



Columbia Middle School

100 Eagle Drive
Columbia, Illinois 62236
(618)281-4993, phone
(618)281-4964, fax

== RESPECTFUL ==
RESPONSIBLE
== SAFE ==

<https://www.columbia4.org/cms>

Office Personnel

Dawn Mueller, Principal
Khourtney Miller, Assistant Principal
Sarah Cocos-Stumpf, Administrative Assistant
Leah Harris, Administrative Assistant

Student Services

Rosemary Leingang, Counselor
Sarah Cline, Social Worker
Molly Krebel, School Nurse
Wendy Range, Speech Language Pathologist
Meagan Reinhardt, School Psychologist

Our mission is to serve the needs of our young people by encouraging educational excellence in an environment, which promotes the development of productive and responsible citizens.

PARENT/STUDENT HANDBOOK

This handbook contains information that students and parents will want to refer to as the official rules and regulations. Please read and familiarize yourself with this handbook. An acknowledgment is required and will be completed during the registration process.

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. References made to Board Policy in the handbook represent only a summary of said policies. Complete Board policies are available to the public on the district website at www.columbia4.org. The handbook may be amended/updated during the year without notice. The most recent copy of the handbook can be accessed online.

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COLUMBIA MIDDLE SCHOOL STAFF ROSTER

5th Grade

Becky Alexander
Annie Dent
Jenna Helton
Betsy Kanyuck
Jody McClelland
Jeanne Reis

6th Grade

Christine Kaiping,
Language Arts
Ammie Koch, Science
Kelly Landgraf, Math
Laura Simmons, Social
Studies
Stacey Walters, Language
Arts

7th Grade

Nicole Avise-Rouse,
Language Arts
Emily Balla, Science
Marla Fisher, Math
Michelle Harris, Language
Arts
Duncan VanBreusegen, Social Studies

Encore

Amanda Bandy, Art
Joe Burch, Intro to Agriculture
Amber Haven, Stem
Nathan Hoke, Music
Keith Jany, PE

8th Grade

Courtney Boatman,
Language Arts
Matt Kendall, Math
Sara Poettker, Science
Katie Repp, Language Arts
Kyle Stumpf, Social
Studies

RTI

Michelle Floerke

Resource

Sarah Brandenburger
Haley Storm
Melanie Keck
Katelyn Litsch
Jordin Messenger
Alaina Metz

Nate Leingang, PE/Health
Rachel Mathews, PE/Health
Sara McGinthy, Music
Taylor Shylanski, Art

Librarian

Jen Henninger

Paraprofessionals

Dave Jackson

Sarah Kimme- Interpreter

Malaine Laxton

Lanie Randle

Chloe Stoffel

Rita Wallace

Emma Zika

REQUIRED PARENT NOTIFICATIONS

The following list is parent notification as required by the Illinois State Board of Education. The notification topic is listed with the CUSD4 Board Policy number referenced. Parents may access this information on the District web page, www.columbia4.org. The Board Policy Manual is located under the "Board of Education" in the tab on the homepage. You may also contact the school office if you have specific questions. Some of these items are previously discussed in the handbook while others do not pertain to elementary school children. However, the requirements are listed.

4:110 Transportation

4:130 Eligibility for free/reduced lunch

6:170 Title I services

7:270 Administration of medication

6:120 Education of children with disabilities

7:70 Absenteeism and truancy

7:190 Prohibited student conduct

7:200 Suspension and expulsion

7:220 School bus safety

7:160 Dress code

7:10 Prohibition of discrimination

7:20 Sexual harassment

6:140 Educational rights of homeless student

5:120 Faith's Law

ATTENDANCE

Regular and punctual attendance of students is essential for success in school. The admittance to and the continued attendance in public school is a right dependent upon compliance with the laws of Illinois and the rules and regulations of the Columbia Community Unit District No. 4 Board of Education. Irregular attendance leads to loss of interest, low or failing work, and discouragement. The responsibility for a student to be a regular and punctual citizen rests upon the student and the parents. Success in middle school and on the job later in life will depend on, to a great extent, responsibility. We expect you to be in class every day unless you are ill or an emergency arises which would prevent you from being in class. You are also expected to be on time to each of your classes.

If your child has a prolonged absence due to illness (two or more days), a doctor's verification is also required for a documented absence. If you are absent during the morning and come to school later in the day, you must report to the office. Students who are absent from school are not allowed to attend school events later that day.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety,], or other reason as approved by the building principal.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal and work will be due upon the student's return. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 281-4993 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

LEAVING SCHOOL

When students must leave school during regular school hours, the parent or guardian is to report to the office and sign out their child. Call the office the day of the departure to leave the time the child will be signed out.

TARDINESS

Students are to be in the classroom and in their seats by 7:55 am. When a student accumulates three tardies in a quarter, a detention will be issued to the student. For additional tardies, discipline will be administered on a case-by-case basis. Students who are late for their first-period class must report directly to the office and obtain an admission slip. Teachers will not allow students to enter their first period late without a written pass. Students might be marked tardy to their first hour even if a parent signs them in at the office. We ask parents to not cause their child to be late to school. Please remember that riding the bus is a reliable choice for prompt morning arrival.

TRUANCY

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. 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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or,

after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of state law. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

If the absences continue, a final letter is delivered to the parent/guardian. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness, etc. will be considered in this process.

KEYS PROGRAM

The goal of the Keeping Every Youth Successful (KEYS) program is to work locally with students with attendance concerns, who are truant, and/or students who are at-risk of dropping out of school. The program provides identification of the students and specific interventions to improve attendance and ultimately keep every student successfully in school.

HOMELESS CHILD'S RIGHT TO EDUCATION

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency. When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

ACADEMICS

CURRICULUM

Core classes consist of Language Arts, Math, Science, and Social Studies which are studied at all grade levels. A passing grade is required on the Illinois and Federal Constitution test before a student may enter the ninth grade.

Encore classes differ for each grade level. Fifth grade encore classes may consist of Art, Chorus, Physical Education & Technology. Sixth grade encore classes may consist of Art, Chorus, Physical Education, Student Life Skills and Technology; band is optional. Seventh and eighth grade encore and elective classes consist of Art, Band, Chorus, German, Intro to Ag/Biotech, Physical Education, Spanish, and Technology.

- **BAND** - There are section and full-band practices held during the school day. The band also participates in music contests, parades, and concerts. Band grades are determined by quarterly assignments and attendance at required performances outside of the regular school day.
- **CHORUS** - The choruses practice during the school day. The students participate in music contests and also give concerts during the school year. Chorus grades are determined by quarterly assignments and attendance at performances outside of the regular school day is highly encouraged.

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

GRADING SCALE

Report card grades will be expressed using the letters A, B, C, D, and F, with + and - values assigned where appropriate. Semester grades will be computed using the following values for nine weeks and semester test grades:

A 93 - 100

A- 90 - 92

B+ 87 - 89

B 83 - 86

B- 80 - 82

C+ 77 - 79

C 73 - 76

C- 70 - 72

D+ 69

D 67 - 68

D- 66

F 65 and below

HEALTH EDUCATION INSTRUCTION

Parents or guardians will receive a letter containing information which will be covered in the health education class prior to the beginning of class.. At this time, a parent or guardian may examine the instructional materials to be used in the health education class. There is no penalty for opting out of participation in portions of the class. Alternative assignments will be provided to the student to complete during that time. Columbia CUSD 4 does not teach a comprehensive health education program.

ENGLISH LANGUAGE LEARNERS

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

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

HOMEWORK

Homework is an important component of education. Homework contributes to building responsibility, self-discipline, and lifelong learning habits. It is the intention of Columbia Middle School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Interventions and/or consequences will occur for students who repeatedly do not complete homework.

In order for students to be prepared for class and to allow for accurate assessment of learning by the teacher, homework needs to be completed on time. Students are expected to turn in assignments by the due date.

Timelines for acceptance of late assignments and credit received is at the discretion of the teacher.

MAKE-UP WORK

If a student's absence is classified as documented or reported, or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Students will have a minimum of one day for each day the class is missed. Regardless of class meeting schedule, it is the responsibility of students to see teachers upon their return, turn in homework, and pick up class assignments. If pre-assigned work was due on the day of an absence, the assignment must be turned in on the day the student returns to school. Exceptions may be made in certain medical situations. Students who take vacations during the school year are eligible for make-up work. When absent, students should check for assignments on Google classroom or contact their teachers. Students who have a

planned absence for one or more days should talk to their teacher prior to leaving school and/or email their teachers about their make-up work. Students have planners to note upcoming assignments for their reference. It is encouraged to check Google classroom and Skyward frequently.

ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty and plagiarism are considered serious offenses. Students may receive a zero on all work and administrative disciplinary action may be imposed. Students who share homework or participate in other forms of academic dishonesty are subject to disciplinary action. Use of electronic devices to replicate assessments is considered plagiarism.

STUDENT CONDUCT

POLICIES AND PROCEDURES

Schools must be both safe and supportive for effective teaching and learning to take place (7:200). Three key principles can guide efforts to create a productive learning environment. First, work in a deliberate fashion to develop positive and respectful school climates and prevent student misbehavior before it occurs. Targeting student supports helps students address the underlying causes of misbehavior. Secondly, ensure that clear, appropriate, and consistent expectations and consequences are in place to prevent and address misbehavior. By holding students accountable for his/her actions in developmentally appropriate ways, students learn responsibility, respect, and the bounds of acceptable behavior in our schools and society. Finally, use data and analysis to continuously improve and ensure fairness and equity for all students. CUSD4 understands its civil rights obligations and thus constantly evaluates the impact of discipline policies and practices.

Reasonable rules and regulations concerning student conduct must be established and maintained in order to provide a suitable learning environment. Students are expected to conduct themselves in an orderly manner so as not to interfere with the rights of others during school hours, at school sponsored activities, and to and from school, or any time or place that is directly related to a school function. Columbia Middle School students are afforded the right of due process.

A student who violates any of the rules and regulations in the student handbook or teacher classroom management plans is subject to appropriate disciplinary action. A violation will be considered to have occurred if such act is committed on any school property, in a school vehicle, within a school building, at any officially sanctioned school activity, in the immediate area of school property, or if committed off campus and the misconduct has caused or is likely to cause a substantial disruption to school operations. Violation of the rules and regulations set forth in this handbook constitutes disobedience or misconduct and all discipline imposed will be determined on a case-by-case basis by the administration. Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. However, staff members may use reasonable force if necessary to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

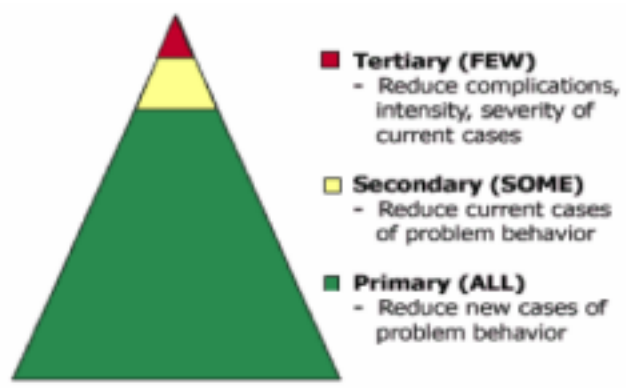
All discipline imposed is determined on a case-by-case basis and is at the discretion of school administrators and the Board of Education. Discipline guidelines will be followed. The District does not allow for zero-tolerance discipline except as required by federal law or the Illinois School Code. Out of school suspension and expulsions are only used for legitimate education purposes. The District will make all reasonable efforts to resolve such threats, address such disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. A short suspension will range from one to three school days; a long suspension will last from four to ten school days. Students who are suspended for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

PBIS (District Wide Program):

PBIS (Positive Behavior Intervention Supports) is a program supported by the Illinois State Board of Education to promote and maximize academic achievement and positive behavior. Positive behavioral

interventions, which are designed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors, will be used with those students who require behavioral intervention. Columbia CUSD 4 has adopted Positive Behavior Interventions and Supports (PBIS) as its chosen district-wide behavior intervention management system. All students in Columbia CUSD 4 fall within the three Tiers of PBIS:

3 Tiered model of student behavior in the school setting:



Tier 1: 75-80% of Students

Need for occasional teacher redirection, no serious problem behaviors displayed. Teach and reinforce students for displaying the school-wide expectations. This is the universal base-level intervention that all students in school receive and serves as a proactive intervention for students with emerging problem behaviors.

Tier 2: 10-15% of Students

Need for frequent teacher redirection, moderate office referrals, poses a disturbance to the education of others. Begin using evidence-based interventions appropriate to the student's level of need. Also need to monitor the progress of the student receiving the intervention. Interventions are less restrictive at this level, and require smaller amounts of staff support (i.e. a check in-check out system with a staff member for a student with chronic lack of work completion behaviors; social skills groups; mentoring, etc.). If these interventions are carried out with fidelity, and the student continues to struggle, then consideration of higher-level interventions at Tier III is necessary.

Tier 3: 5% of Students

Persistent interruptions to the class, high frequency of office referrals, suspensions/ disciplinary action taken at the building or district level. At this level, the school team must convene to examine the case at hand, and conduct a Functional Behavior Assessment (FBA). Community referral and involvement may become necessary at this point, and IEP-level services should be considered.

Interventions at the Classroom Level

1. Positive reinforcement
2. Quick response to and management of the behavior
3. Redirection
4. Modeling of positive behaviors
5. Positive behavior support plan/IEP level behavior management plan
6. Contract system/token economy/sticker chart - working towards a positive reward
7. Modification of instruction/classroom setting
8. Administrator/social worker intervention

Students at Tier 1 and 2 generally are able to reshape their behavior through the use of these interventions. When a student appears to be approaching Tier 3, more intensive interventions are necessary. The following interventions are commonly used at Tier 3:

1. Behavior support plan
2. Self monitoring/Self management card
3. Referral to problem solving team
4. Phone calls home
5. Request that the student leave the classroom and proceed to the office
6. Student is escorted to the office by teacher or administrator
7. Convene school problem solving team and formulate FBA (Functional Behavior Assessment) and BIP (Behavior Intervention Plan)
8. Implement school wide Crisis Intervention plan for escalating/dangerous behaviors
9. In school suspension
10. Out of school suspension

DRESS CODE

Columbia Middle School respects students' rights to express themselves in the way they dress. All students are expected to respect the school community by dressing appropriately for a middle school educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them, and students should demonstrate the understanding that their school clothing choices may differ from their evening or weekend choices. Not all fashion trends match dress code expectations. This policy is intended to provide guidance for students, staff, and parents.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, insinuate, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display or insinuate lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coats, hoods, sweat bands, and sunglasses should be removed once in the school building. Headgear is not allowed unless permitted for religious, medical, or other reasons by school administration.
- Hats, hooded blankets and onesie pajamas are only permitted on spirit days.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in science labs or during physical education.
- Bare shoulders, bare backs, plunging necklines and bare midriffs are unacceptable.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shirts, shorts, dresses and skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Students must wear tennis shoes for P.E.

The best rule of thumb is covered from shoulder to thigh. If there is any doubt about dress and appearance, the building principal will make the final decision. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class until they change.

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 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.

STUDENT SEARCHES

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

QUESTIONING OF STUDENT SUSPECTED OF COMMITTING CRIMINAL ACTIVITY

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

VIDEO SURVEILLANCE (7:340)

Columbia Middle School maintains a video surveillance system as outlined in the Columbia Community Unit School District No. 4 Board Policy 7:340.

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

defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

DISCIPLINE PLAN

Students may be disciplined for misconduct or gross disobedience, including, but not limited to all prohibited conduct as listed below. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the below list. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

1. Non-compliance with classroom management plans
2. Creating minor disturbances (horseplay), such as running, scuffling, shoving, pushing, wrestling, etc.
3. Inappropriate and disrespectful behavior
4. Use of hallways during class without a faculty-issued pass
5. Loitering in classrooms, rest rooms, halls, or other off-limit parts of the school building
6. Cell phone policy violation
7. Food or drinks outside of the cafeteria
8. Improper treatment of school property
9. Failure to follow dress code policy
10. Public display of affection
11. Written and spoken profanity or profane gestures
12. Bus misconduct
13. Disrespectful actions
14. Computer violations
15. Unexcused absences/skipping, including failure to report to class or leaving the building without signing out
16. Failure to identify oneself
17. Forging signatures or altering documents
18. Insubordination: openly or persistently defying of authority or school rules and regulations
19. Inappropriate language or gestures, verbal abuse, name calling, obscenity, racial slurs, or other forms used to intimidate and/or threaten
20. Possessing, viewing, and/or creating obscene materials
21. Possession of incendiary devices
22. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products
23. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
24. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug carried or possessed by a student on school grounds even when lawfully prescribed, unless the student is authorized to carry such emergency medication.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

- 25. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 26. Using a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and in lockers during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) or needed for medical reasons (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 27. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 28. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 29. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 30. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 31. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
- 32. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- 33. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 34. Entering school property or a school facility without proper authorization.
- 35. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- 36. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 37. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a

- member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
38. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 39. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 40. 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.
 41. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 42. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as the student’s clothing, backpack or automobile; (c) in the school’s student locker, desk or other school property; or (d) at any location on school property or at a school sponsored event.

When and Where Conduct Rules Apply The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.

The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

Potential Discipline. Potential discipline includes but is not limited to the following:

- Notifying parent(s)/guardian(s)
- Disciplinary conference
- Withholding of privileges
- Elimination of athletic attendance as a spectator
- Temporary removal from the classroom
- In-School suspension

- Suspension from school and all related school activities
- Lunch or after school detention
- Community service
- Return of property or restitution for lost, stolen, or damaged property
- Seizure of contraband, and confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out/Physical Restraint

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

DETENTIONS

Detentions may be assigned by administration after teacher referral. These detentions may be assigned during lunch and after school. Parents will be notified 24 hours in advance for after-school detentions. After-school detentions assigned by the administration will be 45 minutes in length. Detentions begin at 3:00 pm and conclude at 3:45pm. Parents are responsible for making transportation arrangements for students assigned after-school detentions. These will be held Tuesday and Thursday afternoons. Students are expected to bring class work with them to detentions. Talking, tardiness, sleeping, failing to serve, disrupting the class, not working on schoolwork, and failing to serve detentions will result in further disciplinary action as determined by the administration on a case-by-case basis.

In School Suspension

In School Suspension (ISS) dates and times may be assigned by the administration. Students are expected to complete all assigned schoolwork. Any student who is removed from ISS because of a disruption or insubordination may be subjected to further discipline as determined by the administration on a case-by-case basis. Students must turn all work in to their teachers on the day they return from their ISS placement to receive credit in accordance with a teacher's classroom management plan. Students may receive a "0" on any work not turned in on the day they return from In-School Suspension.

SUSPENSION (Board Policy No. 7:200)

School administrators have the authority to suspend students up to ten school days on a case-by-case basis. When students are suspended from school, the responsibility for their supervision is placed upon the parent or guardian. Students who are suspended are excluded from school activities and school grounds during the period of suspension, and the consequence for violation of this restriction shall be determined by administrators on a case-by-case basis. A student suspended from school shall be provided an opportunity to make up all missed academic work for full academic credit. The deadline for a student to make up missed work shall be established by the administration and teachers. A student that does not complete the academic work on or before the established deadline shall receive a zero for the missed academic work.

SUSPENSION PROCEDURES

A conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. The student's parents should be notified via an attempted phone call. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a right to a suspension review. A copy of a notice shall be given to the Board of Education. Upon the parent's request, the Board of Education or appointed Hearing Officer shall conduct a review of the suspension. At the review, the student's parent(s) may appear, and may be represented by counsel, and discuss the suspension with the Board or Hearing Officer. After presentation of the evidence or receipt of the Hearing Officer's report, the Board shall take such action, as it finds appropriate.

EXPULSION Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for up to two (2) school years. Placement in an alternative setting may not be offered under certain circumstances in accordance with the Illinois School Code. A student who has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the expulsion.

EXPULSION PROCEDURES Before expulsion, the student and parent(s) must be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or Board appointed Hearing Officer. The Hearing Officer shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. At the hearing, the student and his/her parent(s) may be represented by counsel, present witnesses, and other evidence and cross-examine the witnesses. At the expulsion hearing, the Board or Hearing Officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the Hearing Officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

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

GANG AND GANG RELATED ACTIVITY

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

OFF CAMPUS ACTIVITY

Students must follow school rules and policies at all school events which take place during, before, and after school hours or which have a reasonable relationship to school. The student will be held accountable for negative behavior in violation of the discipline code in these instances on or off campus.

This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The

grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DRUG FREE ZONE

Columbia Middle School is considered a "Drug Free Zone." No drugs, alcohol, cigarettes, E-cigarettes (JUULs), or any other chemicals used to stimulate, or "look alike drugs" are allowed to be possessed, sold, or used on or near Columbia Middle School.

SEX EQUALITY

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

EQUAL EDUCATION ACCESS

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the District Office.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT (7:180)

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 from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, actual or marital status, parenting 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 non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report incidents or claims of bullying orally or in writing to the District 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 District Complaint Manager.

Nondiscrimination Coordinator and Complaint Manager:

District Complaint Manager
Amanda Ganey
Assistant Superintendent
5 Veterans Parkway
Columbia, IL 62236
(618)281-4772
ganey.amanda@columbia4.org

Complaint Manager
Dawn Mueller
Principal
100 Eagle Drive
Columbia, IL 62236
(618) 281-4993
mueller.dawn@columbia4.org

Do you have information adults should know, but aren't sure how to share it? Use the "Tell Someone" link on our school homepage. This is an anonymous form designed to empower students and parents to help others. This is not for emergencies. If you are facing an emergency, please call 911 or your local authorities. For anonymous reporting, please leave detailed information on a voice mail after office hours or use the internet link, Tell Someone, on our school homepage:

Mrs. Dawn Mueller
Principal, Columbia Middle School
618-281-4993

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

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

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

SEXUAL HARASSMENT (7:20)

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 education 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 education aid, benefits, services, or treatment; or
 - 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. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

FAITH'S LAW (5:120)

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. The employee conduct standards require:

1. Employees who are governed by the Code of Ethics for Illinois Educators will comply with its incorporation by reference in the policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels.
4. Employees report prohibited behaviors and/or boundary violations.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard.

More information can be found on the District website under Board Policy 5:120.

TEEN DATING VIOLENCE (7:20)

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

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 principal, assistant building

principal, or complaint manager. 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.

To report any incident that could potentially interfere with the health, safety, and welfare of our students and staff, please contact your child's building principal. For anonymous reporting, please leave detailed information on a voice mail after office hours.

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

Nondiscrimination Coordinator and Complaint Manager:

Amanda Ganey
Assistant Superintendent
5 Veterans Parkway
Columbia, IL 62236
(618)281-4772
ganey.amanda@columbia4.org

For anonymous reporting, please leave detailed information on a voice mail after office hours or use the "Tell Someone" internet link on our school homepage:

Columbia Middle School
Dawn Mueller, Principal
(618) 281-4993
mueller.dawn@columbia4.org

SMOKING AND USE OF TOBACCO

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto a bus, school property, or brought to a school-sponsored activity.

Organizations sponsoring activities in the school outside of regular school hours are to report any violations to the building principal. Failure to do so could result in cancellation of that organization's privileges.

WEAPONS (7:190)

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

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

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

The expulsion requirement may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

INCENDIARY DEVICES Students are not permitted to have in their possession or to set off any devices such as firecrackers, smoke bombs, or other incendiary devices while on school property or at school functions.

CELL PHONES AND OTHER ELECTRONIC DEVICES (7:190)

Students are responsible for their own property and must take caution to protect their property from theft or damage. The classroom teacher will decide when students may use a device in the classroom. Any class disturbances from cell phones are subject to disciplinary action and collection of the device for parent pick-up. The possession and use of cell phones and other electronic devices are subject to the following rules:

1. Phones must be turned off and placed in a backpack or locker once the student enters school.
2. They must be turned off upon entering the building until 2:55 p.m. unless the supervising teacher grants permission for them to be used, if needed during an emergency, or the use is pursuant to a medical condition or student's individual educational program.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. Student use of a music device may be allowed in classroom settings only during designated study times at the discretion of the individual classroom teacher. Students should not use earbuds as they walk the hallways in order to promote communication and safety.
5. The use of any electronic device used in any manner that disrupts the educational environment or violates the rights of others must not occur. Using the device to contact parents without permission, take photographs in restrooms, taking photographs without permission, cheating, or otherwise violating student conduct rules should not occur. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. This includes, but is not limited to, cellular phones, iPads, Chromebooks, laptops, Kindles, Nooks, and Smart Watches.
6. Students may use electronic study aids that are acceptable for student use if they are used appropriately for academic purposes.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. However, school officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

STUDENT USE OF ELECTRONIC DEVICES

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

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

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating,

sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

All disciplinary action is determined on a case-by-case basis by school officials. The following discipline actions will be used as guidelines:

1. The device may be confiscated by school personnel. The student may receive the device back at the end of the day in the school office.
2. A verbal warning may be assigned.
3. A detention may be assigned.
4. The student's parent/guardian may be notified and required to pick up the device in the school office.
5. The student may be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student may be prohibited from bringing the device to school for the remainder of the school year.
6. The student may face consequences for insubordination.
7. The student may be prohibited from bringing the device to school for the remainder of the school year.

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

INTERNET ACCEPTABLE USE

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

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

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

Google Workspace for Education

At Columbia Unit School District #4, we use Google Workspace for Education, and we will create and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. As part of the tools and technology provided at Columbia Unit School District #4, we use Google Workspace for Education including many of its third-party services. Specifically, your child may have access to the "Additional Google Services". At Columbia Unit School District #4, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks (when applicable), and learn 21st-century digital citizenship skills. Columbia Unit School District #4 maintains control over the apps that are made available to your child/student, and they will be of an educational nature as needed.

By signing the handbook, you are giving your consent for your student/child to use Google Workspace for Education and its third-party services.

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

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

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

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

Indemnification - The user agrees to indemnify the Columbia Community Unit School District #4 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Students are responsible for their actions while using the Internet/computer. Students can be punished if he/she purposely alters the computer from its set functions or browses internet sites (including chat rooms) for non-educational purposes. Students will be responsible for payment for repair of equipment as a result of vandalism and horseplay and for any charges brought about by violating the Acceptable Use Policy.

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

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

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

such sources as long as the material to be distributed or accessed is primarily prepared by students.

INTERNET AND COMPUTER USE

To have access to the Columbia Middle School computer system, the student and parent must sign the "Acceptable Electronic Networks Use Policy" (6:235) during the registration process. Students are expected to use the internet and school computers for educational purposes. Any student who uses the internet or school computer inappropriately, may lose computer privileges up to one semester and may face further disciplinary measures. Additional violations may result in further discipline.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the IL State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities

- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

SUBSTITUTE/GUEST TEACHER

Columbia Middle School students are expected to be on their best behavior for substitute and guest teachers. Misbehavior while a substitute or guest teacher is supervising may result in discipline consequences.

STUDENT SUPPORT SERVICES

COUNSELING OFFICE

Guidance services are available for all students. The guidance counselor will do everything possible to help get a better understanding of individual students' abilities, interests, and needs. Various services to students and parents include:

- coordinating tutoring/mentoring programs
- promoting positive self-esteem and attitudes
- aiding teachers and parents in helping students achieve his/her highest potential
- assisting students with concerns and issues that are related to the natural process of entering adolescence
- coordinating the efforts of other school specialists such as administrators, teachers, school psychologists, etc.
- providing a safe environment for students
- teaching classroom guidance lessons
- introducing new students to our school
- leading group counseling sessions
- leading individual counseling sessions
- providing study skills lessons for those in need
- collaborating with teachers and administrators to provide interventions for those students who are at-risk
- referring students for special services
- coordinating and interpreting achievement test scores
- organizing grade checks
- planning career and educational programs

The Counseling Department has an "open door" policy for students. Parents/guardians are encouraged to schedule an appointment. Response to Interventions Services (RTI) and Study Lab are offered to eligible students through teacher recommendation and test scores. Teacher recommendations, grades, and test scores will be considered at the end of each quarter to evaluate student success and possible schedule changes. The goal is to graduate out of a lab class at the end of a quarter. When this occurs, parents will be contacted when schedule changes are made.

SOCIAL WORK

Students have the opportunity to speak to the social worker to seek assistance for social and/or emotional issues. In order to schedule an appointment, students must complete a form that can be obtained from the office. A teacher may also refer a student to the social worker through a referral form. According to law, a social worker may meet with a student five times before seeking parent permission.

TUTORING

Students interested in tutoring by a high school student after school should contact the guidance counselor. Arrangements are subject to availability. Please contact Rosemary Leingang at leingang.rosemary@columbia4.org or call 618-281-4993 ext. 2524

STUDENT INCENTIVES

Programs have been developed to recognize students for their positive contributions to CMS. PBIS and Eagle Bucks offer students rewards for meeting our respect, responsibility, and safety expectations.

Student Spotlight winners are nominated by teachers based on academic performance. The Soaring Eagle award recognizes students with excellent character and are based upon teacher recommendations.

STUDENT SERVICES AND SPECIAL EDUCATION

1. PUBLIC NOTICE REGARDING THE AVAILABILITY OF SPECIAL EDUCATION SERVICES

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Parent(s) who believe that their child may require special services should contact the local building principal or the Director of Special Education. If it is determined that a case study evaluation is needed to determine eligibility for special education services, parent(s) will be required to consent to such a case study evaluation being conducted and have the right to a report of the evaluation information and attend any meetings to determine eligibility for services. If parents have questions regarding their child's referral for a case study evaluation information, please direct questions to the Director of Special Education.

For further information, please contact:

Jeanne Goacher
Special Education Director
618-281-2537
goacher.jeanne@columbia4.org

2. SPECIAL EDUCATION COMPLAINT RESOLUTION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Complaints alleging violations of rights accorded parents and eligible special education students shall be referred to the Director of Special Education. The Director will work with the parents and building principal to resolve the issues and concerns. If the issues cannot be resolved, the parent has the right to request mediation and or pursue a due process hearing. Please refer to the procedural safeguards provided to parents. For further questions, contact the Director of Special Education.

3. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

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

4. BEHAVIOR INTERVENTION GUIDELINES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a

committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

5. SECTION 504/ACCESSIBILITY

"Reasonable accommodations" will be made for students deemed disabled in accordance with Section 504 of the Rehabilitation Act or the American with Disabilities Act. Parent(s) should immediately notify their child's counselor or social worker if he/she/they have reason to believe a reasonable accommodation is necessary for his/her/their child.

6. NOTICE OF INTENT TO OFFER HOME/HOSPITAL INSTRUCTIONAL SERVICES A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates their absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student may be eligible for homebound instruction whenever it is anticipated a student will be absent for at least two consecutive weeks or for at least two consecutive days periodically throughout the school year totaling at least 10 days or more due to their medical condition.

The District must receive a written statement from the student's physician specifying the student's condition, the impact of the condition on the student's ability to attend school and the anticipated duration of the student's absence from school. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Any student on homebound instruction is not eligible to participate in or attend extra-curricular activities. A student on intermittent homebound instruction may receive approval from the superintendent after documentation of approval is received from the licensed physician.

For information on home or hospital instruction, contact your building principal.

7. RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

8. REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

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 building principal.

9. EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENTS

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the

- IEP team makes the determination; or
- He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

The District will provide accommodations for parents or guardians with disabilities at parent/guardian conferences, school programs, or school board meetings. Parents or guardians who require accommodations or who have questions about access should contact the Building Principal.

PUNS (Prioritization of Urgency of Need for Services)

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database that records information about individuals with intellectual disabilities or developmental disabilities who are in need of services.

For more information or questions about PUNS see the Illinois Department of Human Services PUNS information page at www.dhs.state.il.us/page.aspx?item=41131 or contact Jeanne Goacher, Columbia Special Education Director at 618-281-2537.

SAFETY

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable

student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

EMERGENCY PROCEDURES

If an emergency situation is announced, the following crisis management plan will be used:

EARTHQUAKE

When an earthquake takes place, teachers/staff will instruct students to stop, drop, and cover. Students are to move away from windows and other potential hazards, move underneath desks. drop to their knees with their backs to windows and put their head down toward their knees, clasp hands behind their neck with arms against ears, and hold onto the desk with their legs. Students should be silent and listen for further instructions.

FIRE ALARM

This alarm indicates a situation exists calling for orderly evacuation of the school building. Each interior door is to be closed after the room has been checked and found to be clear. Teachers are to keep their classes intact in a predetermined safe area.

TORNADO ALARM

In case of immediate danger due to a tornado or other severe storm, an announcement will be made, windows and doors should be opened, and students should go into the hall and sit facing the wall with arms folded across knees and head resting on knees. Emergency procedures, including earthquake preparedness, are posted by doorways in every classroom.

LOCKDOWN

This procedure indicates a very serious or dangerous situation. Teachers are to secure their classrooms. All equipment is to be turned off. All doors are to be locked. Students are instructed to stay away from windows and doors and follow the teacher's directions. If a lockdown is announced during passing time or other free time, students are to report to the closest classroom. Classes that are outside should move to a safe area away from any disturbance.

TELL SOMEONE

Do you have information adults should know, but aren't sure how to share it? Use the Tell Someone link on our school homepage. This is an anonymous form designed to empower students to help others. Do what is right. This is not for emergencies. If you are facing an emergency, please call 911 or your local authorities.

VISITORS AND LOITERING

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

School visitors who will be chaperoning a field trip or working with students outside the classroom should complete a School Volunteer Information Form and Waiver of Liability. These forms are located in the CMS office and are required to be completed and turned in five days before the visit date.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford

parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

Permanent and temporary records are kept for each student; these records are considered confidential and are released, reviewed, or destroyed in accordance with Illinois School Law. All student records except information excluded from disclosure pursuant to 105 ILCS 5/(e) are open to a student's parents or guardian and to the student and may be reviewed upon proper request. Parents or guardians interested in more detailed information concerning student records should contact building administration.

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

RELEASE OF INFORMATION

The law requires contact information (phone number and address) to be released upon request to the U.S. military. Parents have the option to request their student's contact information not be released to anyone other than the military without prior written parental consent. It is our School District's policy to not release addresses and phone numbers of our students except to those that are deemed necessary. During the registration process, parents will have the option of giving consent to release information to the military, higher education institutions, as well as media exposure.

STUDENT PRIVACY POLICY

Surveys by Third Parties

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Parents have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents may opt out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

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

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

SURVEYS REQUESTING PERSONAL INFORMATION

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

STUDENTS' PERSONAL INFORMATION

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means

individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and

assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.

6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

Parents may opt out of any of the above listed activities by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. Invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.

2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).

3. Is administered pursuant to the District's extracurricular drug and alcohol testing program.

4. Is otherwise authorized by Board policy.

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

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

- The degree of access a student has to his or her records depends on the student's age.

Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

- These rights will be denied if the District has received a court order specifically prohibiting access to a student's records.

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

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

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

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

- Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.
- Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
- Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
- Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; 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.

4. 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.

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

- Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date 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.

6. 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.

7. 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.

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

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

STUDENT BIOMETRIC INFORMATION

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

ADDRESS CHANGE

Please inform the office if you change your address, email address, home or cellular telephone number, or emergency contact phone number. Families who change residence mid-year will be required to provide proof of in-district residency

MEDICAL

The Illinois School Code and Columbia Community Unit No. 4 Board policy require all public school students entering school at the kindergarten/first, sixth, and ninth grade levels, and all incoming transfer students, to present to the School District completed medical records which comply with State requirements. **Only the State of Illinois forms will be accepted.** Please submit medical records to the school office as soon as they are complete. We ask that all medical records be received by the first day of school in August. Students not complying with the above requirements may be prohibited from attending school until required records are submitted.

In order to ensure a smooth start to the school year, make appointments for immunizations and exams early. Copies of the Illinois forms are available in each school office and on each school website at www.columbia4.org.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

Parent(s)/guardian(s) may access informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the Illinois Department of Public Health on the District website or at the District office.

EYE EXAMINATION

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a complete eye examination, or (2) that an eye examination will take place within 60 days after October 15. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details.

DENTAL EXAMINATION

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

EXEMPTIONS

A student will be exempted from the above requirements for:

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

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:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- 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.

Student Medication

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the

availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

MEDICATION BROUGHT TO SCHOOL

Medication forms are available in each school office and on each school website at www.columbia4.org.

Medication must be brought to school by a parent/guardian in an appropriately labeled container, with a prescription or original store label for over-the-counter medications. Any student choosing not to comply with the medication guidelines will be subject to disciplinary action. Questions regarding any medications at school should be directed to the Nurse in your child's building.

COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak.

ACCIDENT/ILLNESS PROCEDURES

If students should have an accident causing physical injury while at school, they should go to the supervising teacher and report the accident. The teacher will complete an accident report to file in the middle school office. If the accident requires a doctor's care and the students have school insurance, they should come to the middle school office to pick up the necessary forms that are to be taken to the doctor. It is the student's responsibility to complete the required paperwork.

If a student becomes ill or injured during school hours or activities, he/she is to immediately make the teacher in charge aware of the injury or illness. When a student needs to leave school for any reason, the parent or guardian must come into the school office to sign the child out of school.

The primary purpose of the school nurse at Columbia Middle School is to handle emergencies that arise. Injuries that occur overnight and away from school should be taken care of at home. It is also important to realize that the nurse is limited in her time and scope of treatment.

STUDENT INSURANCE

The school district provides an opportunity for students to purchase accident insurance through a private insurance company. Student insurance is purchased from the insurance company and not the school district. The school district facilitates the purchase of the insurance and the filing of accident claims so that all parents can have the advantages of a group insurance plan. The school district accepts no direct responsibility for settling claims. Student insurance is an option for parents.

PHYSICAL EXCUSE FORMS

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons documented in writing by the student's doctor and approved by the case manager. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education 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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

LUNCH PROGRAM

CAFETERIA PROCEDURES

Students are expected to abide by all school rules during the lunch period in order to keep their lunch experience safe, fair, and clean. The following rules apply to the cafeteria:

1. Students will remain in a single file line until they receive their lunch. No cutting in line. Students should keep their hands and feet to themselves.
2. Students will remain seated at their table until dismissed.
3. Students are not to buy lunches for other students.
4. All lunches are to remain in the cafeteria. This includes drinks and snacks.
5. Tables must be clear and all trash picked up from the table and floor before dismissal.
6. Students are to be considerate and respectful to others and talk in a conversational tone and volume.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures. Free or reduced price meals are available for qualifying students. For an application, please contact or visit the CMS office.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be

provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Outside Beverages

Students are permitted to bring water to drink throughout the school day as long as it is in a plastic container (non-metal due to noise) with a spill resistant lid. Students will not be permitted to drink other beverages throughout the school day except in the cafeteria during lunch.

TRANSPORTATION

All students riding the bus for any purpose are subject to the control of the bus driver and to any adult sponsor accompanying a group of students. Students may be disciplined and may lose riding privileges for violating safety procedures.

1. Conversational tones should be used on the bus.
2. Students must be seated before the bus will be put into operation. Students should remain seated until they reach their destination.
3. Yelling from the bus to pedestrians will not be allowed.
4. Foul, abusive, or profane language will not be permitted.
5. Enter and leave the bus by the front door.
6. A driver or teacher must be present before students are permitted to enter the bus.
7. Everyone should make an effort to keep the buses neat and clean. Paper, refuse, and the like should be deposited in the trash can within the bus. These articles should not be discarded along the highway. (State law prohibits this.)
8. Eating is not permitted on the buses except in exceptional cases. These cases will be determined by mutual agreement between the driver and the sponsor.
9. Students are expected to be at the designated pick-up point on time.
10. Students should not expect the bus to wait for them. Buses will depart CMS within 10 minutes of the dismissal bell at the end of the day. Because of weather and traffic conditions, the bus will not be able to pick up at exactly the same time every morning.

After a bus driver has warned students about inappropriate behavior on the bus, a written report will be turned in to the Transportation Office and a copy sent to building administration. Student discipline (including student removal from the bus) may result. Based upon severity of the student infraction, a written report may be submitted to the building principal on first offense. Transportation questions should be offered to the Transportation Director at 281-6555.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

BUS CONDUCT

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for violating school rules or for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Students who wish to ride a bus other than the one assigned to them must have their parent or guardian contact the Transportation Department *in advance* to request approval. This must be arranged prior to the student boarding the bus. Approval is subject to available seating on the requested bus, and students will not be permitted to ride if the bus is at capacity. Additionally, the bus driver must be informed of the approved change ahead of time. Students will not be allowed to ride without prior coordination and driver notification.

BUS TRIPS

School sponsored trips requiring the use of a school bus shall have a responsible adult on each bus. Students shall be accountable to this person. Students traveling to an event by school bus must return by school bus. Students may ride home following school activities only with the student's parents or legal guardian. Any other arrangements must have advanced permission from building administration. Student inappropriate behavior and conduct may result in losing the privilege to participate in field trips.

FIELD TRIPS

The Columbia Community Unit District No. 4 Board of Education, parents, principals, chaperones, and teachers strongly believe in providing additional learning experiences outside of the classroom. Because of this belief, students may be provided the opportunity to go on field trips.

A great deal of time and effort is spent in providing these valuable learning experiences. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Any student who is suspended at any point during the school year may lose field trip privileges. Student behavior during field trips is expected to be a positive reflection upon CMS and the community. Students who are not able to conduct themselves in a mature, adult-like manner will not participate in these opportunities. Also, all students who do not participate will be required to attend school and complete a similar learning experience. The school dress code is in effect during field trips.

BICYCLES AND SKATEBOARDS

Students may ride bicycles to and from school but must adhere to the following rules:

1. Bicycles must be parked in the rack or designated areas.
2. Each child is responsible for his or her own bicycle. It is recommended that bicycles are locked when not in use.
3. Bicycles are not to be ridden during recess or on the playground.
4. No student may ride or tamper with another student's bicycle without the owner's permission.
5. Skateboards are strictly prohibited to be ridden at school. Riding skateboards at school is strictly prohibited.

ATHLETICS AND EXTRACURRICULAR

ACTIVITIES AND CLUBS

Students who are involved in school activities outside of the classroom typically achieve a higher degree of success in the classroom. Athletics, Beta Club, dances, Student Council, and other extracurricular activities that are an extension of the classroom are not a "right," but a "privilege." We strongly urge and support participation in the activities that are provided to our students. Listed below are extracurricular activities that may be available to students at CMS. Fifth grade is a transition year, therefore, student activities are limited.

Athletics/Interscholastic Activities

Baseball, Softball, Cheerleading, Boys' Basketball, Girls' Basketball, Scholar Bowl, Boys' Track,

Non-Athletic

Beta Club, Book Club, Drama Club, German Club, Student Council/Student Spirit, Yearbook Club

BETA CLUB The purpose of the Columbia Junior Beta Club, a division of the National Junior Beta Club, is to encourage effort, reward accomplishments among students, and promote those qualities of character which build good citizenship in the school community. Columbia Middle School operates on a 4.0 grading scale. Sixth, seventh, and eighth grade students with a grade point average of 3.50 or above, who have demonstrated leadership skills, service to others, and good character will be eligible for selection to Beta Club.

Students who are selected for Beta Club will be inducted during an evening program. Elected officers will be installed at the induction. Beta Club supports activities that are service projects for the community.

Each newly inducted member of the National Junior Beta Club shall remit a certificate fee to the National Office for his or her certificate of membership, membership card, and an official pin.

DRAMA CLUB Drama Club is open to all Columbia Middle School students. Drama Club sponsors two plays each year. The fall play is open to middle school and middle school students, and the spring play is open to middle school students only.

GERMAN CLUB German Club is made up of students with a special interest in German. A student does not need to be currently enrolled in a German course to participate. The German Club meets after school according to the dates established by the sponsor.

STUDENT COUNCIL/STUDENT SPIRIT

Student Council is a student-based civic organization designed to represent the ideas and goals of the student population, help promote school spirit, and leadership among students. Each Student Council representative must complete and submit an application packet before they can run for office and create a campaign. Members of the Student Council must demonstrate good citizenship and represent the middle school through their positive behavior. Under the direction of the Student Council Advisor, they meet to discuss school issues and to formulate plans for school-wide activities.

YEARBOOK STAFF Yearbook Staff is open to seventh and eighth grade students. Students must apply to be on the Yearbook Staff. Students chosen for the Yearbook Staff are responsible for taking pictures of various student events and writing articles.

INTERSCHOLASTIC ACTIVITIES

Starting the 2020-2021 school year, CMS has allowed seventh grade players to be able to also participate at the eighth grade level in all sports.

CUSD4 believes that Middle School athletics are to provide not only a fun and nurturing experience for our students, but they are to provide opportunities for ALL athletes to improve their craft. We need to help improve those whose skill set is low as well as those whose skill set is very high. In order to aid in this progression, it is imperative to have most all athletes compete with other student athletes with the same skill set.

The following parameters are in place at CMS:

1. No 7th grade student athlete can exclusively play at the eighth grade level, unless extenuating circumstances requires this to happen. Prior administrative approval is needed.
2. Each sport at the Middle School level will have its own rules on how this can happen.
 - a. Baseball/Softball- Most 7th and 8th grade teams are separate teams that play and practice on different days. In this case, the 8th grade coach will make the final decision. 7th grade players could be used in tournaments and no more than ½ of the regular season games.
 - b. Basketball-Per Conference by-laws, no player shall exceed 6 quarters of play on any given night. 7th grade players may be used for 8th grade tournaments, at the discretion of the 8th grade coach.

c. Volleyball-No player shall exceed 4 games played on any scheduled game and 7th graders can be used for 8th grade tournaments at the discretion of the 8th grade coach. d. Track and Field-We already allow 7th grade to compete to a degree in 7th/8th track and field.

ATHLETIC CODE OF CONDUCT

PHILOSOPHY

Columbia Middle School encourages participation in extracurricular programs as the opportunities are an integral part of the total school experience. Our programs provide opportunities for service, leisure activities, academic enrichment, leadership, decision making, and the development of individual and group responsibility. Participation in athletics is a privilege. Attention is constantly focused on the student in activities, and he/she will be expected to set a good example for the entire community. Participants must avoid situations that bring disrespect to themselves, their teammates, their sponsors or coaches, and his/her parents. The Code of Conduct specifically establishes high expectations and standards for co-curricular participants. These expectations embody a total lifestyle approach with an emphasis on respect for self, others, and property; loyalty to self, classmates, staff, coaches, sponsors, and school; ideals of true sportsmanship; and maturity by the athlete to fully accept the consequences and his/her choices. We are very proud of our outstanding athletic programs as well as the students who participate on behalf of our school and the community.

PERIOD AND SCOPE

The Code of Conduct applies to all students who participate in voluntary, school sponsored activities that are not part of an academic course. The Code requirements must be followed by these students on and off campus, 24 hours a day, seven days a week, 365 days per year. A student's Code record and consequences are cumulative, regardless of the violation. The rules and consequences apply on the first official practice date set by the IHSA and continue to apply for the length of the student's enrollment in CMS.

A suspension shall begin on the date of the investigation with the student at which the student is found to have violated the rule. A student who commits a violation of this policy while not actively participating in a co-curricular shall serve his/her suspension beginning with the student's next season of participation. If the suspension cannot be completed before the end of a season, the suspension shall carry over to the student's next athletic season. For a student to serve the designated suspension for an infraction, that student must begin the season of the activity with the first practice and complete the entire season as a member of the activity. While suspended, students are expected to attend all games/matches, be dressed in street clothes, and sit with the team during the contest. Games/matches attended by students who are not physically cleared to play will not count toward their suspension. Circumventing a suspension in a particular sport by joining another team for the first time is not permitted. Students who violate policy while participating in interscholastic activities are subject to suspension from school.

QUITTING OR SWITCHING TEAMS/DUEL SPORTS

No athlete may quit or be dismissed in one sport and become a member of another team or practice for another activity during the same season. Should a physical condition limit an athlete in one sport, but not in another, the athlete may participate with the consent of the coaches. Athletes may switch sports with the consent of the Athletic Director and all coaches involved. Athletes may participate in two sports during the same season. The athletic director, in consultation with the coaches and administration, will resolve any disputes over practice or game participation.

VIOLATIONS

The Code provides a minimum guidance when addressing certain conduct of students participating in extracurricular/co-curricular activities. The listed offenses below do not enumerate every situation or

conduct for which discipline may be imposed on a student.

- The possession, use, purchase, distribution, or being under the influence of any alcoholic beverage, controlled substance, look-alike drug (a substance, that because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance), drug paraphernalia, illicit drug, or the misuse of prescription or over-the-counter medications and performance enhancing substances banned by the IHSA.
- Possession of a weapon, explosive, or incendiary device.
- Use or possession of any tobacco substance, including e-cigarettes and vaporizers.
- Stealing or vandalizing personal or school property.
- Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.
- Activity that may be considered by the administration to be unsportsmanlike conduct.
- Use of violence, force, coercion, hazing, threats, intimidation, fear, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct.

SUSPENDED GAMES/CONTESTS

First Violation will result in a suspension of $\frac{1}{3}$ of the sport season. The Honesty Clause may be invoked for the first violation.

Second Violation will result in a suspension of $\frac{1}{2}$ of the sport season given the number of games, matches, or meets affected by weather, tournaments, and post-season play.

Third Violation will result in a suspension from all athletics for a full calendar year. The student will be required to undergo a drug or alcohol assessment by a certified agency approved by school officials and must comply with the recommendations from the assessment to become eligible for continued participation in athletics.

Fourth Violation will result in a suspension from all athletics for the remainder of the student's enrollment at Columbia Middle School.

Special Rules Related To Criminal Offenses:

If a student is charged with a criminal felony offense, the student will be excluded from participating in all athletic and extracurricular activities until the criminal charge is adjudicated or dismissed. If the student is convicted of a felony offense, the student shall be excluded from participation in all athletic and extracurricular activities for a period of one calendar year from the date of conviction. If a student is charged with an offense reportable to the District pursuant to a reciprocal reporting agreement with local law enforcement and that offense is not already listed above, the student will be excluded from participating in all athletics for a period of time determined appropriate by the administration.

Other Violations:

Other acts sufficient to warrant discipline for students participating in interscholastic activities include curfew violations and individual team/activity rules. A threat to commit any act of misconduct shall be disciplined as if the student had committed the act of misconduct. With all violations, a coach's discretion may increase the length of the suspension with the possible removal from the team per team rules and/or violations. Determination of guilt or innocence and disciplinary consequences will be administered by the administration and head coach of the sport in which the student is participating. Penalties for violations under this section will range from a one-game/match suspension up to removal from interscholastic activities for the remainder of the student's middle school enrollment.

District 4 opposes the use of tobacco, alcohol, and controlled substances by any student. Through this position statement, District 4 seeks to help our students resist situations that are detrimental to the growth of our young citizens. Hosting, organizing, and attending parties or gatherings where drugs, alcohol, and tobacco products may be present is strongly discouraged.

Social Media

Participation in extracurricular activities is a privilege at Columbia Middle School. The use of social media

considered to be “unbecoming of an Eagle” by a student athlete may result in discipline including suspension or removal from a leadership position or team.

Honesty Clause:

The Honesty Clause and a penalty reduction can be invoked only when a student-athlete self-reports a violation of any portion of the Athletic Code. The Honesty Clause is available to athletes only on a first offense violation. It is the student-athlete's responsibility to contact the athletic director, middle school administration, or head coach within 48 hours of the violation. If the student-athlete is out-of-season, he/she must contact the athletic director, middle school administration, or head coach within the said time frame. By admitting his/her violation to the appropriate school representative within the 48-hour time frame, the student-athlete's consequence will be reduced to the number of games, matches, or meets outlined under the Suspended Games/Contests Honesty Clause.

If the student invokes the Honesty Clause, the appeal process is forfeited. If the student-athlete fails to notify any of the said individuals within 48 hours of the Athletic Code violation, the athlete will serve the full consequence as outlined under Suspended Games/Contests. The Honesty Clause is invoked only when the student-athlete approaches the said school representatives and is forthcoming with the violation on his/her own will. When school officials have been made aware of the violation through another source, the Honesty Clause and penalty reduction are not applicable. The Honesty Clause is not invoked by admitting a violation of the Athletic Code during due process and the investigation.

NOTIFICATION AND APPEAL

When there is good reason to believe there has been a violation of a rule by an athlete, the Athletic Director and/or administrator(s) will meet to afford the student accused of the violation due process. School officials shall determine whether or not a violation has occurred. Parents will be notified of any consequences. It is the responsibility of the administration to investigate any allegation that is presented to them in the form of documented evidence that a violation has occurred (i.e. picture, video, or if the student has been arrested or cited by law enforcement for a violation).

Should a student or parent disagree with the disciplinary measures, they may request an appeal conference. Parents must follow a chain of command beginning with the athletic director, followed by an administrator, and if unresolved, followed by the District 4 Athletic Council. The Athletic Council is comprised of the middle school administration, athletic director, and head coach(es) of all athletic programs. Should the parents or student desire an appeal to the Council, the request must be in writing using the Athletic Appeal Form and submitted to the athletic director or administrator, no later than three calendar days following the notification of the infraction that led to the discipline. Failure to request a review within three calendar days shall result in forfeiture of further right of appeal. During the review process and/or the appeal, a student who has been suspended may not participate in any contest.

REGULATIONS FOR ATHLETES

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High Elementary's Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's

most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Attendance for Participation A student must be enrolled as a full-time student at Columbia Middle School to play sports. To be eligible to participate in a contest, a student must be in attendance at least half of the school day- on the day of the contest. If a student has prior knowledge that he or she will be absent for any part of the day of a contest, the student must notify and obtain the approval of the principal prior to participation.

A student who is unable to attend practice must report the absence to his or her coach. A teammate shall not report another student's absence.

Eligibility Eligibility will be checked and determined weekly. A student must be passing six of the eight classes to be considered eligible to participate and any extracurricular activity. Students who first become ineligible are still allowed to practice but cannot participate in a contest. If a student is ineligible for interscholastic activities for two consecutive weeks, the student will be suspended from the activity and may not practice until the student regains academic eligibility.

Sportsmanship The student participant is expected to exercise good sportsmanship. A student participant will be disciplined for displays of poor sportsmanship.

Loss or Abuse of Equipment An athlete shall be held responsible for all equipment issued. Loss or abuse of equipment will result in the athlete being assessed the replacement cost of the item. The athletic uniform must be worn for all contests.

Injuries If a student is injured during a contest or practice, the injury shall be reported immediately. A student must not attempt to self-medicate or treat the injury by himself/herself. Upon each report of injury, the coach shall complete an accident form and submit the report to the office. If the participant is treated by a doctor, the student must obtain a doctor's release before resuming practice or participation. If a student has been removed because of a suspected concussion, the student is only permitted to return after the District's return-to-play and return-to-learn protocols have been completed.

Punctuality An athlete shall be properly suited up and ready for practice or a contest at the time designated by the coach.

GENERAL INFORMATION

8th GRADE END OF THE YEAR CELEBRATION EVENTS

We certainly want to recognize students for their accomplishment, but, we don't want to perpetuate the idea that eighth grade promotion is a pinnacle. Instead, we want to recognize accomplishments, allow students to celebrate, and help students to realize that this is another step on their journey as scholars, with the much larger accomplishment of high school graduation and promotion into college and/or career as the focus for the future. We will plan an event for 8th grade students that will allow them to celebrate; however, it will not be a traditional graduation ceremony, including caps, gowns, and diplomas. The promotion ceremony will take place before the last day of school and the 8th graders will be finished for the year upon the completion of the ceremony.

ASBESTOS

Columbia School District is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). As required, our buildings were initially inspected for asbestos. Our initial inspection was conducted on [Date]. The AHERA law required that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. The Inspection/Management Plan is available for public review in the District Office. Should you wish to review the plans, please call 618-281-4772 to make an appointment between 8:00 a.m. and 4:00 p.m. The findings of the inspection indicate that safe conditions exist in all buildings; however, operation and maintenance programs will maintain and monitor the district continually to sustain this safety standard.

CHROMEBOOKS

Students will be issued a chromebook at the beginning of the school year. It is the students responsibility to take care of the chromebook, to come to school with the chromebook charged, and keep it in good working order. Students agree to abide by the following "Care and Use" guidelines.

1. Charge your Chromebook every night at home. Students should arrive at school each morning with a fully charged device. Save your charger for use at home. Should the device need to be charged within the school day, designated stations will be provided.
2. Students will use a district provided carrying case. When not in use, keep your Chromebook in the district provided carrying case. Each Chromebook will be identified with a CUSD4 ID tag in addition to a student ID on the carrying case. These labels should not be altered. Damage outside of normal wear and tear or manufacture defects is your responsibility. Please be careful with your Chromebook. Do not leave your Chromebook unattended. You are responsible if it is lost.
3. Please care for your Chromebook by adhering to the following:
 - Always close the lid before moving your Chromebook device.
 - Do not "decorate" your device in any way (stickers, markers, paint, etc.) Stickers and decorations are allowed on the cases. You will be held responsible for any unauthorized modifications to the Chromebook.
 - Place your Chromebook on flat, solid surfaces only.
 - Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the device by its screen.
 - Do not sit on your Chromebook or place heavy objects on them.
 - Clean the screen with dry anti-static cloths or lens cleaners only.
 - Do not leave your Chromebook in an unlocked or hot vehicle or use your Chromebook near water.
4. In the event of loss or damaged Chromebooks, students should report issues to the school's Chromebook help desk or administration immediately.
 - Repairs will be assessed and made on a case-by-case basis. Intentional damage and vandalism will be addressed by administration. Please do not disassemble, modify or repair your Chromebook, operating system, installed software or filters.
 - Lost devices will incur a fee to replace the device if the device cannot be recovered.

DELIVERIES TO SCHOOL

FOOD, FLOWERS, BALLOONS, SALES, OR NON-SCHOOL FUNDRAISERS, ETC. Please refrain from having flowers, balloons, etc. delivered to students. Any deliveries brought to school will be kept in the office until the end of the day. Lunch box deliveries are permitted, but restaurant lunches, including pizza, are not allowed.

DRIVER EDUCATION AS A FRESHMAN STUDENT

Students must pass four academic classes in the two previous semesters of school prior to being eligible

to participate in driver education classes at the high school. If any student entering ninth grade would be eligible by age to take driver education, this requirement will include their eighth grade courses.

INCLEMENT WEATHER/DELAYED START

In case of inclement weather, a determination will be made whether school will start on a delayed schedule or be closed. This decision will be based primarily on whether or not the road conditions are severe enough to jeopardize the safety of our students and/or the predicted weather for the remainder of the day. We will make every effort to make the decision by 5:30 a.m.

As soon as it is decided to close school or start on a delayed schedule, the following news services will be notified: District Communication Phone System, KMOV TV Channel 4, KSDK TV Channel 5, KTVI TV Channel 2, and the KSDK website <http://www.ksdk.com>.

LIBRARY

Students will have the opportunity to use the library to check out books. Books are checked out for two weeks. If a book is overdue, students may not check out another book until the book has been returned. Students are responsible for damaged or lost books. There will be a fine of \$0.05 per book per day levied for overdue books.

LIBRARY MATERIAL CHECK-OUT POLICIES:

Note: Parents/Guardians maintain the right to restrict their student's access to material that circulates via the library. Parents/Guardians can request restricted access by emailing the school librarian with their student's name and criteria for and duration of the restriction.

INTERLIBRARY LOAN: CUSD #4 students have inter-library loan privileges. As such, students will be held financially responsible, per the lending library's policies, for inter-library loan items that are lost, damaged, or overdue.

ACCESS TO LIBRARY RESOURCES: "Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources, regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors." (American Library Association's Policy Manual: B.2 Intellectual Freedom, B.2.1.4 Access to Library Resources and Services for Minors) As such, parents/guardians maintain the right and responsibility to govern their student's access to CUSD #4 library resources as well as inter-library loan materials. We encourage parents/guardians to be actively aware of their student's resource selections.

LOCKERS

Lockers are provided to all students. Students are responsible for keeping their locker clean and orderly and should report any locker difficulty to the office. Students are not to exchange/share lockers. Hallway lockers have "built in" combination locks and students are not, under any circumstances, to give their combination to other students or modify the lock mechanism. Backpacks, drawstring bags, and purses large enough to use as bookbags should remain in a student's locker throughout the day. The school is not responsible for items stolen from lockers. School authorities not only have a right to inspect the locker but have a duty to determine the contents of the locker to preserve the welfare of the student body. Students should not store food or drink items in their locker, other than lunch for that current school day. Lockers are the property of the school and are subject to inspection and search at any time. Any items that are found in a student's locker that are stolen, harmful, or dangerous to others will be seized and proper authorities will be notified.

LOST AND FOUND

It is helpful that all personal items such as clothing, books, sports equipment, etc., are clearly labeled. The school cannot be responsible for any of these items. Items turned in to the office that are plainly marked will be returned to the owner. Unmarked items will be placed in the Lost and Found located outside of the library. Unclaimed items are donated as announced.

MORNING PROCEDURES

The building is open to students at 7:35 am. Students may not enter the building any earlier. Upon arrival in the morning, 6th, 7th and 8th grade students must report to their designated spot in the gymnasium and 5th grade students will report to the cafeteria.

SCHOOL VISITATION RIGHTS

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

PESTICIDES

In accordance with the state law, the Columbia Community Consolidated School District No. 4 has adopted an Integrated Pest Management Policy. The district uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. These pesticides are applied by licensed contractors or employees at times when students are not present. Please contact the building administrator if you desire more information or to be put on a notification list.

RIGHT TO REQUEST TEACHER/PARAPROFESSIONAL QUALIFICATIONS

In accordance with ESEA Section 1111(h) (6) PARENTS RIGHT TO KNOW, the Columbia School District is notifying every parent of a Title I school that you have the right and may request information regarding the professional qualifications of your child's teacher or paraprofessional.

This information regarding the professional qualifications of your child's teacher including, at a minimum, the following:

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please contact the District office.

SEX OFFENDER INFORMATION

This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents may access.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

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

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

STUDENT SALES OR NON-SCHOOL FUNDRAISERS

Students are not to sell items for personal gain or private fundraisers.

STUDENT PERSONAL ITEMS

Students are asked to keep personal items at home unless given permission by administration and/or teachers. This includes toys, cards, stuffed animals, and other games, both board and electronic. Items will be confiscated for parent pick-up.

TELEPHONE USE

The office phone is available for student use with adult permission.

TEXTBOOKS

Textbooks issued to students are the property of Columbia Community Unit District No. 4. The condition of the textbook will be listed when distributed. When books are collected at the end of the school year, a charge may be assessed for damages, excessive wear, or if they are lost.

The handbook may be amended during the year without notice. The handbook is only a summary of board policies governing the district; board policies are available to the public at the district office.