate family, observance of a religious holiday, or other appropriate reasons approved by the building principal. Students will have the opportunity to complete any missed work. The amount of time a student has to make up the work is equal to the number of days missed plus one.

**Unexcused Absence:** Students receiving an unexcused absence for reasons such as oversleeping, missing the bus, haircuts, baby-sitting, hunting, shopping, or leaving school without notifying the office, may lose credit for assignments missed. Students will have the opportunity to complete any missed work. The amount of time a student has to make up the work is equal to the number of days missed plus one.

**Arranged Absences:** CUSD #66 excuses special circumstances, such as a family trip, that require the student to miss two (2) days or more and receives approval from the administration. Parents must request such approval by phone five (5) school days in advance or the absence is unexcused. Students shall request and complete homework before the absence unless they make other arrangements with the school.

**Truancy:** A truant is defined as a minor under the age of eighteen (18) enrolled in a public, private or parochial school within the corporate limits of the city and who is absent without valid cause from such attendance for a school day or portion thereof. (Ord. 2033, 5-18-2011) Please see Appendix N for the complete City of Canton ordinance pertaining to truancy.

**Arrival Time Procedures-** Only students riding busses 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 7:30 a.m. After school starts at 8:09 a.m., 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.

**Reporting an Absence:**

1. A parent or guardian reports the reason for an absence by phone before 8:30 a.m. the day of the absence (647-6951). Without such notification, the absence is unexcused.
2. Students who bring a written excuse will have the absence changed to “excused”.
3. A student reporting late to school due to a medical or dental appointment, etc., must provide a written excuse signed by the medical official. This note must state that the official saw the student. Any doctor note stating “patient not seen in office” will be considered unexcused. Only medical excuses written and signed by a doctor are acceptable.
4. The administration shall request a doctor’s excuse or court excuse for extended absences or absences greater than **5% (9 days)** absence rate. **The doctor’s excuse must state that the doctor saw the student and must be written and signed by the doctor.**
5. Students absent from any part of the school day due to illness or unexcused reason may be prohibited from participation in extracurricular or after school activities for that day. Participants will not participate in scheduled contests if absent from school on the day of the contest. Students may participate with pre-excused absences and emergencies receiving administrative approval. A participant in attendance for 150 minutes on the day of the contest may participate in that contest. A participant absent on Friday will be eligible to participate in a Saturday contest.

**Requesting Assignments:** Students must arrange for missed instruction and make-up work with each teacher. Parents may call the office to request assignments no later than 9 A.M. Homework should be picked up in the office between 3:30 P.M. – 4 P.M.

**Perfect Attendance:** Students with perfect attendance for the year will receive recognition at an end-of-year assembly. Perfect attendance requires that students attend school every day and miss zero class time during that school day, not including lunch. Students marked “unexcused” for any class are ineligible for perfect attendance.

**Tardiness:** Students are tardy if they arrive at school after school starts at 8:09a.m. Students tardy at the beginning of the day must enter through the south entrance on Ash Street and report directly to the office. The fourth tardy and each subsequent tardy in a quarter will result in one detention.

**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.**

**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.

## **STUDENT BEHAVIOR**

IMS has adopted the Positive Behavioral Intervention and Support System (PBIS) to teach students appropriate behavior. PBIS takes a proactive approach to preventing and responding to classroom and school discipline problems focusing on teaching and supporting positive behavior of all students. IMS emphasizes developing and maintaining a safe learning environment where teachers can teach and students can learn. The matrix on page 2 of this handbook describes specific desired behaviors. School-wide expectations are based on Giant Pride:

### **RESPECT**

Respect for oneself and the rights and property of others

### **RESPONSIBILITY**

Accountability for one’s decisions, actions, and obligations

### **CARING**

Positive interaction using effective communication and problem-solving skills

**Prohibited Student Conduct:** IMS may take disciplinary action against students guilty of gross disobedience or misconduct, including, but not limited to these actions:

1. Bullying, threatening, hazing, or otherwise engaging in any aggressive behavior that does physical or psychological harm to another or urging other students to engage in such behavior including any use of violence, force, noise, coercion, or comparable conduct as explicitly prohibited by Board of Education Policy 7.190
2. Making boisterous noises or yelling
3. Rowdy, reckless behavior or horseplay
4. Slamming doors, lockers, or other equipment
5. Running and pushing in the halls
6. Blocking hallway traffic by congregating in groups
7. Application of cologne, perfume, or body spray
8. Possession or inappropriate use of CBD products, vitamins, or other supplements
9. "Public Displays of Affection" including holding hands, hugging, or kissing
10. Physical contact
11. Buying, selling, or trading personal items
12. Gambling, betting, or wagering for stakes of monetary value
13. Leaving school without permission
14. Being absent without a recognized excuse. State law and CUSD #66 Board policy on truancy apply to chronic/habitual truants
15. Using vulgar, profane, or derogatory language or gestures
16. Using or possessing a laser pointer unless under staff supervision and in the context of instruction
17. Bringing or possessing animals, radios, glass bottles, cosmetics, pocket knives, toys, permanent markers, walkie-talkies, or shoes with built-in wheels. Students are prohibited from trading cards or other materials at school.
18. Possessing and/or using fireworks, stink bombs, lighters, matches, or projectiles
19. Using, possessing, distributing, selling, or purchasing tobacco materials, electronic cigarettes, vaping devices, or other look alike devices
20. Bringing objects that present a safety hazard or simply interfere with the education process unless approved by the office or a teacher
21. The administration and staff asks for families to support us in discouraging the consumption of energy drinks and/or drinks brought from home/gas stations/etc. Many of these drinks contain high levels of caffeine and may be considered counterproductive in supporting learning for pre-teens and adolescent aged students.
22. Using or displaying a cell phone, personal digital assistants (PDA's), cameras, video recording devices, CD's, CD players, iPods/MP3 players, video games, or any other electronic device in any manner that disrupts the educational environment or violates the right of others, including using the device to take photographs, cheat, signal others, or otherwise violate school conduct rules. Electronic usage is allowed before and after school. Students must keep all electronic devices turned off and locked inside lockers between 8:09A.M. – 3:07P.M. Exceptions to this rule are (a) the supervising teacher grants permission (b) the student's IEP grants permission: or (c) an emergency exists that threatens the safety of students, staff, or others. Students may pick up confiscated electronics in the office after the first offense. Each subsequent offense requires a parent pickup and signature. IMS may dispense consequences for repeated offenses. IMS will not be held responsible for lost or damaged electronics.
23. Engaging in (a) the piercing of self or others; (b) the mutilation of self or others or personal property; or (c) the use of permanent markers, pens, erasers, etc. for other than school-approved purposes
24. Disobeying rules of student conduct or directives from staff such as refusing a request to stop, submit to a search, or present school identification. Insubordination is not tolerated
25. Being involved in any public school fraternity, sorority, or secret society by being a member, promising to join, pledging to become a member, or soliciting any person to join, promise to join, or be pledged to become a member
26. Being involved in gangs or gang-related activities, including display of gang symbols, such as applicable hats or paraphernalia
27. Accessing inappropriate websites online. "CUSD #66 Board of Education Policy 7:310," *Restrictions on Publications and Written or Electronic Material*, strictly prohibits students from (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of the other students or staff members.

28. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property
29. Engaging in academic dishonesty, such as cheating, wrongfully giving or receiving help during an academic examination, intentionally plagiarizing, or obtaining test copies or scores. Students cheating on an assignment, project, test, or quiz receive a "zero" for that assignment; they may be reported to the administration; and the teacher shall contact the parent. Students may also be subject to disciplinary action
30. Harassing/ intimidating. "CUSD #66 Board of Education Policy 7:20," *Harassment of Students Prohibited*, prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
31. Fighting. (def.) "The exchange of mutual physical contact, such as pushing or hitting, with or without injury, or spitting." Students should avoid physical confrontation whenever possible, attempting only to retreat or neutralize a hostile situation without escalating it and using only self-defensive means in such a confrontation. Self-defense: (def.) "the act of protecting oneself against physical or verbal aggression without returning aggressive behavior against the attacker." Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties are subject to discipline.
32. Using, possessing, distributing, selling, or purchasing, alcoholic beverages. Students under the influence will be removed from school or school functions and are treated as having alcohol in their possession
33. Using, possessing, distributing, selling, or purchasing any of these items:
  - a. Any illegal drug, controlled substance, or cannabis (marijuana) and hashish
  - b. Any anabolic steroid not administered under a physician's care and supervision
  - c. Any prescription drug not prescribed for the student by a licensed physician or used inconsistent with the prescription or prescribing physician's instructions
  - d. "Look alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student explicitly or implicitly represented to be an illegal drug or controlled substance
  - e. Possession of 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 (c) "huff" any substance with the intent to get "high" or intoxicated
34. IMS takes no disciplinary action against any student based totally or in part on the refusal of the student's parent/guardian to administer or consent to administration of psychotropic or psych stimulant medication to the student. Refusal to take prescribed medication by a student will result in parent contact.
35. Using, possessing, controlling, or transferring a weapon in violation of this policy. "Weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by "Section 921" of *Title 18, United States Code*, firearm as defined in "Section 1.1" of the *Firearm Owners Identification Act*, or use of a weapon as defined in "Section 24-1" of the *Criminal Code*, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, pin, needle, stick, pencil, or pen, is considered a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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, automobile; (c) in a student's locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.
36. A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon as defined above shall be expelled for at least one (1) calendar year but no more than two (2) calendar years. The superintendent may modify the expulsion period, and the Board of Education may modify the superintendent's determination on a case-by-case basis.
37. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing
38. Engaging in any activity, on or off campus, that (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) disrupts the school environment
39. Intentionally discharging a false fire alarm. A student setting a false alarm receives a ten (10) day out-of-school suspension as well as a police and fire official referral.

## **DISCIPLINE**

When breaches of school disciplinary rules and regulations occur, the involved teachers and administrators work with student, parents, and other support personnel to help the student correct the student's behavior. They shall direct all disciplinary actions toward protecting the welfare of the school community as well as helping students develop self-discipline. When responding to a specific breach of discipline, school personnel will consider the nature of the act, the student's history, age and maturity, mitigating circumstances, and the effect of the student's actions on the welfare of the school community. Discipline includes but is not limited to the actions described below.

**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, assistant building principal, and dean of students 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. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to the school;
3. Traveling to or from school or a school activity, function or event; or
4. 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 3:07-3:30. Students issued teacher detentions have twenty-four (24) hour 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 or dean of students for further disciplinary action. Students do not receive a room detention and school-wide detention for the same infraction.

**School-wide Detentions (4:00):** School-wide 4:00 detentions are issued by administration only. Detentions begin promptly at 3:10 p.m. and run until 4:00 p.m. Students serve these on the date indicated on the detention slip. 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 additional detention 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.

**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 pop or snack food is allowed. Work completed by 3:07 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. Please refer to the athletic policy in Appendix B for further clarification.
- 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 dean's 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, look alikes, alcohol, or weapons

**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.

**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).

## **GENERAL INFORMATION**

**Accidents:** Every accident in the school building, on the school grounds, or at any school sponsored event must be reported immediately to the adult in charge. The school will make every effort to inform parents of any accident or illness occurring at school that may need their care or observation; however, for safety reasons, IMS sends students home only after making contact and arrangements with a responsible adult.

**Activity Fee:** Ingersoll charges students a \$25 activity fee to cover a variety of expenses including, but not limited to select activities, assemblies, and exploratory fees.

**Address Changes:** To keep parents informed of activities, emergencies, or disciplinary actions at school, parents should notify the office as soon as possible with changes in address, phone number, or other pertinent student information.

**Agenda/Assignment Books:** Students are encouraged to use these for organization. Some teachers require students to use them in certain classes. Additional Agenda/Assignment Books are available in the office to purchase for a small fee while supplies last.

**Assemblies:** Assemblies provide students an opportunity to learn formal audience conduct. IMS expects the student body to demonstrate respectful and appropriate behavior. Crowd participation is appropriate only at spirit assemblies.

**Bicycles & Other Personal Transportation:** The school assumes no responsibility for bicycles or other personal transportation. Students riding bicycles and other personal transportation such as scooters and skateboards to school shall lock them securely in the bike racks provided on the south side of the building. Students may not loiter around the bike racks. Students are expected obey all safety and traffic rules on the way to and from school. They shall not ride such items in the school, on the track, or on the playground. IMS prohibits motorized transportation and roller shoes at school or on school property.

**Book Bags:** IMS prohibits book bags, backpacks, purses, large gym bags, etc., in the classrooms 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. Exceptions to this rule may be made for students who require special accommodations or permission from the building principal.

**Bus Transportation:** CUSD #66 provides bus transportation to those students who live 1.5 miles from school. Students must follow the bus rules and obey the driver at all times. Students who misbehave may receive a detention or lose their riding privileges. The safety of all students is considered first when dealing with unruly students. Please refer to Appendix C for bus rules. Students **MUST** ride to and from school on the bus they have been assigned. Parents **MUST** present documents indicating a specific place of residency within CUSD 66. **Students will not be allowed to ride a bus home from school for work, baby-sitting, piano lessons, scouts, or visiting friends, etc.**

**Cafeteria:** The school cafeteria offers lunch and breakfast programs. The lunchroom management and fellow students will appreciate cooperation in:

- Depositing all lunch litter in trash cans
- Bringing no glass containers
- Returning trays to the dishwashing area
- Cleaning the table and floor area around it
- Keeping down noise
- Keeping orderly lines
- Respecting the authority of all supervisors
- Keeping and consuming all food and drink in the cafeteria

**Computer Use:** Students must treat all computers with care and respect. Failure to follow the rules and procedures may result in loss of computer privileges. Blatant damage will require student restitution. Students may use jump or flash drives for school related purposes only and may only contain classroom materials. Please refer to Appendix G for acceptable use policies.

**Counseling Office:** IMS counselors provide individual counseling to help students with a wide variety of common adolescent concerns. They may refer students or families with severe concerns to outside agencies, help select the correct agency, provide information, and coordinate initial appointments.

The counseling office also manages grades, grade checks, scheduling, and extracurricular eligibility. Parents may request a check of their student's progress through this office, but are also highly encouraged to reach out to their student's teachers.

Counselors also supervise and coordinate major testing during the school year and help interpret test scores for parents and staff. They also initiate and/or coordinate referrals for students who need testing for support services.

**Dances:** All dances are "informal". IMS establishes specific criteria based on behavior, attendance, or grades prior to each dance.

1. Only IMS seventh and eighth graders may attend. Students must purchase tickets during the school day; they cannot purchase tickets at the door. Parents must sign the ticket and list a phone number where they can be reached during the event.
2. Students must remain at the dance until the last fifteen (15) minutes of the dance or until a parent arrives. Students who leave the dance may not return. Students must arrange transportation to pick them up no later than as soon as the dance is over.
3. Students should not take pictures or record videos or bring other valuable items to the dance. Phone usage is not allowed during the dance, unless used in the foyer area.
4. School rules apply at all dances, including dress code.
5. Disruptive students or those who violate rules at the dance may lose their privileges to attend future dances.

6. Consistent with Athletic Participation Policy, students must attend school the day of the dance in order to attend unless otherwise arranged with the administration.
7. Inappropriate or sexually suggestive dancing is prohibited. Staff will call parents of students dancing in this manner to pick them up from the dance.

**Deliveries:** The office will not accept deliveries for students (for example: balloons, candy, flowers, stuffed animals, etc.) for any reason. Food deliveries from local restaurants are prohibited. Parents may bring their student(s) food when they eat with them during lunch time in the cafeteria.

**Dress Regulations:** The administration and staff at Ingersoll Middle School believe that the attitude and behavior of the members of the student body are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion the staff and parents judge to reflect good taste and a style appropriate for a school day. Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

**IMS prohibits these articles:**

1. Clothing advertising or advocating alcohol, drugs, or tobacco
2. Clothes that expose the shoulder(s) or that exposes the back, sides, or midriff of a student or are see-through are not appropriate for the school setting and are not acceptable. Straps on all shirts MUST be a minimum width of three (3) of the student's fingers (or 1½ inches). Some examples of inappropriate-for-school attire are: bare midriffs, halter-tops, tube tops, open-back clothing, spaghetti-strap tops, and tops with a strap over just one shoulder. (All tops/shirts must touch pants, shorts or skirts when arms are raised above the student's head.)
3. Short shorts or skirts (Rule of thumb: If a student can touch skin on the leg with arms extended straight down along the side of the body, the clothing is too short.)
4. Midriff shirts including but not limited to racer back shirts (any shirt exposing a student's mid-section, stomach or back)
5. Sagging pants exposing any portion of an undergarment
6. Holes in jeans, pants, shorts, are not allowed above the knees; Holes in shirts are not allowed.
7. Excessively low-cut pants or shorts
8. Hats and headgear worn in the building; Hooded shirts must be worn with the hood down while in the building.
9. Clothing with profanity, sexually suggestive language, or suggestive or negative attitudes that undermine the objectives of education
10. Chains hanging from clothing or the body
11. Sleepwear, lounge pants, slippers, and beachwear unless sanctioned by school personnel for special events

**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 Administrative Policy 6:100.

**Emergency Information:** The school has published procedures for seeking emergency protection that are clearly communicated to staff and students. Drills are conducted periodically so that staff and students find these procedures familiar.

**Extracurricular Participation and 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. A student must be passing all school subjects to maintain extracurricular eligibility in athletics and clubs.

1. Eligibility is taken weekly on Monday morning and runs Monday through Saturday.
2. A weekly grade check will be conducted; those individuals not passing 1 or more classes will be ineligible for the following week
3. 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.
4. 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.
5. Eligibility will reset each school year.
6. The school and coach may issue other athletic guidelines. Refer to Appendix B for the Extracurricular Participation Guidelines.

Each student and the student's parent(s) /guardian(s) must consent to random drug and alcohol testing (see Appendix L) 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.

Before attending or participating in an after school event, students shall inform their parents of the approximate times for the ending of these activities. Students participating in extracurricular activities and who are waiting for practice, game, or game bus may remain in the building **only** under the direct supervision of a coach or faculty member. **If no supervision is provided, students need to leave campus and return at the designated time.**

IMS offers these activities for its students:

|                    |                       |                       |
|--------------------|-----------------------|-----------------------|
| Baseball (7, 8)    | Club Unify (5-8)      | Student Council (5-8) |
| Basketball (7, 8)  | Craft Club (5)        | Track (7, 8)          |
| Book Club (5-8)    | Cross Country (5-8)   | Volleyball (7, 8)     |
| Cheerleading (7,8) | Scholastic Bowl (6-8) | Wrestling (5-8)       |
|                    | Softball (7, 8)       | Yearbook Club (5-8)   |

**Field Trips:** Throughout the year the school sponsors various educational field trips that enhance the learning experience. School law considers all field trips the same as a classroom; therefore, all school rules, regulations, and policies apply.

**Fifth/Sixth Grade Activities** – IMS sponsors various activities, such as bowling or movies, for Ingersoll fifth and sixth grade students only. Visitors shall not attend these activities. School rules apply at all activities. Students must remain at the activity until it has ended or a parent arrives. Students who leave the activity may not return. Specific criteria for participation may be established prior to each activity based on behavior, attendance, or grades. Students must attend school the day of the activity.

**Fines, Fees, and Charges:** IMS may charge no fees that deprive a student of the right to a free appropriate public education. CUSD #66 charges reasonable fees for services and activities that apply to the educational program. The Board of Education has also established sport participation fees. Students whose parents are unable to pay student fees may receive a waiver for those fees charged to cover the cost of assemblies, textbooks, and other instructional materials; however, sport participation fees still apply. Parents must submit applications for fee waivers on a form available in the main office. CUSD #66 will forward fines/fees remaining at the end of the school year to a collection agency.

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify 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 supports so that your student can access educational opportunities 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.

**Fundraising Projects:** IMS closely supervises and limits fundraising projects. School administration must approve any school fundraising projects.

**Grading:** Grades evaluate a student's academic performance. Some courses at Ingersoll earn a pass/fail grade. CUSD #66 has adopted the following grading scale for courses earning letter grades:

|        |    | <b>Non-Weighted</b> | <b>Weighted</b> |
|--------|----|---------------------|-----------------|
| 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            |
| 59-0   | F  | 0                   | 0               |

**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.

**Hallway Procedures:** In the morning, students may enter their designated grade level hallway once to put their personal items in the locker. Students are then expected to convene in the cafeteria (grades 7/8 only) or the gym (grades 5/6 only). Bags, computers, and other personal items are not allowed in the cafeteria or gym in the mornings, with the exception of cell phones. Throughout the school day, students are expected to refrain from using the grade level hallway they are not assigned to.

**Homework Make-up:** If a student's absence is excused, the student will be permitted to makeup 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 who are unexcused from school may be allowed to makeup missed work for credit at the teacher's discretion. Students that are truant from school will not be able to make up work for credit.

**Honor Roll:** An honor roll will be published at the completion of each quarter. Accelerated and Enriched Classes will be weighted classes when determining grade point average for Honor Roll. A student's name will appear on the honor roll if the following criteria are met:

- Student is enrolled and actively participating in at least six (6) periods of class.
- Student has a GPA for all classes of 3.0 or higher for the quarter.
- Student has no failing grades or incompletes for the quarter.

**Inspection for Drugs:** School officials may request the assistance of law enforcement officials to conduct reasonable searches of school grounds and lockers for illegal drugs, including searches conducted with specially trained dogs.

**Internet Access:** All use of the internet shall be consistent with the CUSD #66's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. See Appendix G for terms and conditions for access to CUSD #66's Internet, as well as acceptable use policies.

**Lockers:** IMS loans a locker to each student. Students may not share lockers with other students. Sharing lockers or combinations or leaving lockers "set" increases the risk of theft from lockers. Students should lock all of their possessions in their hallway or P.E. lockers. Students must treat the lockers with respect. Those abusing the privilege will clean their lockers or lose their locker privileges. Lockers belong to the Board of Education, and students have

no expectation of privacy in their personal property left in lockers. Lockers are subject to search at any time by school officials without notice and/or consent.

To positively recognize students, students or IMS staff may decorate lockers to promote IMS activities or events or acknowledge a birthday. **Please obtain approval from the office to decorate a locker and avoid using balloons or streamers.** Ingersoll staff may remove excessive decorations at any time. Locker decorations can be hung with magnets or tape inside the locker only. No electrical or battery operated decorations. Students must remove all decorations at the end of the school year.

**Lost and Found:** Students who have lost an item should check the designated cafeteria table repeatedly until they find the lost item. Unclaimed items are donated to charity or discarded. Placing a student's name on belongings such as a book bag or lunch container is beneficial.

**Media Center:** The media center has computers, books, and magazines, to assist students with their studies. It is open for use during the school day and a short time before and after school. It charges students fines at an established rate for overdue materials. Students may purchase replacement library cards in the media center for one dollar (\$1.00).

The media center serves as an educational resource for students; students may not use it in place of a study hall. Students complete homework in their assigned TASK classes. The media center staff has the authority to remove students who do not comply with this rule. Additionally, students who misbehave may lose media center privileges.

**Medication:** If, in order to maintain attendance, a child needs to take oral medication during school hours and the parent or guardian cannot be at school to administer it, the building principal or a designee will administer the medication in compliance with the following regulations:

1. The parent shall submit the *School Medication Authorization Form* to the building principal. For prescription medication, the child's physician must sign the form; a parent must sign it to dispense over-the-counter medication.
2. In an emergency, the building principal may accept phone authorization to dispense medication for one day to allow time for completion of the *School Medication Authorization*
3. Prescription drugs must be in their original containers and ordered by a licensed prescriber.
4. Non-prescriptive oral medication such as aspirin must be in a container marked with the name of the medication, the dosage, and the student's name. Students may carry cough drops as long as they carry a signed note from a parent or guardian.
5. A student may carry medication prescribed for asthma for immediate use at the student's discretion provided the student's parent(s) or guardian(s) has completed and signed a *School Medication Authorization Form*. CUSD #66 shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.
6. A student may self-administer medication with parental consent and the completed *School Medication Authorization Form* on file. Such medication will be stored in the office with a record of self-administration of the medication.
7. All containers of medication submitted to the school are stored in a locked cabinet in the school office. Each dose of medication given to a student is recorded on the *School Medication Authorization Form* which becomes part of the student's temporary record.
8. A student's parent(s) or guardian(s) must assume responsibility for informing the school of any change in the administration of the medication.
9. Students shall not share any medication, including aspirin and cough drops, with any other students. Such behavior may result in disciplinary action.

**Parent Notification:** CUSD #66 distributes the following parental notifications to parents at the start of each year in an informational packet, through district newsletters, and/or on the district's web page ([www.cantonusd.org](http://www.cantonusd.org)). If you do not receive this information, please contact the Ingersoll office.

1. Transportation Notification
2. Rights under FERPA and Illinois School Record Act
3. Special Education Services
4. Discrimination Policy
5. Sexual Harassment Reporting
6. Accelerated/Enriched Placement
7. Student Insurance
8. Notification of Highly Qualified Educators

**P.E. Exclusions:** Illinois state law requires students to dress and take part in P.E. class 3 days a week. A student receives an exemption from some or all physical activities when the appropriate excuses are submitted to the school by a parent (for one day only) or by a person licensed under the Medical Practice Act (extended exemption). Alternative activities and/or units of instruction will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

**Residency:** IMS school officials may request verification of residency of any student to establish both residency and legal custody.

**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.

**School Violence Tip-Line:** The Illinois State Police administers the School Violence Tip-Line, providing a means for students to anonymously report threats of violence and weapons violations on school grounds. State police employees answer the calls and forward the information to local law enforcement agencies.

|  |
|--|
| <p style="text-align: center;"><b>School Violence Tip Line</b><br/><b>1-800-477-0024</b></p> |
|--|

**Skylert Calling System:** Good relationships among students, the 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 log in 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.

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

**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.

**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!

**Valuables:** Students should not bring large amounts of money or other items of value to school. The school is not responsible for the personal property of students. Students finding it necessary to bring such valuables to school should leave them in the office for safekeeping.

**Visitors:** Parents are welcomed and are encouraged to visit the school. All visitors to the school need to sign in and receive a visitor's badge. Uninterrupted class time is very important to all of the students. If a child forgets an item or items, they should be brought to the office, and office personnel will see that the child receives them. During instructional time, visitors must have prior permission from the principal to observe in a classroom. Appropriate documentation must be completed ahead of time.

**Web Page:** For communication purposes, Ingersoll maintains a web page containing student achievement; staff email addresses, extra-curricular activities, team schedules, and other general information. Access the web page at <http://www.cantonusd.org/ingersoll-middle-school.html>.

|              |
|--------------|
| <b>ALICE</b> |
|--------------|

**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.

**Alert:**

This action includes but is not limited to immediate information to students and staff of a known crisis.

**Lockdown:**

Lockdown procedures will be followed when it is determined to be the appropriate response by staff. This could be on a global scale or as needed basis. This is used when the threat is outside the building, or when evacuation is not possible.

- A. During a lockdown of a school building, it is the responsibility of the staff members to ensure that students are not using their phones. If it becomes necessary to provide information to emergency personnel, the staff member is to call 911.
- B. It is essential for the safety of the staff and students to remain completely quiet.

**Inform:**

Students and staff will be informed with accurate real time information as it is deemed appropriate by administration for the given crisis or event.

**Counter:**

In the event of an intruder students will use "counter" methods as a last resort or defense.

**Evacuate:**

It may become necessary to evacuate the building to a designated rally point for reunification. Teachers will be notified by intercom. Teachers will use their class rosters to take attendance.

**If the rally point is not accessible for any reason, a predetermined alternate location will be utilized.**



## INTRUDERS/HOSTAGE SITUATIONS

**911 should be called immediately** with as much descriptive information as possible. The descriptive information will include the number of intruders, how the people are dressed, if book bags present, and what type of weapon they have (big or small gun, etc.). If you recognize any of the intruders, provide their names. Specific information of last known location should be provided.

Using the real time information, staff should follow the ALICE process that allows for staff and students the best opportunity to remain unharmed.

### Appendices

#### Appendix A

##### Asbestos Notification

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 does not possess a health threat. District 66 maintenance and custodial staffs 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 on 10/20/16 and the last 3 year re-inspection were completed on 6/27/2015.

#### Appendix B:

##### Canton Athletic/Activities Handbook

###### Introduction to the Canton Athletic Handbook

The intent of this handbook is to provide information regarding activities at Canton to all athletes whom participate in our program. It is the expectation that you and your parents review and discuss the handbook.

While participating in extra-curricular activities you are representing Canton Ingersoll Middle School. 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 Canton Ingersoll Middle Activities Program. We will strive to assist you in any way necessary. We wish you the best of luck and hope your participation in extra-curricular activities at Ingersoll Middle School far exceeds your expectations.

###### Canton Ingersoll Middle School Athletic Philosophy

An individual's total education extends beyond the classroom. The purpose of the Canton Ingersoll Middle School 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, the 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**

- Student must be a legal resident (living full-time with parent(s) or legal guardians) of the Canton Union School District.
- A weekly grade check will be conducted; those individuals not passing 1 or more classes will be ineligible for the following week. In order to be considered as a non-passing grade, there must be a minimum of 4 grades in the gradebook for each class.
- Eligibility runs Monday through Sunday of each week.
- Student-athletes must have a current physical on file in the Athletic Director's office. Each physical exam is valid for one calendar year and therefore must be renewed annually.
- Each student-athlete and parent must read, comprehend and agree to abide by the "**Code of Conduct**" set forth in this handbook.
- Each student-athlete and parent must complete the necessary forms, in their entirety, in order to participate in Canton High School activities. All forms are available on the Canton High School Athletic Website

#### **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:

|                    |                       |                       |
|--------------------|-----------------------|-----------------------|
| Baseball (7, 8)    | Club Unify (5-8)      | Student Council (5-8) |
| Basketball (7, 8)  | Craft Club (5)        | Track (7, 8)          |
| Book Club (5-8)    | Cross Country (5-8)   | Volleyball (7, 8)     |
| Cheerleading (7,8) | Scholastic Bowl (6-8) | Wrestling (5-8)       |
|                    | Softball (7, 8)       | Yearbook Club (5-8)   |

\*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, participations 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 high school career.**

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 result from the random drug/alcohol testing.
5. Misconduct not specifically set forth in the code can constitute a 1<sup>st</sup> 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, and 5 above cumulatively.

**1<sup>st</sup> Offense:** Suspension from participation in 25% of the scheduled contests, meetings, or scheduled competitions **or** 25% of the next activity in which the student participates. An incomplete suspension will be carried over to the next season the student participates 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 or club at the coach's discretion. The suspension will be considered fulfilled only if the participant finished each season in good standing.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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 the student's parent/guardian may appeal for reinstatement. The student and the student's parent/guardian must both meet with the high school 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.

\*Infraction will occur for those students attending 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 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.

## Drug, Tobacco, and Alcohol Testing

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

Each student and a 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 the High School Office.

Monthly, throughout the school year, the administration or designee will randomly test 5 extracurricular participants including clubs, activities, and athletics. The random selection will be conducted by the testing agent.

- A. A student will be ineligible for all extracurricular activities for one calendar year if the student tampers or cheats during the collection of specimen. This will be reported to parent(s) or guardian(s).
- B. 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. The student will be suspended from all activities pending the re-test of the specimen.
- C. 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 Illinois Elementary School Association 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.

### 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 the student's parent/guardian may appeal for reinstatement. The student and the student's parent/guardian must both meet with the high school 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 shall, after consultation with Activity Director, convey the 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 CHS. 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

- A. 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, the administrator 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.
- B. If there is sufficient evidence to believe a violation may have occurred, the administration shall:
  1. Interview the student notifying the student of the charge and request 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 the student 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 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 Extra-Curricular Board to hear the appeal. The Extra-Curricular Board shall consist of the building administrator, and two coaches/sponsors.
  - d) Upon appeal, the Principal or Extra-Curricular Board may recommend one or more of the following:
    - Overrule the penalty: reinstatement of the participant.
    - Sustain the penalty as initially imposed.
    - Modify the initial penalty.
    - Suspend the participant from participation in all activities (ranging from 180 school days to the remainder of the student's high school career.)
1. Sources used to identify violations are:
    - a) Participant and/or parent admission of infraction
    - b) Information provided by law enforcement officials;
    - c) Public notices of offenses;
    - d) Court dispositions; and
    - e) School District personnel.
  2. 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 the student is 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. Athlete may not sit on the bench with the team during contests.
  3. Students who are ineligible for academic or code violations may not travel with a school organization to events away from CHS.
  4. Extra-curricular activity sponsors are responsible for maintaining all other approved training guidelines for the group/organization.
  5. 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.
  6. The principal or activity sponsor will notify any student suspended for violation of the extra-curricular participation guidelines in writing, and will also notify the student's parents/guardian. If an individual completes his/her suspension during a sport season, but does not successfully complete that sport season, then the student has not satisfied the suspension and it will be carried over to the next sport season in which the individual participates. A sport season is defined as the first official practice day through the last contests for that activity.
  7. The sponsor or head coach may establish training/participation rules for the sport or activity, which may include:
    - a) Curfew
    - b) Appropriate or required dress standards for scheduled contests.
    - c) Practice regulations, including attendance, tardies, etc.
    - d) 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 that student 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**.

Participants shall not be allowed to receive awards and shall be suspended from further extra-curricular involvement until such obligations are met.

School authorities may withhold official records until obligations are met.

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**

Please be aware of the policies concerning transportation of student-athletes to and from CHS competitions.

1. CHS 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 use alternate transportation without prior permission from the coach/activity director.
2. 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 activity 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 Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **Appendix C**

### **Bus Rules**

**Bus Rules:** Students shall abide by the following bus rules:

1. Students shall arrive at the bus stop five minutes early. School buses are on tight schedules and cannot wait.
2. Stay out of the street and roads when waiting for your bus.
3. The bus will pick up or drop off students only at designated bus stops.
4. Always cross the road in front of the bus where the bus driver can see you. Walk ten steps ahead of the bus and wait until the bus driver signals for you to cross.
5. Loud talking, shouting, or fighting will not be tolerated on the bus.
6. Be absolutely quiet when the bus is approaching a railroad crossing.
7. If there is a bus emergency stay calm, listen to the driver and follow instructions.
8. Remain seated while the bus is in motion. Do not move around or change seats on the bus.
9. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
10. No eating or drinking is allowed on the bus.
11. Never tamper with the bus or any of its equipment. Riders who destroy property will pay for the damages.
12. Keep bags, coats, and other objects out of the aisles.
13. Do not litter. Help keep the bus clean, sanitary, and orderly.
14. When you get off the bus move away quickly and stay clear of the rear wheels.
15. The driver is in full charge of the bus and students while in transit.
16. The bus driver is authorized to assign seats.

## **Appendix D**

### **Cyber – Bullying Law Effective January 1, 2015**

The State Legislature's latest attempt to define and prevent cyber-bullying goes into effect on January 1, 2015. Public Act 98-801 requires school policies to include a process for investigating instances of "cyber-bullying" that occurs through the transmission of information from a computer that is accessed off school property or from the use of technology or electronic device that is not owned by a school district if the bullying substantially interferes with or limits the victim's ability to participate in opportunities offered by a school. This only applies in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program. School policies shall also include an investigation process and requires that the district or school provide the victim with information regarding services available within the district and community, such as counseling, support services, and other programs.

Cyber-bullying is defined as 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 communication, instant messages, or facsimile communications. Cyber-bullying also includes 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, and 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 (1) places the student or students in reasonable fear of harm to the student's or students' person or property, (2) causes a substantially detrimental effect on the student's or students' physical or mental health, (3) substantially interferes with the student's or students' academic performance, or (4) substantially interferes with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

## **Appendix E**

### **Health, Eye and Dental Examinations & 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 mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

#### **Exemptions**

A student will be exempted from the above requirements for:

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

## **Appendix F**

### **Homeless Child’s Right to Education**

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

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

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

## **Appendix G**

### **AUTHORIZATION FOR INTERNET ACCESS**

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

The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users’ files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

The Canton School District may request or require a student’s personal password to a social media site, if it is part of a legal or discipline investigation. By state law, the district is asked to perform many of these type investigations.

#### **Terms and Conditions:**

1. Acceptable Use: Access to the District’s Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

2. Privileges – The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Rules of network etiquette will be determined by the building principal. The building principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software;
  - c. Using the network for private financial or commercial gain or advertising;
  - d. Wastefully using resources, such as file space, disk storage, or supplies;
  - e. Gaining unauthorized access to resources or entities;
  - f. Invading the privacy of others, revealing others’ address or phone numbers, and using another user’s account or password;
  - g. Posting anonymous messages or material authored or created by another without his/her consent;
  - h. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - i. Using the network while access privileges are suspended or revoked.
4. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from any cause. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of this Authorization.
6. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the building Principal. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
7. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action.
8. 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.

**As a student,** I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

**As a parent/guardian,** I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District’s Internet.

## **Appendix H**

### **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.**

## **Appendix I**

### **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.

## **Appendix J**

### **Retention/Promotion Procedures for K – 8 Students**

This document outlines the necessary steps in determining whether a student will be promoted or retained. The final decision to promote or retain a student will be made by the principal in consultation with the teacher(s) involved. No decision will be made without documented prior attempts by the staff to involve and consult with the parent. Final decision to promote/retain will be made at the completion of the school year.

### **Factors for Consideration**

Canton Union School District Board Policy 6:280 requires that a student shall not be promoted based solely upon age or any other social reason not related to academic performance. The main factor to be considered will be the student’s mastery of the curriculum. A special focus will be placed on the student’s mastery of math and language arts. Grades on the report card must substantiate the decision to promote or retain a student. Other factors may include attendance, prior retentions, health, attitude,

ability, age, and effort.

A parent may request that a child be retained. 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 issue a written response.

#### **Notification of Academic Progress/Remediation**

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

When a teacher or team of teachers identifies serious academic concerns which may result in a possible retention, the parent will be contacted. A conference to discuss the academic concerns will be requested. At the conference, a contract will be completed by the teacher(s), parent(s), and the child. The contract will list the specific academic concerns and the types of remediation to be used to assist the child with his/her academic deficiencies. Examples of remedial assistance may include but shall not be limited to extra assistance from the teacher outside the normal classroom hours, a modified instructional program, placement in the district's tutorial program, assistance from a volunteer tutor, or summer school. If a parent does not conference with the teacher(s) about his/her child's academic deficiencies, the teacher(s) will begin the process of documentation.

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

#### **Notification of Retention/Appeal**

Parents will be notified by certified letter of a decision to retain a child. The letter will outline the parent's right to appeal the decision, a date by which the appeal should be requested, and the process that will be used to appeal the decision. The parents will be given ten days to appeal. A parent's request must be made in writing. If a parent fails to meet the timeline identified in the letter, the parent forfeits the right to appeal the decision.

### **Appendix K**

#### **Student Athlete Concussion Protocol**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association 1 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.

### **Appendix L**

#### **Student Extracurricular Activities Random Drug Testing**

While the Board encourages students to participate in interscholastic activities, it believes such participation is a privilege offered to eligible students on an equal opportunity basis, and not an absolute right. Through participation in interscholastic activities defined in this policy, students misusing legal or using illegal drugs or alcohol, pose a threat to their own health and safety, as well as to those who compete with them. Therefore, to be eligible to try out for, or to participate in these activities, each student and his or her parent(s)/guardian(s), must give consent to random drug and alcohol testing in order for the student 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 purpose of this policy is threefold:

- (1) to provide for the health and safety of students engaged in interscholastic activities
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and alcohol; and
- (3) to encourage students who use drugs and alcohol to participate in treatment programs.

This policy is non-punitive. It is designed to create a safe, drug and alcohol free environment, and to recommend professional help when needed. It is not intended to punish a student other than possibly barring such student from participation in interscholastic activities. Accordingly, the results of any drug or alcohol test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other purpose, other than when there has been a violation of the Illinois School Code.

The assigned administrator shall submit a report to the administration twice annually regarding the status of the testing program. These reports will be shared with the Board of Education.

Each student and his or her 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.

Students testing may be administered randomly during or after school, during practices, during off season workouts, or during extracurricular events.

If a test is "positive," the student will not participate in extracurricular activities until after a "follow-up" test is requested, and the results are reported by the lab as "negative" and the appropriate Athletic/Activity suspension has been served by the student. The assigned administrator or



designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up test is negative, the student will be allowed to resume extracurricular activities, provided they have completed their appropriate activity suspension.

The assigned administrator or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted pursuant to random testing this program other than when independent reasonable suspicion of drug and/or alcohol usage or abuse exists. This program does not affect the policies, practices, or rights of the District to search or test any student who, at the time, exhibits causes for reasonable suspicion of drug and/or alcohol possession or use.

### **Extracurricular Drug, Alcohol & Tobacco Testing Program**

#### **Testing Procedures**

The Compliance Officer, utilizing a randomizing computer program, shall select extracurricular participants for drug, alcohol and/or tobacco testing. Testing may occur on any day, Monday through Saturday. Names will be randomly selected from a pool of all extracurricular participants. Each student participant may be tested at any time during the calendar year. The district specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion of drug, alcohol or tobacco use is found to exist.

No student will be given advance notice or early warning of the testing.

If the randomly selected student is present at school, then leaves school, and the absence is unexcused, the student will be ineligible for participation in their extracurricular activities until the next testing date. They will automatically be tested on that date. If the absence is excused within 24 hours, the extracurricular participant will remain eligible for practice and competition but will be automatically tested on the next date.

Drug, alcohol and/or tobacco testing will be performed in the presence of two staff members by breath alcohol testing, urinalysis and/or saliva swab and or hair analysis testing. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis. Upon being selected for the saliva swab test, the student must swab the inside of his or her mouth in the presence of two staff members.

Two staff members will accompany the student to a private restroom, where he or she will produce an adequate urine specimen. If unable to produce a specimen, the student will be given up to 40 ounces of fluid. If unable to produce a specimen within 3 hours, the student will be taken to the Dean's/Assistant Principal's office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for testing procedure and he/she must be tested at the next testing date in order to regain eligibility.

All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. The heat strip on each specimen bottle indicates the validity of the urine specimen by temperature. If a specimen is invalid, the student must provide another specimen within 3 hours.

A student will be ineligible for all extracurricular activities for one calendar year if he or she tampers or cheats during the collection. If this is the student's second or subsequent infraction, they will be ineligible for extracurricular activities for the remainder of their District #66 eligibility. This will be reported to the parent(s)/guardian(s).

The student will return to class, or his/her activity when testing is concluded and is able to make up all work missed during that time.

Each specimen is given to the laboratory for testing.

#### **Chain of Custody**

1. The laboratory will provide training and certification to appropriate staff members. The setup of the collection environment, guarantee of specimens, and supervision of the chain-of-custody will be performed by designated District #66 personnel.
2. To maintain anonymity, the student will be assigned a number.
3. Designated District #66 personnel will escort the students to the collection site. No student is allowed to go to his or her locker. There will be minimal classroom interruptions. Students may be called before, during or after school, during practices, during off season workouts, or immediately preceding or following an extracurricular event.
4. Before a student's urine, hair or saliva is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.
5. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
6. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
7. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all outer layers of clothing, empty all pockets, and wash their hands in the presence of the supervisor. The supervisor reserves the right to search any student before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom stall. The student will have 2 minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
8. After it is sealed, the specimen will be transported to the testing laboratory utilizing the Chain of Custody. The testing laboratory will report results to the Compliance Officer or designated District #66 personnel.
9. The gender of the person obtaining the saliva specimen or breath alcohol test will not matter. The test can be performed in any location in the building that would allow for the student's confidentiality to be maintained.
10. In order to maintain confidentiality, the student's name will not be on the urine specimen or saliva swab container. Instead, the student's random I.D. # will appear on the container.

#### **Test Results**

1. Test results will be conveyed by the drug testing company to the Compliance Officer within a specified time from the laboratory.
2. The student who tests "positive" will be under an Extracurricular Activity Code violation, and will be notified by the school designee. The parent or guardian will then be notified of the student's positive test result. The appropriate Extracurricular Activity Code consequence will be administered.
3. The name of the student who tests positive will be turned over to the Guidance Counselor to begin the intervention process.

4. The Student Assistance Coordinator or designee will request the “follow-up” test after such an interval of time that the substance previously found would normally be eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume extracurricular activities, **after the student’s appropriate penalty has been served**. The student’s name would then be placed back into the random pool. If a “positive” result is obtained from the “follow-up” test, or any later test, it will be considered a subsequent violation.
5. The School District reserves the right to continue testing at any time during the remaining calendar year for any student who had a verified a “positive” test.
6. Information on a verified “positive” test result will be shared on a need-to-know basis in the following order:
  - a. Administration
  - b. Parent(s)/guardian(s),
  - c. Athletic Director
  - d. Dean/Assistant Principal
  - e. School nurse

The coach or activity sponsor will only know that an activity code violation occurred. The results of a “negative” test will be kept confidential.
7. The testing data will be kept on a computerized spread sheet, by student ID number, not name. The results of all tests will be kept confidential by the Compliance Officer on the school’s secured server. This data may be shared with the school district administration and the board of education.

#### **Financial Responsibility**

1. Under this policy, the School District will pay for all random drug tests. Once a student has a verified “positive” test result, all follow up tests will be paid for by the student’s parent(s)/guardian(s).
2. Professional counseling and subsequent treatment by non-school agencies is the financial responsibility of the student(s)/guardian(s).
3. Professional counseling and subsequent treatment by non-school agencies is the financial responsibility of the student’s parent(s)/guardian(s).

#### **Confidentiality**

Under this drug & alcohol testing program, no staff, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a court order or parent consent.

#### **Other Rules**

Apart from this drug and alcohol testing program, the Illinois High School Association as well as each activity’s coaching staff or sponsor may have their own team 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 requirements.

### **Appendix M**

#### **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.

### **Appendix N**

#### **TRUANCY**

##### **6-20-1: DEFINITIONS:**

The following definitions shall apply to this chapter:

**MINOR:** Any unemancipated person under eighteen (18) years of age.

**PARENT:** A mother, father or legal guardian of a minor who has responsibility for the health, welfare, care, maintenance and/or supervision of a minor.

**RELIGION:** Includes all aspects of religious observance and practice, as well as belief.

**TRUANT:** A minor under the age of eighteen (18) enrolled in a public, private or parochial school within the corporate limits of the city and who is absent without valid cause from such attendance for a school day or portion thereof. (Ord. 2033, 5-18-2011)

##### **6-20-2: PROHIBITION:**

It shall be unlawful for any minor under the age of eighteen (18) enrolled in public, private or parochial school within the corporate limits of the city to be absent without valid cause from attendance for a school day or portion thereof. Any person who shall so absent himself or herself shall be guilty of the offense of truancy. (Ord. 2033, 5-18-2011)

### 6-20-3: VALID CAUSE:

It is a valid cause to be absent for a school day or portion thereof due to:

(A) Parental permission;

(B) Engaged in approved school related activities;

(C) Illness;

(D) Observation of a religious holiday;

(E) Death in the immediate family;

(F) Family emergency;

(G) And such other situations beyond the control of the student, as determined by the board of education. (Ord. 2033, 5-18-2011)

### 6-20-4: FALSE EXCUSE PROHIBITED:

It shall be an offense under this chapter for any person to knowingly submit to the proper school authorities a valid cause for absence under section 6-20-3 of this chapter that contains false information, including falsifying a signature. A person convicted of an offense under this section shall be subject to the penalty outlined in section 6-20-5 of this chapter. (Ord. 2033, 5-18-2011)

### 6-20-5: NOTICE, PENALTY AND PAYMENT OF FINES:

(A) Notice:

1. Pursuant to 65 Illinois Compiled Statutes 5/11-5-9, a school may disclose student's attendance records to the Canton police department for the enforcement of this chapter. The Canton police department will not disclose the attendance information to any other individual or entity, without prior written consent of the parent or guardian except as necessary to enforce this chapter or as provided under state law. A school will not transmit attendance records that pertain to a student's attendance on or after the date the student's parent gives the school notice that the parent is withdrawing the student from the school.

2. The police department will issue a written notice to the truant or the truant's parent via hand delivery or via regular mail to the last address on file with the school only upon receipt of a truant's attendance record.

3. If the violator fails to appear at the Canton police department to pay the requisite fine within ten (10) days from the date the notice was delivered or mailed, a citation will be issued to the violator.

(B) Penalty:

1. Any person guilty of a violation of this chapter, shall be fined a penalty of no less than fifty dollars (\$50.00) for the first violation in one school year.

2. Any person guilty of a violation of this chapter, shall be fined a penalty of no less than seventy five dollars (\$75.00) for the second violation in one school year.

3. Any person guilty of a violation of this chapter, shall be fined a penalty of no less than one hundred dollars (\$100.00) for the third and any subsequent violations in one school year.

(C) Community Service: Community service work may be sentenced in addition to, or as an alternative to, any fines issued. Where a violator fails to perform the community service, the term of community service may be increased or may be converted to a fine.

(D) Separate Offenses: Each day or portion for each day that a person is truant shall constitute a separate offense. (Ord. 2033, 5-18-2011)

## Appendix O

### 1 to 1 Information

Ingersoll Middle School is a 1 to 1 school. Throughout the day, each student has access to a Chromebook to help support their classroom experience. To help develop 21<sup>st</sup> century skills, students in 6<sup>th</sup> – 8<sup>th</sup> grades are able to take home devices once permission has been granted. Please refer to the training packet or website for more information about the procedures and policies concerning the use of the Chromebooks.

Damage or loss of device will be charged at the below rates at the discretion of CUSD administrators. All rates include parts and necessary installation/setup by the CUSD Tech Department.

|                                 |             |
|---------------------------------|-------------|
| Screen:                         | \$40        |
| Touch screen:                   | \$90        |
| Keyboard:                       | \$50        |
| Palmrest with touchpad (mouse)  | \$70        |
| Bezel (Area around the screen): | \$20 - \$40 |
| Charger:                        | \$50        |
| Full Chromebook replacement:    | \$290       |

DATE: May 21, 2020  
TO: Parents and Staff  
RE: ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE  
FROM: Rolf Sivertsen, Superintendent

This letter is to inform you of the status of Canton Union School District asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials.

As required. Our buildings were initially inspected for asbestos. Our inspection was conducted on October 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months and re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for the public review in the Administration Office. Should you wish to review the plans please call to make an appointment between business hours  
8:00AM-5:00PM.

Any concerns relative to asbestos containing materials should be directed to Tim Morland, LEA Designated Person at 527 Colleen Street, PO Box 147, Woodhull, Illinois 61490. His contact number is (309) 334-8466.

Sincerely,  
Rolf Sivertsen, Superintendent