

RICHLAND COUNTY MIDDLE SCHOOL
STUDENT HANDBOOK
2018 - 2019 SCHOOL YEAR



Home of the Cubs
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Richland County Middle School Compact

The **MISSION** of Richland County Middle School is to **STRETCH** the mind, **STRENGTHEN** the body, and **SHOW** the spirit.

As a STUDENT at RCMS I will strive to uphold the MISSION by:	As a TEACHER at RCMS I will strive to uphold the MISSION by:	As a PARENT of an RCMS student I will strive to uphold the MISSION by:
challenging myself to excel.	challenging my students with rigorous and relevant curriculum.	challenging my child to do his/her best.
making safe and healthy choices.	teaching safe and healthy choices.	modeling safe and healthy choices.
taking pride in my school.	supporting my students' efforts.	taking pride in my child's accomplishments.

The **VISION** of Richland County Middle School is to be a place where students are empowered to **LEARN, GROW,** and **UNITE** for the purpose of becoming tomorrow's leaders.

As a STUDENT at RCMS I will strive to uphold the VISION by:	As a TEACHER at RCMS I will strive to uphold the VISION by:	As a PARENT of an RCMS student I will strive to uphold the VISION by:
doing my best work, always.	engaging my students within a safe learning environment.	ensuring that education is a priority in our home.
taking responsibility for myself and my actions.	providing timely feedback to students.	monitoring my child's progress.
contributing positively to my school, community, and world.	encouraging each student to embrace his/her role as a citizen.	encouraging my child to contribute positively to their school, community, and world.

SECTION 1 - ACADEMICS

Promotions/Retention - Middle School

- I. **Promotion Criteria:** Students at Richland County Middle School must meet the following criteria for promotion.
 - A. All classes will be treated equally towards promotion (academics, physical education, and nine-week rotation classes).
 - B. Students will be promoted to the next grade level if they earn the specified credits:
 1. Students must earn 15 out of a possible 20 credits.
 2. Special education students are required to meet IEP requirements.
 3. Eighth grade students must pass U.S. and Illinois Constitution test and flag test.
 4. Eighth grade students must meet the RCMS exit criteria (Listed in Student Handbook).
- II. **Retention**
 - A. A committee of teachers and administrators will form each year and review all possible retentions.
 - B. Students who do not meet promotion criteria will have the following options considered:
 1. The student will be retained and repeat the grade level again.
 2. The student may attend summer school if this option is offered.
 3. The student may take a correspondence course(s) at the parent's expense. The correspondence course must be approved by administration. One correspondence course successfully completed will eliminate one failing grade. The course must be from a subject for which a passing grade was not earned.
 4. An eighth grade student may be promoted on to high school after the first semester if he/she successfully completes the semester. This is only on administrative approval.

ADOPTED: March 20, 2003

EXIT CRITERIA

Exiting Criteria for Richland County Middle School Students

In order to be promoted to high school a student must participate in annual state testing. .

Sixth Grade

All students will be given the PARCC assessment. Students not scoring at the "meets" level in ela/literacy and math will be identified and remedial assistance will be provided.

Seventh Grade

All Students will be given the PARCC assessment. Those students currently under remediation who score at the "meets" level in ela/literacy and math will have met the exit criteria. Those remedial students not scoring at "meets" level in ela/literacy and math will receive continued remedial services in eighth grade.

Eighth Grade

All students will be given the PARCC assessment. Students scoring at the "meets" level on the ela/literac and math will have met exit criteria. Students failing to attain the levels indicated above have not met exit criteria. Students failing to meet the exit criteria may be considered for promotion if coursework, cooperation and completion of remedial courses, and/or summer school work show that the student has made a genuine effort to comply.

REPORT CARDS and PROGRESS REPORTS

Report Cards and Progress Reports will no longer be mailed or sent home with students. Parents will be notified of specific dates that official mid-term and quarter grades will be posted online. Any parent that would like a copy of a report card or progress report mailed home may request this from the office.

PARENT CONFERENCES

Conferences are an important part of the school program. Conferences are to be arranged in advance at the request of parents by telephone or a note to the teacher. The teacher will also request a conference when he/she notices the need.

HOMEWORK

Although supervised study time is provided during the school day, it is frequently necessary for a student to do a small amount of study at home. We do not feel that excessive homework is desirable, but a short period of study under the right conditions need not be harmful or undesirable. Parents can assist their children by providing a quiet place free from interruptions. Please assist your child by showing an interest in his/her work and helping him/her reason out the problems at hand.

If your child is absent, you may call the school prior to 10:00 A.M. and request homework. Otherwise, the student will have as many days he/she was absent to make up work he/she missed. It is the responsibility of the student to determine with the teacher a due date for each assignment missed.

SKYWARD

For updates on student grades, homework, tests, payments/fees, discipline, attendance, etc. parents and students can log in to Skyward Family Access. Each person must have a user account that will give them access to their information only. If you do not have a Skyward account, please call the middle school and ask for one. Then go to rcms.rccu1.net and click on Skyward Family Access.

REQUESTS FOR BOOKS AND ASSIGNMENTS

The school will provide books and assignments for students who are absent. Requests should be made prior to 10:00 A.M. and will be ready for pick up at 3:15 P.M.

If a student knows he or she will be absent, all attempts should be made to take books and assignments home on his or her last day of attendance.

MAKE-UP WORK

All work and tests during excused or authorized absences may be made up. Students will have days equivalent to the number of days absent to turn in all make-up work unless the absence has been prearranged. See "Attendance Information" for more details on prearranged absences. If absences are at the end of a grading period and the student is entitled to more days for make-up work than are left before the report cards are sent out, the report card will be marked with an "I" for incomplete.

HONOR ROLL

The *Richland County Middle School* will publish at the end of each nine weeks grading period the Honor Roll and the High Honor Roll. Honor Roll students must achieve a 3.5 overall grade point average using a 4 point scale. (A = 4) High Honor Roll students must receive nine weeks grades of all "A's" or all "A's" with one "B". Honorable mention students must achieve a 3.0 overall grade point average.

RESPONSE TO INTERVENTION (RTI)

Richland County Middle School is committed to the success of all students. In order to ensure this, a system of interventions is in place for struggling students. These interventions are designed to help students with academic and behavioral difficulties.

In order to identify these students, the RCMS Problem Solving Team made up of teachers, aides, a counselor, and an administrator will use items such as classroom grades, ISAT scores, Think Link test scores, and behavior reports. Possible interventions for students identified as below standards may include the following:

- Enrollment in a research based program during X-Block
- Homework help and a research based program in place of an elective course for a 9-week term
- Required after school time
- Various research based in-class interventions
- Others as determined by the PST

Students given these interventions will be monitored frequently to determine their progress. Adequate progress will subsequently result in the removal of the intervention, whereas a lack of progress will result in a more intensive intervention being given to the student.

TEXTBOOKS and iPADS

Students are provided textbooks and an iPad mobile device on a rental basis. They are to be used, but not abused. The student must pay for rented property that is damaged in any way. Also, if a book or iPad is lost, the student must pay for its replacement.

More information on the iPad program can be found on the RCMS website rcms.rccu1.net.

IMC RULES

1. Library Checkout
 - a. Two print books, plus one DVD may be checked out OR one print book plus one eBook OR one audiobook and its companion book. In addition, one e-book may be checked out on a student's school issued mobile device.
 - b. Print books and audio books may be checked out for **two** weeks; eBooks for **THREE** weeks; DVD's for two nights only.
 - c. Print books may be renewed online unless another student has reserved the item. Audiobooks may not be renewed.
 - d. Magazines and reference books may not be checked out.
2. Overdue and Lost Books (eBooks are checked in automatically)
 - a. Students have a seven day grace period to return overdue books. A fine of five cents per day will be charged if books are returned after this grace period.
 - b. Additional items may not be checked out until overdue materials are returned.
 - c. If library materials are lost, the cost of replacing them will be charged to the student. No additional materials may be checked out until payment is made to the library.

INTERNET RULES

Students are required to read and sign the following Acceptable Use Policy when entering Richland County Middle School. This policy is good for the duration of each student's time at ERMS, but will be reviewed each year.

TECHNOLOGY ACCEPTABLE USE POLICY

Please Read

Please read this document carefully before signing. The signatures at the end of this document are legally binding and indicate that you have read this *Technology Acceptable Use Policy (TAUP)* and understand its significance. The failure of any user to follow the terms of the TAUP may result in the loss of privileges, disciplinary action, and/or appropriate legal action. All faculty and staff, and each student and his or her parent(s)/guardian(s) must sign the TAUP before being allowed to utilize the school's technology resources. The TAUP need only be submitted once while enrolled at East Richland School District No. 1.

It's a Guide to Acceptable Technology Usage

The TAUP is intended to be a usable guide to the proper use of technology in the district. It is not intended, nor can it be, a comprehensive guide. However, some specific examples are provided to illustrate acceptable use. In summary, students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law.

All District, Personal, Current and Future Technology Services and Equipment in the School

The TAUP will apply to both school equipment and personal technology equipment used in or on school property. This will include computers, notebook computers, personal data assistants (PDA), USB devices such as flash drives or external hard drives, memory cards, digital cameras, cellular telephones, cell cameras, MP3 players, and any wireless access devices. Any new technologies not mentioned by name in this document will also be covered by these policies.

Purpose

Richland County Community Unit School District #1 supports the acceptable and beneficial use of technology, the Internet and other computer networks in the district's instructional program in order to facilitate teaching and learning consistent with the curriculum adopted by the board. In these contexts, the board recognizes the pedagogical benefits associated with technology applications related to interpersonal communications, access to information, research, collaboration, and the need to address varied instructional methods, learning styles, abilities, and developmental levels of students.

General Concepts

1. Students and staff are to treat all equipment with care and are to report instances of abuse or misuse as soon as the user becomes aware of the issue.
2. The school's equipment, computer network and access to the Internet are the property of the School District, and utilization of these resources is a privilege, not a right.
3. In furtherance of the purposes outlined, the district reserves the right to implement appropriate action that includes, but is not limited to, the following:
 - a. Limitation or cancellation of these privileges
 - b. Disciplinary action and/or legal action
 - c. Routine inspection of the contents of any transmissions that utilize these resources within current legal parameters
 - d. Log network use and to monitor fileserver space utilization by district users.
 - e. Other restrictions or sanctions as necessary
4. The Building Principal, and/or his/her designee will make all decisions regarding whether or not a student user has violated the TAUP and may deny, revoke, or suspend access at any time.
5. The Superintendent and/or his/her designee will make all decisions regarding whether or not a staff member has violated the TAUP and may deny, revoke, or suspend access at any time.
6. The district shall not be responsible for any information that may be lost, damaged or unavailable when using technology resources or for any information that is retrieved via the Internet.
7. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Privacy and Access Guidelines

1. Network accounts will be used only by the authorized owner of the account for its authorized purpose.
2. Unless otherwise noted, all communications and information that are accessible via technology resources should be assumed to be private property of the district and shall not be disclosed to anyone without the written permission of the district or in accordance with current state and federal law.
3. Network users shall respect the privacy of other users on the system.

No Expectation of Privacy with Respect to School email or Technology Resource Usage

1. Electronic mail (e-mail) that is processed via the school's technology resources is not private. The district technology staff has access to all e-mail, and they are authorized to periodically monitor Internet and school email usage.
2. Teachers, students and staff possess no expectation of privacy with respect to their email or internet usage processed through the school network.
3. In addition to previously mentioned access, the district reserves the right to search otherwise private electronic records in those instances when they have reasonable suspicion that a violation of the law or school rules has occurred or where the safety of the school community is in question consistent with current legal precedents.

Expected Behaviors--Responsible Technology Use

1. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of technology etiquette, and federal and State law.
2. The school community will help students to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
3. Any person who has knowledge of technology abuse or misuse has a responsibility to report it to the appropriate school personnel.
4. Any technology user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.
5. Technology users should never reveal personal addresses, telephone numbers or other identifying information to people they do not know.

Examples of Prohibited Behaviors

This TAUP prohibits the use of technology resources:

1. To facilitate activities that are illegal or contrary to school rules or policies.
2. For commercial or for-profit purposes.
3. For non-work or non-school related work.
4. For product advertisement or political lobbying.
5. For searching for, accessing, submitting, posting, publishing, downloading or displaying inappropriate materials by means of the Internet and/or e-mail, blogs, web pages and social sites. This would include discriminatory remarks, and offensive or inflammatory communication including inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. In addition, users may not search for, access, submit, post, publish download or display information by means of the Internet and/or email containing any of the following topics (unless the topic is an appropriate research assignment authorized by or conducted by a teacher):

Alcohol Libelous or Slanderous material

Bomb making Militants and/or Extremist Students or Groups

Deviant social behavior Pornography and/or Sexually Oriented material

Gambling Profanity

Gangs Racism

Human or animal mutilation Satanic Themes and/or Cults

Illegal activity Violence or Weapons

Illegal drugs

6. To transmit material likely to be offensive or objectionable to recipients.
7. For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To intentionally obtain or modify files, passwords, and data belonging to other users.
9. To impersonate or represent another user. This includes the use of pseudonyms.
10. To load or use unauthorized games, programs, files, or other media.
11. To disrupt the work of other users.
12. To destroy, modify or abuse hardware and software.
13. To quote personal communications in a public forum without the original author's prior consent.
14. To waste resources, such as disk space or printer supplies.
15. To gain unauthorized access to resources or entities.
16. To use technology resources while access privileges are suspended or revoked.
17. To attempt to bypass technology resource security, filters, and firewalls including the use of a proxy server.
18. Failing to exit the Internet, shut down, or log off a computer after being instructed to do so by school personnel.
19. To harass or stalk another person by means of the Internet or email.
20. Transmitting personal information to an Internet "stranger."
21. Posting or transmitting anonymous messages.
22. To post or transmit material created by another person without authorization.
23. Making an explicit threat on an Internet website against a school employee, a student, or any school related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

This is not all-inclusive. Any other misuse of the Internet or the district's electronic network system or other electronic mediums, deemed inappropriate by school personnel, may result in disciplinary action and/or appropriate legal action.

Password Security

The system's security is protected through the use of passwords and monitoring software. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. In addition, the district employs security and monitoring software to track network usage, troubleshoot problems, monitor appropriate use of technology, and restrict Internet access when needed. In addition to these efforts, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to technology resources.
4. Any user who identifies a security issue on the Internet or Network must notify the Building Principal or System Administrator immediately. Users may not demonstrate the problem to other users.
5. Attempts to log on to technology resources as a system administrator will result in cancellation of user privileges.

Possible Consequences for Inappropriate Use

1. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of technology resources; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules and policies for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
4. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.
5. In the event that any user vandalizes any district computer hardware or software, he/she or the legal parent/guardian, if the user is a minor, will be responsible to pay all repair and/or replacement costs. By signing this agreement, the user and/or parent/guardian expressly agrees to be responsible for payment of costs incurred.
6. Any user, who damages, destroys, or copies another person's data will be referred for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student's data will be treated as cheating.
7. Any user who tampers with or attempts to gain access to computer data to which he/she has no security authorization is in violation of district policy. It will be considered equivalent to tampering with a teacher's written records or attempted to gain access to confidential student information.
8. Any student who loses his/her computer use privileges due to a violation of this policy will have their academic program modified in order to accommodate their restricted technology usage.
9. The user expressly 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 TAUP.

Student Acknowledgement

(Required for Students in Grades 3-12)

I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy*. I further understand that should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken. I understand that access to technology is 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 fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources.

Student Printed Name Student Signature

Date:

Parents

I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy*. I have discussed the terms of the agreement with my son/daughter. I understand that access to technology is for educational purposes, and that the District has taken all reasonable precautions to block access to inappropriate materials from school websites. However, I also recognize it is impossible for the District to fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources. I further accept full responsibility for the supervision of my child's technology use outside the school setting. I have discussed the terms of this *Technology Acceptable Use Policy* with my child, and I hereby request that my child be allowed access to the district's technology resources.

Parent Printed Name Parent/Guardian Printed Name

Parent/Guardian Signature

Date:

SECTION 2 - DISCIPLINE

STUDENT CONDUCT

The staff at the *Richland County Middle School* firmly supports the idea that school should be “a good place to be” for everyone— students, teachers, administrators, and parents. It is everyone’s responsibility to maintain “this good place.”

It is with this thought in mind that Richland County Public Schools proceed with their plan for safe schools and an orderly process of education. It is a commitment that requires everyone — members of the *Board of Education*, school district personnel and teachers, parents and students — to assume their share of responsibility toward the attainment of this goal. To do otherwise would be a great disservice to the young people living within the Richland County School District..

GENERAL GUIDELINES FOR DISCIPLINE

Richland County Public School students are prohibited from engaging in behavior that will endanger—or threaten to endanger — the safety of others, that will damage property, that is illegal, or will impede the orderly conduct of the school program.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parent and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student’s previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary procedures will be administered through the use of the teachers’ behavior management plan and the level system. Disciplinary responses under the level system may include, but are not limited to the following:

- Assigning Points
- Withholding privileges (Dances, games, field trips, other privilege decided by administration)
- Detention (morning, noon, and after school)
- Parental contact
- Temporary removal from class
- Behavior contract
- Alternative Program
- Referral to Administration
- Alternative Education Room
- Out-of-School Suspension
- Expulsion

RCMS LEVEL SYSTEM

The Level System of discipline explained below was designed by a concerned group of educators with the goal of making the discipline at RCMS as fair and consistent as possible. The Level System takes its roots from the Points System used for a number of years at RCMS. The idea was to take the positive aspects of the Point System and place them within a system that will create a more consistent and less punitive approach to discipline.

In the Level System the actions of a student can be placed in one of three levels of severity. Should a student commit an act that falls within Level I, the classroom teacher according to their classroom management plan would reprimand them. Should a student commit an act that falls within Levels II or III, they would be sent to the administration. The only time a student would be assigned discipline points is when they are referred to the administration. Each student will therefore have only one points list accumulating each quarter as opposed to one in each class. The consequences for accumulating too many discipline points will be as follows:

- 12 points - Possible loss of privilege
- 15 points - Lose reward for quarter
- 18 points - Detention (Possible loss of a privilege(s) decided by administration - No dances, extra-curricular activities, etc.)
- Possible loss of privilege every three points assigned
- 30 points - 2-3 Days After School Detention and/or ISS
- 40 points - 1-3 Days of ISS
- 50 points - 4 - 6 Days of ISS
- 60 points - Administrative decision with possible referral to TAOEP or referral to board for expulsion. (Not based on accumulation of points)

Possible consequences for a Level 2 or 3 act:

- Parental Contact
- Morning Detention
- Lunch Detention
- Loss of a privilege
- After School Detention
- Alternative Education Room (AER) - 1/2 or Full Day (ISS)
- Out of School Suspension (OSS) (Safety or disruption or denial of educational process)
- Expulsion (Not based on accumulation of points)

Student misbehavior will be broken down into the three levels as follows:

Level I

- Does not keep hands and feet to self
- Touching or bothering possessions of others
- Throwing objects
- Distracting noises
- Tardies
- Inappropriate language/gestures
- Not prepared for class
- Off task
- Academic dishonesty

Level II - 1-10 discipline points assigned

- Repeated violation of Level I
- 3 or more tardies
- Foul/obscene language/gestures
- Minor vandalism
- Skipped detention
- Disrespect/insubordination
- Inappropriate Physical Contact

Level III – 10 or more discipline points assigned

- Fighting
- Truancy
- Tobacco
- Dangerous Objects
- Major vandalism/property destruction
- Stealing
- Gross disrespect/insubordination
- Threats/bullying

The level system is a guideline for administration. Other appropriate discipline may be assigned when necessary. For example, students may also lose their quarter reward, field trip, privileges, and other off campus activities by administrative decision.

ACADEMIC DISHONESTY

Richland County Middle School students are expected to assure the originality of their academic work. Examples of academic dishonesty include but are not limited to cheating, fabrication, plagiarism, or bribing or threatening another student to do his/her work. Any student found guilty of academic dishonesty will receive a grade of zero (0) on that assignment, quiz, exam, paper, project, etc. The teacher will contact the parent/guardian and make them aware of the situation. Students may also be subject to disciplinary action, which may include, but is not limited to:

- A. Disciplinary consequences as outlined in the teacher's Classroom Management Plan.
- B. Referral to the middle school administration for disciplinary action

AGGRESSIVE BEHAVIOR

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted.

Aggressive behavior is defined as:

Any behavior that may cause physical or emotional harm to someone else and/or urging other student to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

- Physical (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, etc.)
- Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including but not limited to:

1. On 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 any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or and educational function.

Students who are the victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building Administrator.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted. In addition, if administration deems that an imminent threat has been made by a student, an assessment at parent/guardian's expense by an agency outside of the school may be required before the student returns to school.

PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of school.

For purposes of this policy, the term bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance, or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct. The school's complaint managers consist of members of administration and the school counselor. If necessary, these managers can be reached through the school (618) 395 - 4372 or via school e-mail.

A student who is being bullied is encouraged to immediately report it orally or in writing to the School Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the School Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct. The school's complaint managers consist of members of administration and the school counselor. If necessary, these managers can be reached through the school (618) 395 - 4372 or via school e-mail.

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

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

FIGHTING DISCIPLINARY PROCEDURES

A. First Offense

School administrators will consider the seriousness of each act and follow appropriate due process procedures before determining proper punishment. For each offense school administration will follow the guidelines listed below.

1. Student(s) will be removed from classroom and may be suspended from school.
2. Student(s) must complete all classroom work missed during this isolation period. It is the responsibility of the student to determine with the teacher a due date for each assignment missed.
3. Student(s) will not be allowed back in school until parent(s)/guardians have spoken with school authorities to discuss this situation.

B. Second Offense

1. Student(s) may be suspended at principal's discretion.
2. Student(s) must complete work missed during suspension period. It is the responsibility of the student to determine with the teacher a due date for each assignment missed.
3. Upon returning to school a student's parent(s)/guardians may be asked to attend a conference involving the school counselor, teachers and school administration.

4. Parent(s)/guardian, student(s) and administration may be required to attend an unofficial adjudication hearing arranged by the State's Attorney office.
5. Parents will be notified in the letter of suspension that another involvement in a fight by their son/daughter may result in ten (10) days of school suspension and a recommendation may be made to the School Board that their son/daughter be expelled from school for the remainder of the school year.

C. Third Offense

Student(s) may be suspended for ten (10) days. A recommendation may be made to the school board that this student be expelled from school for the remainder of the school year.

THREATS

Threats will not be tolerated in the Richland County School District. Any student found guilty of making bodily harm or property damage threats will receive appropriate discipline. The local law enforcement agencies may be contacted if the situation warrants this.

WEAPONS

A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school may be expelled for a period of not less than one year, except that the expulsion period may be modified by the *board* on a case-by-case basis. **The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.** For the purpose of this Section, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, 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, or billy clubs, or (3) "look alikes" of any weapon as defined in this Section. Expulsion or suspension shall be construed in a manner consistent with the Federal Individual with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for transfer to an alternative school program in accordance with *Article 13A* of the *School Code*. The provisions of the *subsection (d)* apply in all school districts, including special charter districts and districts organized under *Article 34*.

TOBACCO AND SMOKING

The *Board of Education* and the Administration would like to discourage students from the use or possession of tobacco products because of the apparent hazardous effect upon the health of the individual. To eliminate the element of danger, student use or possession of tobacco products is prohibited on the Middle School campus, and private property adjacent to school premises. This includes possession or use of electronic cigarettes or e-cigarettes.

Richland County Middle School will also enforce the *City of Olney Ordinance No. 97-12* regarding use and/or possession of tobacco products. The section states:

Section 132.05 Use or Possession by Minors of Cigarettes or Tobacco Products

No minor under the age of eighteen (18) years shall use or knowingly possess cigarettes or other tobacco products in any form at any time within the city limits of the City of Olney.

Section 132.06 Penalty

Any person who violates this Ordinance shall, upon conviction, be fined not less than \$ 50.00 nor more than \$ 500.00

Students in violation of the City Ordinance will be turned over to the Olney Police Department for prosecution. Students in violation of our school rules will be subject to the Middle School discipline policy.

DRUGS/ALCOHOL

The use of prohibited drugs, alcohol, or intoxicating substances at school will not be permitted. Likewise, any student using these substances prior to school or any school sponsored activity and then attending will be subject to the same discipline.

Students using or possessing drugs or alcohol may be subject to the following:

1st offense —Suspension - Length /type to be determined by administration on basis of the details - Previous interventions, use/possession/distribution are all considered with possible drug/alcohol abuse counseling, at the expense of the parent. Offense could be taken to school board with a possible alternative placement.

Students could be required to complete a minimum of ten (10) hours of individualized counseling with a counselor of the parents' choice.

2nd offense — Suspension (Similar to 1st offense) with a possible referral to the *Board of Education* for possible expulsion or alternative placement..

The sale or distribution of drugs could result in an automatic ten-day suspension and referral to the *Board of Education* for possible expulsion.

Students are not exempt from Federal, State or Local Laws. Therefore, consistent with existing laws governing the sale or delivery, possession or use of prohibited drugs (alcohol, marijuana, etc.), "look-alikes", prescription drugs, inhalants, anabolic steroids, or drug paraphernalia, any student suspected of being in violation of these laws will be immediately reported to the appropriate law enforcement official for possible investigation and action.

A. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).

B. "Look alike drugs" are a substance not containing an illegal drug or controlled substance, but one that a student believes to be, or represents to be, an illegal drug or controlled substance.

C. Any prescription drug or over-the-counter medication when not prescribed for the student by a licensed prescriber or when used in a manner inconsistent with the prescription, the licensed prescriber's instructions, or the printed directions on the medication.

D. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system: or (b) about which the student engaged in behavior that would

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

E. Any anabolic steroid not administered under a physician's care and supervision.

F. Drug paraphernalia, including devices that are or can be used to : a) ingest, inhale, or inject cannabis or controlled substances into the body, and b) grow, process, store, or conceal cannabis or controlled substances.

G. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

GANG ACTIVITIES

Public school fraternities, sororities, secret societies and gangs are prohibited. For purposes of this policy, a public school fraternity, sorority, secret society or gang means any organization composed wholly or in part of public school pupils which seeks to advance itself by taking in additional members from the pupils enrolled on the basis of the decision of its membership, rather than the free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization.

Any public school fraternity, sorority, secret society or gang is detrimental to the best interests of Richland County Middle School.

It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join or to solicit any student to join, promise to join or become a member of a public school fraternity, sorority, secret society or gang.

Gross disobedience or misconduct shall include wearing or displaying at school, or any school-related activity, clothing, badges, adornment, or other insignia (including physical gestures) intended to display membership or solicitation of membership in any public school fraternity, sorority, secret society or gang.

SEXUAL HARASSMENT AND TEEN DATING VIOLENCE

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

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

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

TEEN DATING VIOLENCE PROHIBITED

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

MAKING A COMPLAINT; ENFORCEMENT

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

The school's nondiscrimination coordinator and complaint managers consist of members of administration and the school counselor. If necessary, these managers can be reached through the school (618) 395 - 4372 or via school e-mail.

PUBLIC DISPLAY OF AFFECTION

Socializing in the Middle School does not include intimate expressions of physical attraction. The following are considered inappropriate: kissing, hugging, holding hands, and any unnecessary physical contact.

BUS RULES AND REGULATIONS

Be respectful of the bus driver and others

- Listen and follow the directions of the driver
- Keep hands, feet, and belongings to yourself
- Speak quietly with appropriate language and gestures
- Get bus driver's permission to eat, chew gum, or drink on the bus.
- Using tobacco, alcohol, drugs or having weapons is prohibited.

Be respectful of the bus

- Take care of the bus by not writing on or causing damage to seats or walls.
- Keep the bus neat and clean by throwing away all trash as you exit the bus

Be responsible and safe on the bus and at the bus stop

Bus Stop

- Be on time at your bus stop.
- Wait for the bus by standing back away from the curb or road edge.
- Keep hands, feet, and belongings to yourself.
- Exit the bus at your designated stop and continue walking away from the bus. Be sure to never crawl, reach under, or return to the bus after exiting.

Bus Ride

- Report unsafe actions or bullying to the bus driver or an appropriate adult.
- Sit in your seat facing forward. Sit back to back and seat to seat. Sitting on the floor or crawling under seats is a safety concern.
- Stay seated until the bus comes to a complete stop before standing.
- Remain quiet at all railroad crossings.
- Put window at or above the designated line.
- Keep head, hands, and feet inside the bus window at all times.
- Place cell phones on silent and using other electronic devices is ok as long as they do not cause a disturbance.
- Carry no animals and no glass containers on the bus.

VIOLATION OF BUS RULES

The school bus driver has the responsibility for supervising and controlling students on the route. If the driver is unable to control students through his/her efforts, then a School Bus Incident Report is to be filled out by the driver. On the same day, if possible, or as soon as practical, this report is to be taken by the bus driver to the building administrator for disciplinary action. The building principal will take appropriate disciplinary action. The following procedure will apply to incident reports involving "gross misconduct or a serious safety hazard to other students."

First Incident Report

The administrator will notify parent/guardian of violation(s). If the first incident report is of a severe nature, the administrator may suspend the student from the bus for a period of time not to exceed ten (10) school days. Suspension shall be reported to the parent/guardian of such pupil with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. The building principal may require a meeting with the parent/guardian and bus driver.

Second Incident Report

The administrator may suspend the student from the bus for a period of time not to exceed ten (10) school days or until a meeting has occurred with parent/guardian and bus driver. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. The building principal may require a meeting with the parent/guardian and bus driver.

Third Incident Report

The administrator may suspend the student for the remainder of the school year. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent.

Nothing in this section shall prohibit the building principal from taking further disciplinary action in accordance with student handbook.

The building administrator will handle incident reports not involving "gross misconduct or a serious safety hazard to other students". The administrator will discipline the student in accordance with the Middle School discipline policy point system. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit.

ALTERNATIVE EDUCATION ROOM

The Alternative Education Room (AER) is a classroom in which a qualified staff member provides the opportunity for student(s) to learn. Students may be assigned from one hour to a full day or days because of inappropriate behavior.

AER will rarely, if ever, be offered as an alternative to OSS for acts of excessive violence, drug/alcohol incidents, other criminal behaviors, or incidents of gross misconduct.

AER is designed to keep students in their instructional setting as opposed to SS and OSS, and yet impose a negative consequence to violators of school property. The following guidelines will be observed:

1. Students will report to the office at 8:05 on the day assigned. AER will end at 3:05. Teachers will send work to be completed in AER.
2. **Remain busy at all times**, even if all homework is completed. If you have nothing to do, the AER supervisor will assign additional work.
3. All work will be returned to the AER supervisor as it is completed. **All assigned work must be fully completed and handed in by the end of the day.** Please print the teacher's name at the top of each page.
4. Students are to be **QUIET AT ALL TIMES** and remain seated at their desks. Raise your hand if you need help with homework or wish to use the restroom.
5. Since AER is an alternative to SS and OSS, **students will respect all other individuals in the AER by following all rules and demonstrating appropriate behavior.**

A STUDENT WHO IS TARDY, DISRUPTIVE, UNPREPARED, OR FAILS TO MAKE SATISFACTORY PROGRESS TOWARD COMPLETION OF ASSIGNMENTS MAY BE ASSIGNED THE NEXT LEVEL OF DISCIPLINE ACCORDING TO THE LEVEL SYSTEM.

The administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the administration will impose discipline in a progressive manner using the level system described. The level system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct.

While the level system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct level system.

SUSPENSION/EXPULSION

Any student who is suspended or expelled is not allowed on school grounds or at school activities for the duration of their suspension/expulsion.

- Short Term Suspension (1 to 3 days)
 - Can be used if there is a threat to school safety or a disruption to other students' learning opportunities.

**School officials shall determine the meaning of threat to school safety and disruption to other students' learning opportunities on a case by case basis. School officials must document in the suspension decision whether other interventions were attempted or whether it was determined that there were no appropriate and available interventions.

- Long term suspension (4 to 10 days), Expulsions and Removals to Alternative Schools
 - May be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and student's continuing presence in school would either:
 - 1) Pose a threat to the safety of other students, staff or the school community, or
 - 2) Substantially disrupts, impedes, or interferes with the operation of the school.

** On a case by case basis, school officials shall determine: 1) the availability and use of interventions; and 2) the meaning of threat or disruption. School officials must document in writing whether interventions were attempted or whether there were no appropriate and available interventions. Students who are suspended (out of school) longer than 4 school days must be provided with appropriate and available support services, as determined by school officials. Support services or the fact that services were not appropriate or available shall be documented in writing.

** Students suspended from school and/or school bus shall have a reasonable opportunity to make up work for equivalent academic credit.

DUE PROCESS

1. Right to Representation

A grievant(s) may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate. Issues of ordinary school operation should however, be resolved as informally as possible.

2. Right to Present Witnesses and Evidence

Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. Time Limits

All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. Right to Information

Unless state laws and right to privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. Privacy

During the grievance procedure except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including name and related information.

6. Reprisals — Retaliation

Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

DIRECTIONS

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated and signed with name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the superintendent, assistant superintendent and/or building principal. This response shall contain a summary of the evidence determined, the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

STEP I

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days. (Days mean days when school is in session.)

STEP II

If the problem is not resolved, the grievance should be referred informally to: Building Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP III

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: Assistant Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented.

Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP IV

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP V

If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the *School Board* within five (5) days from the receipt of the written response. The *Board* shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

STEP VI

If the issue is not satisfactorily resolved in Step V, the grievant(s) may appeal the grievance in writing to the *Superintendent of the Educational Service Region* and, thereafter, to the *State Superintendent of Education* pursuant to *Section 3-10* and *Section 2-3.8* of the *School Code*.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

RULE JURISDICTION

The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and after-school activities; and the school-sanctioned activities that occur on or off campus. The school administration and staff will diligently manage and supervise student conduct in all programs, maintaining the confidence of students, parents, and the community.

NON-USE OF CORPORAL PUNISHMENT

Richland County Middle School's policy does not permit slapping, paddling, prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

SECTION 3 - EXTRA-CURRICULAR

SCHOOL SONG

We're loyal to you Olney Cubs. We're orange and Black Olney Cubs. We'll back you to stand against the best in the land because we know you are grand Olney Cubs!

So roll up the score Olney Cubs. A hundred or more Olney Cubs. Our team is our fame protector. Go team cause we expect a victory from you Olney Cubs!

ATHLETIC EVENT CONDUCT

All students should remember that they come to an athletic event to watch that event. Therefore, students should find a seat and remain in it until half time or between games. The concession stand will be open only before, at half time, and between games. Those students who insist in being a disruption to those who are watching will be asked to leave the building and appropriate school discipline may be administered. Remember, if you bring your younger sister or brother to the ball game, you are responsible for watching them. This policy pertains to all East Richland School District sporting events.

RULES FOR BALL GAMES

1. **Do not leave the bleachers except at half time, between games, or end of game.**
2. Cross the floor only at the end of the gym.
3. **Only** Middle School band members are to be in the band area while the band is seated on the platform.
4. Make arrangements for your parents to pick you up after the game (approximately 9:00) or use the phone.
5. Students are not to open the side doors in gym or hallway.
6. **NO SMOKING IN THE BUILDING BY ANYONE — STUDENTS OR ADULTS.**
7. Students must have teacher permission to leave and return. (Emergency only) Students are expected to stay until ball games are over.
8. Do **not** stomp the bleachers.
9. Do not "boo" the referees.
10. Stand at attention when the *National Anthem* is being played.
11. No "Rough Housing" in the bleachers.
12. Students who do not attend school due to illness or other reason for absence, which results in an unexcused absence, may not attend ball games or other school activities on the evening of that same day.

CODE OF CONDUCT

This code of conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This code of conduct will be enforced 365 days a year, 24 hours a day.

This code does not contain a complete list of inappropriate behaviors for students in extracurricular activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

ATHLETIC TRAINING REGULATIONS

I Alcohol, Tobacco, Drugs

- A. The use of alcohol, tobacco, or drugs other than those prescribed by a physician is prohibited.
- B. Any athlete or cheerleader found guilty of smoking, chewing, drinking, or using drugs by any Middle School staff member will be subject to the proper disciplinary action. The action will be taken by the coaches along with a conference with the principal, parents, and athlete/cheerleader.
- C. Disciplinary action (minimum action)
 1. Smoking (includes smokeless tobacco)
 - a. 1st offense-one game or meet suspension, plus extra work at practice
 - b. 2nd offense-three game or meet suspension, plus extra work at practice
 - c. 3rd offense-suspension from team
 2. Drinking or Drugs
 - a. 1st offense-two games or meet suspension, plus extra work at practice
 - b. 2nd offense-suspension from team

II Grades

- A. All athletes and cheerleaders are expected to maintain good grades.
- B. Any athlete or cheerleader that does not have a C average of all classes is not eligible until the average grades of all classes are brought up to a C average. Failing (F) two or more subjects will make the athlete or cheerleader ineligible. Eligibility will be checked weekly.

III Insurance

- A. All students participating in the athletic program must purchase the basic student insurance coverage or have a signed waiver and proof of insurance.
- B. Students must also have a physical exam prior to participation during that school year.

IV Miscellaneous rules

- A. If you are in school, you must be at practice unless you have an acceptable excuse (to be determined by the coaches) and excused by the coach.
- B. A student who is absent from school after noon is ineligible for any sport or activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who is absent from school on Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor, or coach.
- C. All riders on team bus are to behave in a manner expected of school representatives.
- D. All athletes are expected to behave in a responsible manner toward their school, teachers, and other school personnel.
- E. A student who starts a sport/cheerleader is required to complete that sport/cheerleading and may not quit to participate with another athletic team.
- F. Coaches may have rules that apply specifically to their teams.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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.

SECTION 4 - MEDICAL INFORMATION

DENTAL/DOCTOR APPOINTMENTS

While we encourage parents to secure such appointments after school and on Saturdays, conditions do exist that make it necessary to have these appointments during school hours. When this is necessary, the parents should send a note with the student stating the date and time of the appointment, name of the doctor, and what time the parent will be picking the child up. The student should then present the note to the office upon arrival at school to obtain a pass slip. The pass slip should then be given to the teacher whose class the student will be in at release time, have the pass slip signed, and brought down to the office. Parents are required to come inside the building to pick up your child. (See closed campus ruling.)

RICHLAND COUNTY COMMUNITY DISTRICT #1 MEDICATION POLICY

The purpose of this medication policy is to comply with the recommended guidelines for medication administration in schools by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses. A written order for prescription and nonprescription medications from The child's licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours must be on file at the school (Attachment I). Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered.

The form for the written order must be obtained from the child's school. It must be completed and signed by the child's licensed prescriber. The parent/guardian must complete and sign the parent/guardian section of this form. (Attachment I) Any changes in medication orders must have written authorization from the licensed prescriber. The written medication orders must be renewed annually for long-term medications.

In order to provide the best health care to your child it may be necessary for the school nurse to consult with the prescribing physician regarding the child's medication and physical condition. To allow the school nurse and the prescribing physician to exchange information regarding the medication/treatment plan, an Authorization for Release of Information form must be signed by the parent or guardian.

It is the parent/guardian's responsibility to assure that the completed permit to give Medication In School form (Attachment I), the release of information form and the medication(s) are brought to the school.

Prescription medications must be brought to school in a container appropriately labeled by the pharmacy to physician. Non-prescription medications ordered by the physician shall be brought with the manufacturer's original label and the child's name affixed to the container. The medication will be stored in a locked drawer or cabinet in an appropriate school office. Medications requiring refrigeration shall be stored in a secured refrigerated area.

A certified school nurse shall administer the medication. In the absence of the certified school nurse, the school administrator, or his/her, school designee may supervise self-administration or medication or request the parent/guardian come to the school to administer the medication. When a medication is administered at school the certified school nurse or the school administrator or his/her school designee shall document it on the medication sheet.

In order to comply with the Illinois School Code Public Act 92-0402 students with asthma are allowed to carry and self-administer life-saving asthma medications while at school and at school functions. In order to ensure safe self-medication and handling of the medications an Asthma Policy Statement for Self-Administration of Asthma Medications has been developed and adopted by the RCCU School District #1. The policy has been developed in accordance with recommendations from the Illinois State Board of Education in compliance with the Illinois School Code Public Act 92-0402. To obtain a copy of the school's medication and/or medication policy contact your child's school nurse.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year the certified nurse will dispose of the medication in the presence of a witness.

If you have any questions or concerns please contact the school nurse at the school your child attends.

HEALTH REQUIREMENTS

Health examinations are required for students entering sixth grade. Exams must be completed within one year prior to the date of entering school. Health examinations and proof of immunizations are due at the time of school registration. Sports examinations cannot be accepted as the health examination.

A transfer student will be given a period of thirty calendar days to meet this requirement, beginning with the first day of enrollment in the district.

TDAP, Varivax, and Meningitis Vaccinations FOR INCOMING 6TH GRADERS

ALL students entering 6th thru 12th grades will be required to show proof of receipt of one dose of Tdap vaccine regardless of the interval since the last DTap, DT, or Td dose. All 6th and 7th Graders must show proof of two Varivax shots as well as the Meningitis vaccine.

VISION SCREENS

The Illinois Department of Public Health mandates vision screening in Illinois at the following grades/populations: preschool, kindergarten, second, eighth, special education, teacher referrals, and transfer students. If your child falls within the mandated grades/populations, he/she will be screened sometime during the school year. If you have questions or concerns regarding vision screening, please contact your child's school nurse.

DENTAL REQUIREMENT

Effective July 1, 2005, all Illinois children in kindergarten, 2nd, and 6th grade are required to have an oral health examination. Each child must present proof of the examination by a dentist by May 15th of the current school year. However, the dental exam must be done within 18 months prior to the May 15th deadline. A licensed dentist must perform the dental exam and he/she must sign the report form.

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 395-4372.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the Building Principal or nurse.

INHALERS

According to HB 5836, rescue inhalers may be carried with the student at all times. However, this law states that parents must provide a copy of the students' prescription (usually found on the inhaler box) and a note from the parent or guardian. According to RCCU #1 policy, the parent or guardian must complete the following forms along with providing the labeled inhaler box: policy statement of asthma medication, parent/student agreement to carry asthma medications, an asthma action plan from your health care provider, and the release of information.

HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be cleared for school. Infested children are prohibited from riding the bus to school to be checked for head lice.

INSURANCE

Richland County Middle School does not provide insurance coverage for individual students. During registration, students are offered low cost accident insurance as a school service.

SECTION 5 - GENERAL INFORMATION

ATTENDANCE INFORMATION

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

On days when it is necessary for your child to be absent from school, please follow the procedure listed below for students returning to school:

- A. Parents are requested to phone school by 10:00 on the day of the absence.
- B. Students must present a written excuse from the parent **ON THE DAY OF RETURN** to school. If no written excuse is delivered that day, the absence will automatically be recorded as unexcused. A written note is not required if the parent/guardian phoned previously. An **UNEXCUSED** absence may be changed to **EXCUSED** if a valid written excuse is presented within three (3) school days following the last day of absence. This written note should be submitted to the main office so the student can receive an admission or pass slip.
- C. Secure an absentee admission slip from the office and have each teacher whose class was missed sign this admission slip. Your 4th block teacher will collect absentee admission slip.
- D. Discipline may be used for repeated unexcused tardiness.

IMPORTANT — for students who leave school for a portion of the school day, (dentist appointment, etc.)

First — upon returning to school report to main office to receive a pass slip.

Second — next morning upon arriving at school report to main office and secure an absentee admission slip. Have each teacher whose class was missed sign this admission slip. Turn admission slip into your 4th block teacher.

EXCUSED ABSENCES — Students will receive an excused absence for the following reasons: Personal illness, illness of member of the immediate family, death of family members or close friend, medical or dental appointments, emergency family situations, religious meeting. All excused absences (except illness or death) should be prearranged with the principal. Credit will be given for work completed.

Students will be allowed six (6) excused absences each semester. All absences after six (6) will be considered unexcused absences. Medical and dental appointments will be considered excused if a doctor's note is brought to school upon the student's return. Pre-arranged absences and special circumstances approved by administration will be excused.

PREARRANGED ABSENCES — Parents should call the office when the dates for such absences are known in advance. The student should then obtain advance assignments from his/her teachers and complete as much work as possible in advance. Any tests missed must be made up after the student returns to class. Credit will be given for work completed. Pre arranged absences should be limited.

UNEXCUSED ABSENCES — Students who are absent and bring no written excuse from the parents will be considered unexcused. Truancy and unauthorized absence from school will be classified an unexcused absence. For each day of unexcused absence, the student will be expected to do the work and learn the material. Credit will be given per Administrative decision, except in the case of suspensions. In this case, the student will be allowed to make up work for full credit.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

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

Students who miss more than 10 days (excused or unexcused) per year may be required to show doctor verification to receive an excused absence.

ACCIDENTS OR ILLNESS

If a child is hurt or becomes ill while at school, we will make every effort to contact the parent either at home or at work. We will need written information on what to do and who to contact if parents cannot be reached; therefore, we will be asking you to complete an emergency information sheet for each child.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For more information on home or hospital instruction please contact the middle school office.

CIVIL RIGHTS GRIEVANCE PROCEDURE

This grievance procedure along with explanations, due process and directions are available for inspection in the Superintendent's Office for *Title VI*, *Title IX*, and *Section 504* and for the elimination of discrimination and denial of services on the basis of race, color, national origin, sex, and handicapped grievances.

EXPLANATION

A *grievance* is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the *Office of Civil Rights (OCR)* or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

NON-DISCRIMINATION AND EQUAL OPPORTUNITIES

The Richland County Community Unit District # 1 will comply with all Federal and State non-discrimination and equal opportunity laws, orders, and regulations and will not discriminate against any person because of race, color, sex, religion or national origin in any of its educational programs and activities. *Title IX* of the *Education Amendments of 1972* and regulations issued there under require Unit District # 1 not to discriminate on the basis of sex in its educational programs and activities.

Superintendent, Larry Bussard, has been designated as Unit # 1's *Equal Opportunity Officer*. Any questions or complaints concerning the above should be directed to him at 395-2324.

EXEMPTION FROM PE REQUIREMENT

A student who is eligible for special education may be excused from PE courses if: a) His or her IEP requires that special education support and services be provided during PE time, and b) the parent / guardian agrees or the IEP team makes the determination.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

A student in grades 7-8 may submit a written request to the building principal, requesting to be excused from PE courses because of the student's on-going participation in interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case by case basis.

Special activities in PE will be provided for a student whose physical or emotional condition, as determined by the person licensed under the MPA, prevents his or her participation in the PE course.

State law prohibits the school district from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school district.

MCKINNEY-VENTO ASSISTANCE ACT

The McKinney-Vento Assistance Act ensures that homeless children and youth are afforded the same opportunities to be successful learners as other children and youth. The district works with families to provide support and awareness of school and community programs.

STUDENT RECORD POLICIES

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

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

In certain circumstances, the district may request an additional 5 business days in which to grant access.

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

The right to prohibit the release of directory information.

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

Name

Address

Gender

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major field of study

Period of attendance in school

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW
Washington DC 20202-4605

REQUEST FOR ACCESS TO CLASSROOM FOR SPECIAL EDUCATION OBSERVATION OR EVALUATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

STUDENT DIRECTORY INFORMATION

"Directory Information" may be released to the general public without parental consent. Information that may be designated as directory information shall be limited to:

1. Identifying information: name, address, gender, grade level, birth date and place, phone number, and parent's name and address.
2. Academic awards, degrees, and honors.
3. Information in relation to school-sponsored activities.
4. Major field of study.
5. Period of attendance in school.

CLOSED CAMPUS

The *Richland County Middle School* has a closed campus during the entire school day. A student may leave the school during the day **only** when a parent or guardian comes to the office and requests the student. This is a policy of the *East Richland School Board*. A student who breaks the closed campus policy will be given appropriate punishment.

BREAKFAST

Breakfast will be served every school day starting at 7:45 A.M.

NOON HOUR AND CAFETERIA

The cafeteria provides a lunch program authorized by the state. Well-balanced meals are provided for all pupils. Students are expected to conduct themselves in an orderly manner when eating in the cafeteria. Any violation of proper behavior may cause the student to lose the privilege of eating in the cafeteria, or the freedom to choose their seat.

MEAL CHARGE POLICY

The purpose of this policy is to ensure that every child has access to healthy and nutritious lunches, regardless of the socio-economic status of a family. It is the policy of the Richland County Public Schools to allow students to charge meals when the student does not have cash available or there is no money left in the student's mealtime account at schools operating under the National School Lunch Program. All students will be allowed to charge up to \$10.00. Once a student has reached the charge limit, the student's food service account will be locked. Transactions will not be possible until account is paid, however, an alternate meal will be provided.

Once a student has charged \$10.00, school staff will make contact with the student. Parent/Guardians will be notified of the negative balances and will be asked for prompt payment. Statements will be mailed and/or e-mailed by the district or food service staff.

If the negative balance is not paid by the student's graduation date, the Superintendent is authorized to seek collection of delinquent debt owed to the fullest extent of the law.

It is the responsibility of the parent/guardian to monitor account status. Parents/Guardians can monitor food service account by utilizing the online payment system at <https://skyward/rccu1.net>. If parents/guardians need more information regarding the use of the online payment system, contact district technology coordinator at 618-393-2191.

DRESS CODE

It is the responsibility of the Board of Education to ensure that every student has a safe environment in which to learn. Student's dress and grooming must not disrupt the educational process; interfere in the maintenance of a positive teaching and learning environment, or compromise reasonable standards of health, safety and decency. Clothing, that, in the opinion of the school administration, disrupts the educational process, interferes with the maintenance of a positive teaching and learning climate or compromises reasonable standards of health, safety and decency is prohibited. Such items include:

- (1) Clothing, jewelry or other wearing apparel which is embellished with, suggests or promotes gang affiliation.
- (2) Sunglasses, hats, bandannas or unusual headgear of any kind during school hours.
- (3) Clothing, jewelry and other wearing apparel which is embellished with, suggests, promotes or depicts alcohol, tobacco, drugs, profanity, or any inappropriate message or slogan.
- (4) Clothing or other wearing apparel which is sexually explicit, including but not limited to shirts which reveal or expose the chest or abdomen; shirts which could potentially reveal undergarments (ie spaghetti straps or cut-off sleeves); excessively tight clothing of any kind.
- (5) Coats, jackets and hats are not to be worn inside the school during the school day and shall be either kept in students' lockers or not to be brought to school; backpacks and purses must remain in student lockers at all times.
- (6) Excessively ripped pants, trousers, shorts or jeans and chains are prohibited due to safety concerns; and no pants, trousers, shorts or jeans should be worn below the waistline for safety concerns. As a general rule, shorts/skirts need to be long enough to reach the end of a student's fingertips when standing with arms to their sides. The same rule applies to rips or holes in pants.

Students should take into consideration classes where additional safety measures are required, such as shops, laboratories, physical education and art classes, and in general those classes where appropriate dress or grooming present and actual danger to the health or safety of the students or others present.

Students wearing apparel prohibited by this policy shall be asked to turn the garment inside out, take the garment off and exchange it for a permissible item or shall be required to go home to change into something that is permissible pursuant to the terms of this policy. Students may also be subject to discipline for wearing items prohibited herein.

DRESS CODE — PHYSICAL EDUCATION CLASS

Each student must have separate clothes to be worn for Physical Education class. This should include administered PE uniforms purchased as part of the registration fee, athletic socks, shoes for gym floor and a towel. Beads and body piercing are prohibited in Physical Education Class when physical education teachers consider it to endanger the safety and well being of student(s). Locks must be purchased at school to be placed on their assigned locker. This lock can be used all three years at the Middle School. When students graduate, they can take this lock to the high school for use there.

EMERGENCY DRILLS

As part of the school safety program and to insure the safety of your child, fire and disaster drills are held at intervals during the school year. Procedures are posted in each classroom and reviewed by teachers with students periodically.

EMERGENCY FORM

Each student at the beginning of the school year fills out an emergency form. Should your child become ill, injured or some emergency occur, we would use this form to notify parents. Please help us to keep this information current by notifying the office of any changes in work station, name, address, or telephone. It is important that these forms be current. It is beneficial if you list friends or relatives who live nearby that could possibly pick your child up in case of minor illness.

EMERGENCY PROCEDURES

In the event of a school emergency...

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or baby sitter, unless we have written permission. Please keep your child's emergency card up-to-date.
- All parents, or designated parties, who come for students must have them signed out at the office or at the temporary Student Release Station at the entrance to the school-yard. Signs will be posted at the main building entrance if an alternate location is required.
- If you are not able to reach the school, we will care for your child here. We have a number of people with first-aid certificates, and we will be in communication with various local emergency services. We do ask for your help in the following areas:
 1. Please do not call the school - we must have the lines open for emergency calls.
 2. Following an earthquake or other emergency, do not immediately drive to the school — streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
 3. Do turn your radio to WVLN on the A.M. dial. Information and directions will be given over the radio.

EMERGENCY PROCEDURES: "WARNING CODES" AND PROCEDURES

If an emergency situation is to be announced, the following warning codes/announcements should be used:

"RED" / LOCK DOWN - CONTROLLED

Indicates a very serious or dangerous situation exists. Selected personnel are to report to the office, and all teachers are to secure their classroom.. All doors are to be locked. Normal classroom operations continue with the exception that students may not leave the classrooms unless a faculty staff member accompanies him/her to the desired location. Students will remain in the classroom until it is deemed safe to pass to another class.

"RED" / LOCK DOWN - SEVERE

Indicates a very serious or dangerous situation exists. Selected personnel are to report to the office, and all teachers are to secure their classroom.. All doors are to be locked. Students are to be instructed to stay away from windows and doors and to sit quietly on the floor. Ignore all bells and do not leave the classroom.

"YELLOW" / EVACUATION

Indicates a situation exists calling for orderly evacuation of the school building. When instructed to do so, each teacher will take their class to a previously determined area outside of the building. Once the classes are at the location, attendance shall be taken to account for any missing/extra students.

"BLUE" / WIND DRILL

Indicates a disaster of some type has occurred. Teachers are to remain with their class indoors and await announcement from PA or staff. Once classes are instructed to report to the proper location, attendance should be taken to account for any missing/extra students.

"GREEN" / GO CUBS

Universal all clear signal. Normal classroom activity may resume.

SURVEILLANCE CAMERAS

Due to the increased need for security in, on and around the District's schools and buses, the District's Safety Committee has recommended that the District install and use video surveillance cameras in the District buildings and school buses. The cameras will be located in the District's buses, hallways, parking lots, building exteriors and gymnasium.

PERSONAL PROPERTY

One of the adjustments to be made by incoming Middle School students is learning to be responsible for personal property. Each student will occupy a number of rooms throughout the day. Therefore, it is important that each one keeps track of such items as pens, pencils, purses, sweaters, etc.

Students are asked **not** to bring large sums of money to school.

Do not bring personal items such as dice, playing cards, rubber bands, knives, water guns, toys, or anything that might be considered as a weapon or disruption to school environment.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as

well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

ID NUMBERS

Students will need to memorize their school ID numbers. These may be used to check out library books and pay for lunches. School ID numbers remain the same throughout a student's tenure at RCCU #1.

LOCKERS

You will be assigned an academic locker and a P.E. locker. The academic locker will have a combination lock on it. You may purchase a combination lock for you P.E. locker. These locks must be purchased at school. **DO NOT** give your combination to any other person. Should you have trouble with your academic locker, ask one of the custodians to help you. If you cannot locate a custodian, report to the office. Your physical education teacher will take care of any problems you might have with your P.E. locker. Each student is assigned an individual locker. Lockers may not be shared. **ADHESIVE SIGNS, STICKERS, POSTERS, ETC., ARE NOT PERMITTED ON THE OUTSIDE OF LOCKER SURFACES.** Lockers are school property and are provided to students for their convenience. However, students shall be informed in writing and/or orally from time to time that they may not expect privacy in student lockers. The administration may from time to time, as it deems necessary, open lockers in a general administrative search of all lockers in order to seek missing library books and other school materials, and also for the presence of other items not reasonable or prudent for storing in student lockers.

In addition to the foregoing, when there is reasonable suspicion that a student locker contains illegal or improper items, and that a search will expose evidence that a student has violated or is violating either the law or school rules, the administration may open such locker and seize any such items found.

All students shall be assigned one main locker to use during the school year. Any damages to that locker will be assessed to the student. Students may not switch or change the locker they have been assigned.

ADMINISTRATION HAS ACCESS TO LOCKERS AT ANY TIME.

While we will make every attempt to recover them, RCCU is not responsible for lost or stolen items.

LOST AND FOUND

1. All lost books and notebooks will be turned in to the office.
2. Lost articles, other than P.E. equipment, will be turned in to the office.
3. All gym equipment will be turned in to the P.E. teachers.
4. All other items will be turned in to the principal's office.

If a student has lost something, he/she should check for the lost item at the designated location.

BICYCLES

Bicycles are placed in the Bicycle Parking Area during the school day. Do not bother bicycles in the parking area. Bicycles may be locked to a cable for protection and should be placed in the bicycle rack provided, not thrown on the ground. Students should **walk** bicycles down the back path before and after school. Students may lose the privilege of riding a bike, skateboard, scooter, etc. to school if they fail to comply with these rules.

PARKING

Parents, guardians, and visitors to the school are asked to park their vehicles in the parking lot. We ask that you please avoid doing the following:

1. Parking your car in the bus lane from 7:40-8:05 and 2:45-3:20.

2. Leaving your car in the bus lane for an extended period of time at any time throughout the day.
3. Parking or sitting in your car in the driving lanes of the parking lot while waiting for your child.

ELECTRONIC DEVICES

Students may possess electronic devices such as cellular phones and mobile devices on school property during the school day but they must be kept in their lockers or in a pocket. Cellular phones must be turned OFF and only used in emergency situations that are determined by school faculty. Failure to comply with this policy will result in the following sequence of discipline:

1st Offense – Item will be taken to the office. Student will receive 5 discipline points and may pick it up at the end of the day.

2nd Offense – Item will be taken to the office. Student will receive 5 discipline points as well as an extended lunch detention. Item must be picked up by a parent or guardian.

3rd Offense – Item will be taken to the office. Student will receive 5 discipline points as well as after school detention. Item must be picked up by a parent or guardian.

4th Offense – Item will be taken to the office. Student will receive 5 discipline points as well as an Alternative Education Room assignment. Item must be picked up by a parent or guardian. Student must turn item in to the office every day when arriving at school.

Subsequent offenses will result in a conference between the student, parent, and administration.

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

DISTRIBUTION AND DISPLAY OF COMMUNITY FLYERS AND POSTERS

Non-school related organizations may ask the building principal for permission: (1) to display posters in the area reserved for community posters, or (2) to have flyers distributed to students. The posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would: disrupt the educational process; violate the rights of others, including material that is defamatory; invade the privacy of others; infringe on a copyright, or be obscene, vulgar or indecent. No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures or class rings. No information from candidates for non-students' elective office shall be posted in the school, except on Election Day or distributed to students.

Once permission is granted, the organization must arrange to have copies delivered to the school. The classroom teacher without discussion will do distribution of material under this policy.

Failure to abide by the above policy will result in appropriate disciplinary action.

SELLING ITEMS AT SCHOOL

The school premises are not to be used by students for the sale of anything.

FEES FOR RICHLAND COUNTY MIDDLE SCHOOL

Registration Fees: To be determined prior to registration each school year. Parents can call during office hours in the summer to get an updated amount.

PE Uniform Fee: Incoming 6th graders and new students will be required to purchase a PE uniform. 7th and 8th grade students will have the option of purchasing new uniforms or using their old ones.

Fitness Center Usage Fee: All students will be using the fitness center during PE classes and at various other times. In order to maintain the fitness center, students will pay a nominal fee each year.

Lost book fees — Price of book replacement in full.

Damage to book — Assessed according to damage.

Breakage — Deliberate breakage of furniture or equipment assessed according to damage and cost.

FIELD TRIPS

Careful consideration will be given to a student's conduct in determining a student's eligibility for field trips. School administrators will consider discipline points, suspensions and bus write-ups. Students restricted from attending field trips are still required to attend school on the day of the trip.

VISITORS

Interested parents and school officials are always welcome. Parents please make prior arrangements with the principal and teacher before classroom visits. Visitors should always report to the Principal's Office so we will know they are in the building. Visitors will wear a visitor's badge so teachers will be aware their presence has been cleared through the office. Social visiting in the school is not permitted. Students are instructed not to invite their friends to come to school.

TELEPHONE SERVICE

The office telephone is used for school business and it maybe used by students only in case of emergency and with the permission of the secretary. It is a very busy line and must be kept open for official school business.

SKY-ALERT

Keeping you informed is a top priority at Richland County Community Unit School District No. 1. That's why we have adopted the Sky-Alert Notification Service which will allow us to send a telephone message to you providing important information about school events or emergencies. We anticipate using Sky-Alert to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through Sky-Alert

1. Caller ID will display the school's main number.
2. Sky-Alert will leave a message on any answering machine or voicemail.
3. If the Sky-Alert message stops playing, press any key 1-9 and the message will replay from the beginning.

We are very excited to incorporate Sky-Alert as a tool to improve parent communication and look forward to having the ability to deliver real time information to you and provide awareness of all the great events that take place within the school

ASBESTOS COMPLIANCE

Richland County Community Unit School District No. 1 is in full compliance with state and federal regulations regarding asbestos management in all district buildings. The public is invited to inspect those plans at any time during regular business hours at the Administrative Offices located at 1100 East Laurel Street, Olney, Illinois. In addition, each building has its management plan located in the Principal's Office.

PEST MANAGEMENT

Policy

It is the policy of this school district to implement and practice Integrated Pest Management (IPM) procedures to control pests in school buildings and minimize the exposure of students, faculty, and staff to pesticides. State law requires public schools to practice IPM.

Pests

It is the policy of this school district to control pests in the school environment. Pests can pose hazards to human health, damage property, and disrupt learning.

Pesticides

It is the policy of this school district to reduce potential exposure to pesticides in the school environment. Exposure to pesticides can pose a health risk to students, staff, and others, which can be minimized by practicing IPM.

Regularly scheduled applications of pesticides are **not** permitted under the IPM policy.

Integrated Pest Management (IPM)

The Integrated Pest Management program at this school will include the following:

- regular monitoring to identify pest problems
- Preference for the use of non-chemical control methods to address pest problems
- when necessary, the use of least-hazardous chemical controls after non-chemical control methods have been applied
- preventive actions to reduce future pest problems

IPM Coordinator

An appropriate staff member will be designated as the IPM Coordinator. This person will be responsible for the overseeing pest control for the district.

Notification

If a pesticide application is deemed to be necessary by the IPM Coordinator, parents and staff will be notified in writing two business days prior to the pesticide application.

Contractors

Any contractor hired by the school district to provide pest control or other services must comply with the district's IPM and notification policy.

SCHOOL CLOSINGS

In case of delayed school opening or early school closing because of inclement weather, notification will be made once the decision is made via local radio stations.

WVLN-AM740 - Olney WSEI-FM92.9 - Olney

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school - sanctioned activity is a privilege and not a property right.