

District #77 Administration

Mr. Russell Ragon, Superintendent.....	923-3132
Mr. Todd Hall, High School Principal.....	923-3133
Mrs. Diane Bomer, High School Guidance Counselor	923-3133
Mr. Doug Jones, Junior High Principal.....	923-3135
Mr. Charles Castle, Elementary Principal.....	923-3135
Mrs. Sheila Plummer, Elementary and Junior High Guidance Counselor.....	923-3135

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Mrs. Gail Bierman, Unit Office Secretary	923-3132
Mrs. Sandy Miller, High School Secretary.....	923-3133
Mrs. Gail Wampler, High School Secretary.....	923-3133
Mrs. Diana Ozier, Elementary and Junior High Secretary	923-3135
Mrs. Deana Baker, Elementary and Junior High Secretary	923-3135
Mrs. Laura Light, Hot Lunch Clerk	923-3135
Mr. Larry Burley, Transportation.....	923-3134
Mr. Wendell Kemper, Maintenance.....	923-3136
Mrs. Linda Hickox, School Nurse.....	923-3135
Mrs. Linda Martin, Head Cook – Elementary and Junior High	923-3135
Mrs. Sharon Titus, Head Cook – High School	923-3133

Office Hours

The Elementary and Junior High School office is open from 7:40 a.m. until 4:00 p.m. daily during the school week.
During the summer school session, secretaries are in the office from 7:00 a.m. until 2:00 p.m.

Foreword

It is the sincere wish of the Board of Education, administration, faculty and staff of Cumberland Junior High School to provide all students with the most comprehensive educational program possible. Therefore, this handbook has been prepared to acquaint you with the total school program and to serve as a source of reference for questions that might arise during the school year.

We believe that through the students, parents, teachers, and administrators working together, a school can help students achieve their greatest possible growth. If at any time concerns or problems arise, the principal and the teachers will welcome the opportunity to discuss these concerns. Please feel free to call the school if you have questions. We want to make our school the best it can be.

If a student or parent/guardian has a question or does not understand something presented in the student handbook, it is his/her responsibility to see an administrator to clarify their questions.

Student Expectations

Students are expected to:

- Be responsible for their learning.
- Seek help from teacher and/or administration.
- When absent, assume the responsibility of getting and completing all missed work.
- Know and follow all school and classroom rules.

- Accept responsibility and consequences for personal choices and actions.
- Come to class on time on a regular basis.
- Come to class ready to participate with all books, materials and supplies (planner, pencil, and AR book).
- Complete and turn in all homework on time.
- Practice active listening and follow all directions and instructions.
- Cooperate with the teacher and classroom groups.
- Positively participate in all classroom activities.
- Actively and positively participate in school-sponsored activities.
- Treat all adult staff and students with respect, dignity and common courtesy.
- Treat the building, equipment and materials with respect.
- Use appropriate and acceptable language at all times.

Cumberland Junior High Fees

Book Fees: Grades 6-8 \$40.00

(includes PE lock & assignment notebook/handbook)

The student assignment notebook/handbook will be used as a student's hall pass. A \$7.00 fee will be charged to replace a lost or torn up notebook. The notebooks are non-transferable.

Book fee receipts showing that you have paid your book rental will be issued to you at registration during the month

of August. Keep your receipt. Students will pick up their books in the appropriately assigned classroom(s).

Any parent, who has a financial hardship, may complete a waiver form to exempt them from paying textbook rental and fee. These waiver forms are kept on file for audit purposes.

When issued textbooks, the student should immediately enter his/her name in the space provided on the inside of the cover. Remember, you must assume full responsibility for all materials issued to you by the school. Students will pay for lost or defaced books. If your book is in poor condition, make sure that the teacher realizes this when the book is issued.

Lunch Prices: K-8 \$1.35

Students will be charged \$1.00 for each lost lunch card.

Free or Reduced Meals

All parents are given an application form for free and reduced lunches. Student eligibility is based upon family income and total number of family members. All parents are encouraged to complete this form if they feel their children could qualify for free or reduced price lunches.

Facility Rental Fee:

Monday – Friday \$25

Saturday \$25 plus employee charges

Jr. High Activities – Admission Prices:

Students - \$1.00 Adults - \$2.00

Senior citizens age 65 and older will be admitted **Free**

Employees and spouse admitted **Free**.

Board members and spouse admitted **Free**.

Students working or performing admitted **Free**.

Physical Education Uniforms

Shirt and Shorts \$13.00

Emergency Procedures

Cafeteria Fire Drill Exits

1. Students are to remain seated until given direction by the person(s) in charge.
2. During a fire drill, students will be removed from the cafeteria by the staff person(s) in charge. After leaving the cafeteria, students will proceed to the nearest exit and move a safe distance from the school.

Fire Drill Procedure

Please follow the fire procedure for each classroom. Stay in a single file line. Do not run. Stay on the side that the room door is on. This will eliminate cross traffic. Go at least 100 feet from the building, and stay in line until the bell rings to return to the building.

Tornado Drill Procedure

Please follow the tornado procedure for each classroom. Move quietly to your designated hallway, restroom, or locker room area. Face the wall in a kneeling position with your head down and covered by your hands or books.

1-800-477-0024

School Violence Tipline

**IF YOU KNOW SOMEBODY'S GONNA
GET HURT AND YOU DON'T CALL, IT'S
ON YOUR HANDS, TOO.**

Students who hear about impending violence at school often want to intervene, but are unsure of what to do. While the best way to prevent violence is to inform a trusted adult, students can now report threats of violence anonymously to the statewide, toll-free School Violence Tipline.

Insurance

Student insurance is optional. It is offered as a supplement accident policy and NOT AS A PRIMARY ACCIDENT POLICY. Parents have two choices available, a "school-time" plan and a "24-hour" plan, from which to select. Parents may select the plan best suited for their family.

The school assumes no responsibility for any accidents or the filing of claims. Claims must be filed immediately after an accident by the insured, with the signature of the staff member in charge. This claim will be filed in the principal's office. All medical bills are the responsibility of the parents.

Use of Telephone

The phone in the office is a business phone and is to be used by students in emergency cases only. Students must request permission from the office personnel to use the phone. Only one person is to use the phone at a time. The phone in the nurse's office is to be used by medical staff only. The telephone in the Raider Room is to be used with direct school personnel supervision only.

Note: To avoid interruptions to the instructional program, students may not be called from the classroom in order to answer a telephone call. The only exception to this is a serious illness or emergency.

Lockers

Students will be assigned a locker in which they may keep their possessions. You are responsible for keeping this locker locked in order to safeguard your belongings. We recommend the use of a lock for your protection. Locks are available in the office for a \$5 rental fee. Only locks issued by the office may be used. Decorations, pictures, drawings, etc. in/on the lockers must be approved.

Only the owner of a locker has the privilege to open his/her locker. Books and clothing should be stored neatly so the door will shut properly. Do not force the door at any time. If you have trouble with your locker, report it to the office. From time to time, there will be unannounced locker inspections. **THERE WILL BE ABSOLUTELY NO TRADING OF LOCKERS OR LOCKER PARTNERS WITHOUT PERMISSION FROM THE PRINCIPAL.**

For more information regarding lockers, see Rule 10 under Code Prohibiting Serious Misconduct.

Student Arrival Time

No staff is on duty prior to 7:50 A.M. Therefore, no students should arrive before that time. Unsupervised students dropped off by parents should wait in the cafeteria until the 7:50 bell rings. When the bell rings Junior High students are to follow the instructions of the duty teachers. Duty teachers may take students outside or remain in the cafeteria.

Junior High Bell Schedule

7:50 Building open—students are in assigned areas (either inside or outside).

8:10 Students enter building—go to lockers, restrooms, etc.

8:15 Homeroom—students should be in first period class and seated. School begins with lunch count, attendance, Star Spangled Banner, Pledge of Allegiance, and announcements from the main office taking place.

8:15 – 8:30 HOMEROOM

8:30 – 9:15 1st period class

9:19 – 10:04 2nd period class

10:08 – 10:53 3rd period class

10:57 – 11:42 4th period class

8th Grade Noon Hour (5th Period)

11:42 – 12:22 8th LUNCH

12:26 – 12:56 8th Exploratory

6th and 7th Grade Noon Hour (5th Period)

11:46 – 12:16 7th and 8th Exploratory

12:16 – 12:56 7th and 8th LUNCH

1:00 – 1:45 6th period class

1:49 – 2:34 7th period class

2:38 – 3:20 8th period class

3:15 Dismissal of students not riding bus (note required)

3:20 1st Trip Dismissal

3:30 2nd Trip Dismissal

NOTE: A.M. announcements 8:18 A.M.

P.M. announcements 3:10 P.M.

Students are to remain quiet during announcements so everyone can hear.

STUDENTS ARE REMINDED THAT THEY ARE DISMISSED BY THE TEACHER (NOT THE BELL).

*** Students are to travel within the building at all times unless accompanied by a staff member.

Early Dismissal Schedule (12:20)

8:15 – 8:30 HOMEROOM

8:30 – 9:00 1st period class

9:00 – 9:30 2nd period class

9:30 – 10:00 3rd period class

10:00 – 10:30 4th period class

10:30 – 11:00 6th period class

11:00 – 11:30 7th period class

11:30 – 11:50 8th LUNCH / 6th and 7th - 8th period

11:50 – 12:10 6th and 7th LUNCH / 8th - 8th period

12:10 – 12:20 8th period class

12:20 1st Trip Dismissal

12:30 2nd Trip Dismissal

Lunch Period

Noon hour will consist of 35 minutes. Students may either eat lunch from the cafeteria or bring a lunch from home. All lunches will be eaten in the cafeteria. All students will line up by classroom in a single file line in the halls and will pass into the cafeteria in a quiet and orderly manner.

Lunchroom

1. All students report to lunchroom, even if not eating, until dismissed.
2. Lunchroom supervisors will dismiss students from their assigned seats. Students are to proceed outside when the weather permits. **STUDENTS ARE NOT TO SPEND TIME IN THE HALLS, ANOTHER CLASSROOM, OR THE RESTROOMS WITHOUT PERMISSION.**
3. Quiet talking is allowed, but no singing, humming, or yelling will be tolerated.
4. Students will clean up the area where they are seated.
5. Throwing food, milk, or any other objects will not be tolerated.
CONSEQUENCE – See Discipline Code Part Z, p.12
6. Students will keep their hands and feet to themselves.
CONSEQUENCES– See Discipline Code Part Z, p.12

Closed Campus

Cumberland Jr. High School operates a closed campus during the school day. (The campus includes all grounds surrounding the building.) All students will remain on the campus from the time they arrive in the morning until school is dismissed in the afternoon. All students must sign out in the office before leaving. If you return to school that same day, you must sign back in at the school office before returning to class.

NO Jr. High student will go to the High School without written permission from his or her parent/guardian on file in the office.

NO Junior High student is permitted to walk or ride a bike to school.

A note from the parent is needed before another person may pick up any student at school. The principal or his designee may grant permission given over the phone.

Student Dress

Cumberland Jr. High encourages students to dress in a neat, clean, and appropriate manner. High standards of dress, grooming, hygiene, and cleanliness are proper and help create a good atmosphere for learning. In school, it is readily observed that there is a very close relationship between dress and attitude. Students who take pride in their appearance take pride in their behavior as well. A good attitude and behavior are prerequisites for a successful learning experience.

Some guidelines include, but are not limited to:

1. Clothing or jewelry that display, refer to, or promotes a controlled substance (drugs, smoking/tobacco, alcohol) inappropriate or derogatory saying/phrases, obscene language/symbols/numbers/slogans, sexual innuendos,

- support violence or hatred, or is gang or cult-related is prohibited.
2. Halter-tops, spaghetti strap shirts, low necklines, bareback, and bare midriffs are unacceptable. When a shirt exposes the abdomen or back region that shirt will be considered unacceptable. Straps on shirts must be at least one inch wide and both shoulders need to be covered. All undergarments must also be covered.
 3. Outerwear such as hats, jackets, coats, backpacks, visors, headbands, scarves, and sunglasses are not to be worn during school hours unless part of a school sponsored activity.
 4. No pants/shorts/skirts of inappropriate/immodest condition or length. Pants length should be 1-2 inches above the ground to prevent the student from tripping and becoming a safety hazard to themselves or other students. Shorts and skirts should be no shorter than fingertip length (ring finger) when arms are extended by the student's side (this means the inseam should be about 5 inches). Students' clothing needs to cover their underwear at all times. Pants and shorts may not display writing on the rear end as to draw attention to that area.
 5. Biker shorts or tights must be covered.
 6. Any clothing or accessories that may damage furniture, or be used as a weapon (ie: chains/wallet chains, pointed or studded jewelry, studded clothing, etc.) are prohibited.
 7. No face, hair paint, colored hair gel, non-permanent hair color, or excessive makeup are to be worn or applied during school hours or at school activities.
 8. Dress and/or personal appearances which are deemed to be disruptive to the learning environment or distracting from educational purposes will not be permitted.
 9. Pens, pencils, other writing implements should not be used to mark arms, hands, legs, face, etc.

Students who choose to violate these standards of dress will be given opportunity to change clothing/grooming prior to calling home. P.E. clothes are not to be worn to any class other than physical education unless approved for the day by the administration. Administration will have discretion over what constitutes appropriate dress in the school and at all school functions. The above guidelines also apply to all sport related practices.

Attendance

Regular attendance in school is necessary for each student to receive a complete educational experience. Parents/guardians are responsible for seeing that their child/children attend(s) school regularly. Students are required by law to attend school unless they have an excused absence. Any student with an excessive amount of absences will be reported to the regional office of education truancy department. There are two types of absences: EXCUSED and UNEXCUSED.

Absences are EXCUSED for the following reasons:

1. Illness of the student
2. Serious illness within the immediate family
3. Death in the family
4. Doctor or dental appointment (Please bring a note from the doctor when you come back to school.)
5. Unavoidable family emergencies

6. Pre-arranged absences (limited to five (5) school days per year within guidelines of Section 10.2 of the Cumberland Unit #77 School Policy)
 7. Detained by school personnel
 8. Observance of a religious holiday
 9. In-School Suspension
- Schoolwork missed during an excused absence may be made up. It is the responsibility of the student to ask the teacher about the work missed. The student will have the same amount of days to complete the missed work as the number of days absent. Example: If a student has two consecutive days absent, they will be allowed two days to complete make-up work upon their return to school.

All absences not excused will be UNEXCUSED absences:

1. Students are permitted and are expected to make up all daily work for unexcused absences. Students will receive no credit for daily work that they complete. Tests and Quizzes may be made up for 50% credit.
2. Students will receive a zero credit toward grade average for each unexcused absence.
3. Truancy is an unexcused absence
4. Out of school suspension is considered an unexcused absence. In-school suspension is considered an excused absence.

Notifying the school of an absence:

In grades K-8, the parent/guardian should notify the school by phone each day the student is absent. If the parent/guardian does not contact the school, the school is responsible for making a reasonable effort to promptly telephone and notify the parent/guardian of the child's absence. Parents/guardian are required to give the school primary and secondary phone numbers for notification purposes.

- When a student returns to school without a phone call from a parent before 9:00 am the previous day, he/she must bring a note to the office from his/her parent/guardian stating the reason for the absence.

- If a call is made to the school before 9:00 am, no note is required. The student is also not required to stop by the office.

Attendance in general:

- After ten (10) absences in a semester only those accompanied by a doctor's note will be excused. Extenuating circumstances may be considered. Parents are encouraged to bring a note when they go to the doctor, therefore decreasing the likelihood that the principal will need to require a doctor's note.
- Students at home ill all day cannot attend school functions that evening.
- If a student is seen out during school hours (unless with parent) when supposedly home sick, he/she will be unexcused.

Pre-Arranged, Non-Medical Absences

A parent/guardian may arrange for a pre-arranged absence. ONLY the parent/guardian is allowed to make these arrangements, the arrangements MUST BE MADE IN

PERSON and before the absence is to occur. Phone calls or faxes will not be accepted. It is understood that it will be the responsibility of the student to make up all schoolwork. The time allowed to complete the work will equal the same number of days as the pre-arranged absence. A pre-arranged absence is not recommended and it is hoped that it will be used sparingly. The pre-arranged absence is limited to five (5) school days per school year.

Tardy

Students are expected to be at school and in the appropriate room when the bell rings. If a student is late for first hour (homeroom), the student is to report to the office before going to class. All tardies will be considered to be unexcused because bus service is available to all students in the district. If school personnel delay a student, he/she must obtain a corridor pass to proceed to his/her next class or activity. Repeated tardies may result in detention and/or suspension. Teachers may also issue tardies to students for being late or unprepared for class.

CONSEQUENCE – See Discipline Code Part J, p.11

Home Addresses and Phone Numbers

There are many times when it is necessary for the school to get in touch with a student's home. In order to do this, the school must know each student's correct address and phone number. Parents should notify the school office of any changes immediately.

Excused From Physical Education

During the course of the year, it may be necessary for some students to be excused from physical education class upon the written statement of a medical doctor. This statement should be presented to the office. A doctor's statement is also required for readmission to a physical education class following the medical excuse. The P.E. teachers will be notified when a student returns to his/her physical education class. Our school will honor a parent's excuse from P.E. for a period not to exceed five (5) days per semester. After five days a doctor's note will be required. Students may be required to complete an alternate activity to make-up for missed PE grades.

Any student who has a written statement from a medical doctor or parent excuse prohibiting him/her from participating in physical education class will also be prohibited from participating in athletic practices and events.

Dressing For Physical Education

Students are expected to dress properly for physical education class in the designated school uniform (shorts, T-shirts, tennis shoes). These clothes are to be worn for P.E. class only. A student improperly dressed will not be allowed to participate without approval by the teacher.

By Quarter

1st Offense – Teacher records and tells student.

2nd Offense – Teacher records, tells student, and sends note home with student for parent signature returned the following day. If not returned with parent signature,

phone contact will be made. Once parent contact is made (or attempted) 3rd – 6th process steps will begin.
3rd, 4th, & 5th Offenses – Letter grade lowered.
6th Offense – Fail quarter.

The grading scale for physical education class is the same as for all other subjects. One-third of the quarter grade will be based on skill and knowledge tests. Two-thirds of the quarter grade will be based on daily participation and dress.

Since physical education is a requirement, failing this subject will be taken into account in retention staffings. Clean gym shoes, socks, sweats, etc. are mandatory. Uniform shorts, shirts, and lockers will be required. They may be purchased in PE class the first week of school. To prevent injury to yourself and others, remove all jewelry and lock it in your locker.

Homework Policy

Students are expected to turn in all homework on time. The grade will be lowered by one letter if the work is one day late. If the work becomes two days late the grade will be lowered by two grades. Zero credit may be earned for homework that is more than two days late. Students who are absent are given one day for each day missed to complete assignments. Teachers may modify this policy to fit the needs of a student where special circumstances apply with the approval of the administration and notification to the parents.

Grading Policy

The grading system for Cumberland Unit #77 is designed to give parents and students first hand feedback on their academic progress based on one common percentage standard. This formal system of communication and progress indicator is an important record of success. The following criteria will be used by the professional staff in reporting grades and academic progress to students and parents.

The following letter grades will be the standard grading system for all students in all subject areas:

<u>Quality</u>	<u>Letter</u>	<u>Numerical Value</u>	<u>%System</u>
Excellent	A+	5.00 = A	100
	A		93 - 99
	A-		92
Good	B+	4.00 = B	91
	B		84 - 90
	B-		83
Pass	C+	3.00 = C	82
	C		75 - 81
	C-		74
Incomplete	D+	2.00 = D	73
	D		68 - 72
	D-		67
Promotion	E	0.00 = E	
Fail	F	0.00	Below 67

1. A letter grade E means that the student did not achieve passing percentage, but completed the assignments and

put forth maximum effort as determined by the teacher. The principal must approve the use of the letter grade E each time it applies.

2. A letter grade I means that the student has not completed the assignments. One day for every day absent will be allotted for the student to complete the assignments or make-up work.

Any time a student is considered to be in danger of failing a course, the teacher will give a written warning to the student's parent/guardian and request a parent-teacher conference to discuss the problem and outline a plan of intervention. Parents are also encouraged to contact the school if they feel a problem is arising with their child. Mid-term notices will be sent out each quarter to parents whose children are experiencing academic problems.

A formal grading report using the standards of this policy will be prepared at the end of each quarter to report grades to a student's parent/guardian. This will be the basis of the student's permanent record.

During each quarter grading period, at least two (2) of the following three (3) guidelines will be applied in each subject.

1. Daily work will count within a range of 20-70% of the total grade.
2. Projects will count within a range of 10-70% of the total grade.
3. Exams will count within a range of 5-60% of the total grade.

Grades will not be lowered as a form of punishment. In-School suspension will be given credit. Out of school suspension and unexcused absences will result in zero (0) credit for the class period(s) missed for the day(s) absent.

RIGHT OF APPEAL: a parent/guardian will have the right to appeal any grade through District Due Process channels.

Cumberland Unit District #77 adheres to a policy that students will be promoted on the basis of academic performance. Students will not be promoted to the next grade level to keep them with peers of the same age group (a practice known as social promotion). The principal or classroom teacher will notify parents or guardians if a student is not progressing at a rate that will cause them to be retained and will inform parents of the interventions being used or other options to remediate students having academic difficulties.

Promotion / Retention Policy

There will be no social promotion at Cumberland School District #77 due to age or any other social reasons. Students will be promoted based overall attendance, academic performance and objectives obtained at the expected grade level.

Any student in jeopardy of promotion due to poor academic performance and effort will receive a notice of possible retention in the spring. Then, at the conclusion of the school year, parents of any student recommended for possible retention will be invited to a conference. The conference is held to discuss either promotion based on

performance, promotion with summer school/remediation plan, or retention. The parents input is vital to this process, however, the school is the final legal authority in this decision.

Criteria utilized in this decision:

1. attendance and completion of curriculum
2. academic performance, ability and effort
3. achievement of local goals and objectives
4. achievement on performance based testing
5. yearly averages per subject as follows:
 - a. Any student who receives one failing grade for the yearly average would not be retained but will be recommended for summer school/remediation plan.
 - b. Any student who receives two or three failing grades for the yearly average will be retained unless they successfully complete the summer school/remediation plan.
 - c. Any student who fails more than three subjects for the yearly average will be provided the opportunity for remedial assistance but will still be retained due to lack of summer time to accomplish grade level expectations.

Dropping a Course

A student may drop a course with parent/guardian request in person under the following guidelines:

- a. Within ten (10) days of the semesters beginning.
- b. A teacher may initiate a change/drop whenever it is in the best interest of the student. These cases will be handled individually.

Junior High Honor Roll

The school would like to honor those junior high students who have accomplished outstanding work in their school subjects. The honor roll will be posted at the end of each quarter. To be on the honor roll, a student must meet the following criteria in the areas of English, reading/literature, math, social studies, and science, and have certification by the music, P.E., art, and elective/exploratory teachers that his/her work and cooperation is satisfactory:

High Honors Requirements: Must have at least a 4.8 grade average calculated for each quarter. All high honors grades must be an "A" except one.

Honors: Students must have at least a 4.4 grade average calculated for each quarter. For honors, a student can not make below a "B" in any academic area.

Honorable Mention: Students who attain a 4.0 or students with a higher average, but receive a "C" grade in any subject for each quarter. Students who receive a "D" or "F" in any academic area are not eligible for honor roll.

Perfect Attendance – Any student that has been present for the entire day (8:15 – 3:15) of all the days in a particular quarter.

Study Hall Rules

1. Student's options:
 - A) Study quietly and work on homework
 - B) Read a book
2. A student must have a signed planner to leave any class.
3. Computer passes must be issued by teacher assigning work.

4. Students will follow all rules in the handbook.
Consequence: detention(s), or suspension(s)

Library

Cumberland Junior High School has a rather extensive library. A large variety of books and periodicals are made available to serve the students. When in the library, students will be expected:

1. To remember that they are in a library and work as quietly as possible
2. To set a good example; students are responsible for keeping the room quiet
3. To remember that when in doubt about library procedure, ask the Librarian
4. To follow rules carefully
 - a) Books may be checked in or out only when under direct supervision of a teacher or the Librarian
 - b) The library may be used for reference work during any free period upon issuance of a Library Pass by a teacher authorizing such use
5. Students who have not returned books the preceding school year will be put on probation. This probation will remain in effect until the book(s) are returned to the library or payment is made. These students will only be permitted to check out one book at a time for that school year.

Each student is personally responsible for the books he/she borrows from the library. In the event a book is lost or badly damaged, the borrower is expected to pay for the book or for its repair.

Guidelines for Safety

1. Keep your hands, feet and school materials to yourself
2. Never run in the halls or push anyone at anytime
3. Watch where you step
4. DON'T throw anything—hand it or place it
5. Play only in play areas, and observe all batting and throwing regulations

Hall Traffic

We can have an orderly school if:

1. Students will keep moving, but do not hurry or run
2. Students will be courteous and considerate to each other
3. Students will line up and take turns at the drinking fountains
4. Students will refrain from visiting in the hallways
5. Students will walk on the right side of the hallways

Lost and Found

Cumberland Junior High does not assume responsibility for lost, stolen or damaged property. Should an article belonging to someone else be found, it should be taken to the Office. Please turn in all items that you find. They belong to another person. Keeping an article that you found is considered to be a theft. Personal items in the *Lost and Found* will be kept for four weeks, and then donated to a local charity. Please check the *Lost and Found* regularly for missing items.

Visitors

Cumberland Junior High School is proud to have people visit our school and become acquainted with our school's program. We expect many to visit us this year. Students can be gracious hosts and hostesses by greeting visitors in a friendly and polite manner and by assisting them in every possible way.

Visitations by pupils from other schools are not allowed. Visitors are not to ride Cumberland Unit #77 school buses at any time. Parents and grandparents, however, are highly encouraged to visit the school.

ALL visitors need to get a visitor's pass from the office prior to visiting any classroom. (7:45 A.M. – 3:35 P.M.)

Medicine

A full-time nurse is on duty at Cumberland Junior High. If a child has a temperature above 99.8 degrees or is experiencing continued discomfort or pain, the family will be notified. It is important for us to have each child's emergency information form on file with the nurse so that we may contact the family quickly if necessary. Students with 100 degrees of temperature or more should be taken home by the parents or a person(s) designated by the parent/guardian. Any prescribed medication you wish your child to take must be in the original bottle and accompanied by a physician's note. Over-the-counter medications must be in the original bottle and accompanied by a note from the student's physician to be administered by the nurse. When a child takes medication all year long (e.g., asthma, Ritalin, or allergy medications), one note kept on file all year long will be acceptable. Parents are encouraged to call the school nurse whenever there is a health-related problem.

Students are allowed to carry a prescribed inhaler with them during the school day only if the student has a note from both his or her parent/guardian and the physician prescribing the inhaler. Both notes must be on file throughout the school year.

Head Lice

A child who has been determined to have head lice or nits will be sent home immediately for the appropriate treatment and may not return to school until he or she has been checked by the school nurse and is found to be nit-free. Parents must accompany their child for re-entry and must show proof of treatment. Proof of second treatment after 7-10 days is also required for continued enrollment.

Collecting Money

Students are prohibited from collecting money from other students for any reason unless it is a specific fundraiser approved by the building principal. All outside fundraisers cannot solicit support within the school without the principal's approval.

Parties

There are occasions when parties are sanctioned by the school. Students will not plan classroom parties on their own at anytime or for any reason without prior approval by the principal. If there is a party planned that is not sanctioned by the school, we ask that the party invitations

(of any kind) not be passed out at school during instructional time. Obtain approval from the office.

Balloons

Due to the population of students receiving balloons, students are to make arrangements to have them transported by another vehicle other than the bus. These balloons can create a serious hazard to the driver due to blocked vision.

Field Trips

Any student who goes on a field trip must have a parental consent slip signed and brought to school by the morning of the trip. (NO PHONE CONSENT WILL BE ACCEPTED). Students are required to ride the school bus to and from field trips and/or athletic events. Any student wishing to go home from any field trip or athletic event must ride home with either a parent or guardian. The person must present himself/herself to the responsible person with a note stating that they are taking the student from the group. Under NO circumstances will a student be allowed to ride home with any other person. Notes from parents or guardians giving permission for their child to ride with another person will not be allowed.

Incentive Trip

The junior high will be taking four incentive trips this year. The trips will occur at the end of each quarter with the exception of the fourth quarter incentive trip. For a student to be allowed to attend one of these trips he/she must meet the following requirements each quarter:

1. A student must not be absent from school for more than five days the entire quarter. The five-day total includes all absences from school (pre-arranged absences, being tardy to school and illness), except those that have been doctor verified by a note from the doctor.
2. A student must not have an after school detention or a more serious discipline infraction (Saturday school, suspension, etc.). Lunch detentions will not stop a student from attending an incentive trip unless the student has an extreme number of them.
3. A student must not have a failing grade in any class for the quarter or have more than two D's on his/her report card for the quarter.

Students must meet all three of the above requirements for each quarter to be able to participate in the incentive for that quarter. A previous quarter's performance will not be held against students except in the case of a serious discipline infraction that may have occurred.

For a student to attend the fourth quarter incentive trip he/she must meet the following guidelines:

1. A student must not be absent from school for more than twenty days the entire year. Doctor verified absences will not count against a student's total 20 day absence.
2. A student must not have had a Saturday school or suspension (in or out of school) the entire year.
3. A student must not fail more than one class for the entire year.

Using Technology Equipment

It is a privilege of each and every student at Cumberland Junior High School to have equal access to computer technology within the bounds of classroom curriculum. Students are reminded that a great deal of time, energy, and money has been spent by countless individuals as well as organizations to ensure that our students will have as many technology opportunities afforded them as students in much larger school districts. Students are expected to treat the equipment with respect. No food or drink will be allowed in the computer labs or around the computers in the individual classrooms. Students are reminded that keeping hands clean before using the keyboards will help to keep the equipment in good running order. It is impossible to dictate all the conceivable infractions, however any acts including but not limited to vandalism, abuse, infringing on another's account or password, or serious neglect will be dealt with on an individual basis by the administration or other pertinent staff. All students must also sign the *Internet Acceptable Use Policy* to utilize the Internet in classes at school. Violation of this policy may result in a lengthy suspension of this privilege.

Activities

The staff at Cumberland Junior High School would like to encourage every student to participate in some school activity, other than the regular class schedule.

We hope that each student will want to take part in such activities as school dances, class dramatic presentations, musical presentations, athletics, student government, scholastic team, class and school parties, pep rallies, assembly programs, and any other activity in which students and faculty sponsors show enough interest. STUDENTS MUST BE PRESENT AT SCHOOL ON THE SAME DAY AS AN EXTRACURRICULAR EVENT IN ORDER TO BE ALLOWED TO ATTEND THE EVENT.

Note: Formal attire for any school dance is not recommended.

Interscholastic Sports

Unsportsmanlike conduct and inappropriate behavior (at games or in school) will result in suspension of the participant.

To compete in interscholastic sports, students must meet the following requirements:

1. Must have parental permission
2. Must have a physical examination by a physician
3. Must have a birth certificate copy on file
4. Must have a signed student and parent code of conduct on file in the office
5. Must meet all conference requirements covering eligibility
6. Must be in grades 6, 7, or 8 and will not have passed eighth grade standing
7. Must have insurance (student or parents) and the name of the insurance company on file.
8. Be present the complete day that the contest occurs or have an excused absence (doctor/dental appointments and/or pre-arranged absences) to be able to participate in an activity that school day if involved in any extracurricular activity.

9. No student will be allowed to participate unless passing work is being done in ALL school subjects (eligibility rules per I.E.S.A.). Eligibility sheets will be distributed and be in effect one week, Monday through Saturday. The eligibility check will be the same day each week, except when school is not in session; then it must be taken on the first day of student attendance that week. Grades will be accumulative for the school's grading period.

Note: Ineligible students will not participate. See your coach for details. This allows extra time to improve grades.

Cheerleading Policies and Guidelines

Twelve (12) cheerleaders will be selected, six (6) from 7th grade and six (6) from 8th grade. The number selected per grade may be adjusted due to lack of students trying out or upon sponsor recommendation to the principal. Selection will be made on merit as determined in tryout procedures.

Those chosen will be expected to exhibit proper attitude and sportsmanship of a high quality at all times, and particularly when representing Cumberland Elementary and Junior High School.

Requirements:

1. Must have parental permission
2. Must have a physical exam by a physician
3. Must have a signed student and parent code of conduct on file in the office
4. Must have insurance (school or parents) and the name of the insurance company on file
5. Must be present the complete day that the contest occurs or have an excused absence (doctor/dental appointments and/or pre-arranged absence)
6. Unsportsmanlike conduct and inappropriate behavior (at games or in school) will result in suspension of participant
7. Cheerleaders will be obligated to be present at all games and practices
8. At all home games, cheerleaders should be in the gym at least 30 minutes before the game starts.
Cheerleaders must go to and return from away games on the fan bus, if one is taken, or the players' bus. Cheerleaders may ride home from the game with a parent if written consent is signed by the parent and given to a superior prior to the game. Cheerleaders and all other girls (managers, statisticians, players, etc.) will ride in front of the players' bus.
9. All cheerleaders will make an effort to maintain a spirit of unity within the squad
10. Each cheerleader must focus her entire attention to the game and the crowd
11. Good grooming is essential (Neatness: outfits clean and pressed)

*There will be NO MASCOTS for any group performing for the school.

*All other I.E.S.A. requirements will be followed.

Home Ballgame Guidelines

The following guidelines must be followed during all basketball and volleyball games:

1. Good sportsmanship shall be used.

2. Students may not leave the building once they are inside without permission. Students, who do choose to leave, must vacate the school grounds.
3. The concession stand will only be open during half-time of each game and between games. Once the game resumes the concession stand will be closed and the lobby area cleared.
4. No drinks may be taken out of the lobby area.
5. Students are expected to stay in the gym during the game. Use of the restrooms, drinking fountains, etc. should be during half times and between games.
6. Students must sit in the bleachers.

Students who choose to violate the above rules will be asked to leave the game and may lose their privileges to attend other games.

Student Council

The Cumberland Junior High Student Council is made up of one (1) student representative from each of the sections of the 6th, 7th, and 8th grades. Regular meetings will be held during the homeroom or study hall period.

The objectives of the Student Council are:

1. To develop trust, respect, honesty, cooperation, and responsibility among the students
2. To promote student government
3. To promote and support school-wide participation in all activities
4. To support good student-faculty relationships
5. To develop and maintain good school spirit and loyalty
6. To teach good school and community citizenship among the students
7. To officially represent the student body when requested to do so
8. To function under the rules, regulations, and bylaws included in the Constitution
9. To provide service to the school

Bus Rules

From time to time, students will ride to and from school-sponsored activities (ballgames, contests, field trips, etc.). So that behavior will not vary, a uniform set of rules has been developed to apply to all students at Cumberland Junior High School. Just remember that these rules are to insure safe travel to and from school and all school activities.

1. The bus driver is responsible for all lives as well as discipline on the bus. Obey all requests the bus driver makes.
2. Never stand or move from seat to seat while the bus is in motion.
3. Scuffling and horseplay on the bus will not be tolerated.
4. Sit only two persons per seat unless otherwise directed by a supervisor or bus driver.
5. There will be no loud talking or yelling.
6. Keep windows at level designated. Never put head, arms, or any other part of your person outside the windows.
7. Remain absolutely quiet at all times when approaching a railroad crossing.

8. Students may not bring anything to eat or drink on the bus. (This will not apply in special instances approved by the office)
9. Students will ride only assigned buses to and from school on regular school days.
10. Only authorized persons will travel on the bus.
Those not authorized are:
 - A) Visiting students
 - B) Non-school-age children and/or relatives of school personnel
11. No profanity or obscenity will be tolerated
12. After dismissal, students are not to walk to the high school. Junior high students needing to go to the high school should ride their assigned bus to the high school and get off there with a note from the parent/guardian on file in the office. Students may go to the grade school parking lot to ride with a sibling in the parking lot.

**The bus is just an extension of the classroom. Please act accordingly.*

Failure to conform to bus rules may result in the loss of bus privileges. The following consequences will be assessed:

- 1st notice - written warning
- 2nd notice – 3 day suspension from riding the bus
- 3rd notice - 5 day suspension from riding the bus

Additional notices – 10 day suspension from the bus
THIS DISCIPLINE CODE DISCUSSED IN THE HANDBOOK MAY ALSO BE IMPLEMENTED WHEN BUS PROBLEMS ARISE. THIS WILL BE DONE AT THE DISCRETION OF THE PRINCIPAL.

Student Welfare (Article VI, Section 11)

Sexual Harassment

The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty, and staff, interferes with a student's performance, and creates an intimidating, hostile education environment. Accordingly, it is the policy of this Board of Education that sexual harassment of students of the district will not be permitted.

Sexual Harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile, or offensive working environment.

Sex Equity

Cumberland Unit #77 does not discriminate on the basis of sex in the provisions of programs, activities, services or benefits and we guarantee both sexes equal access to educational, general and extra curricular programs.

Bullying Policy

Bullying is a range of behavior that does physical or psychological harm to someone else. Consequences can range from detention(s) to suspension(s).

Discipline Code

These conducts of discipline are not considered consistent with learning within the school system, and set consequences may be altered due to additional or previous infractions.

- A. **Insubordination, disrespectfulness, or profanity**, including drawing obscene pictures or writing profanity, on school property or buses at school activities and the refusal to comply with a simple request:

Consequence

- 1st offense – detention
- 2nd offense – 1-day suspension
- 3rd offense – 3-day suspension

Depending on the severity – immediate suspension

- B. **Gross insubordination** – verbal assault to staff members, use of profanity to a staff member, and/or obscene/pornographic material distributed at or brought to school, including the internet.

Consequence

- 1st offense – 3-day suspension
- 2nd offense – 5-day suspension
- 3rd offense – consideration for expulsion

- C. **Fighting, and physical conflicts** (NOT including shoving, kicking, pushing, or hitting that is not part of a fight; SEE PART O):

- Consequence:**
- 1st offense – 3-day suspension
 - 2nd offense – 5-day suspension
 - 3rd offense – 10-day suspension

If self-defense as a result of receiving bodily harm can be proven, then no suspension will result for the defender.

- D. **Skipping school**

- Consequence:**
- 1st offense – 1 Saturday detention
 - 2nd offense – 1-day in-school suspension
 - 3rd offense – 3-day in-school suspension

- E. **Throwing objects in class** (paper, paper wads, pencils, etc.)

Consequence: handled by the teacher

Throwing objects outside (snowballs, rocks, ice, etc.)

Consequence: Referred to office for discipline
Throwing at someone or striking something can result in more serious punishment.

- F. **Physical assault upon a teacher:**

Consequence: suspension, possible recommendation for expulsion

- G. **Public display of affection:**

- Consequence:**
- 1st offense – warning
 - 2nd offense – detention

- 3rd offense – 1-day suspension
- 4th offense – 3-day suspension

H. Theft or damage/destruction of property:
Consequence: suspension, possible police involvement (depending on grade level and value of property stolen)

I. Harassment of other students: Principal will issue a warning when warranted.

- If proven, **Consequence:**
- 1st offense – detention
 - 2nd offense – 1-day suspension
 - 3rd offense – 3-day suspension

Certain types of harassment may be deemed serious misconduct.

J. Accumulated tardies: (per quarter)
Consequence: Three (3) tardies = one (1) detention. Each additional two (2) tardies will result in one additional detention

K. Accumulated detentions: (per quarter)
Consequence: Four (4) detentions in one quarter = one (1) day of in-school suspension. Each additional detention will result in another day of in-school suspension.

L. Failure to serve detentions:
Consequence: 2 detentions, failure to serve the two detentions will result in one (1) day of in-school suspension.

M. Cheating: a cheat is a person who is fraud or deceptive. One who deceives or defrauds.

- Consequence:**
- 1st offense – detention(s).
 - 2nd offense – 2 detentions
 - 3rd offense – 1-day suspension

A zero will result for assignment, test, quiz, project, etc. in which the cheating took place.

N. Dispensing water from water devices or having water devices (water guns, etc.):
Consequence: Detention or possible suspension

O. Running, rough housing, or any boisterous activity in school (altercations—shoving, kicking, etc.)

- Consequence:**
- 1st offense – warning (serious offenses go to 2)
 - 2nd offense – detention and/or recess
 - 3rd offense – 2 or more detentions and/or recess

P. Smoking or possession of tobacco products or tobacco look-alikes will not be permitted at school, on school grounds, on school-sponsored trips, or in school vehicles.

- Consequence:**
- 1st offense – 3-day suspension
 - 2nd offense – 5-day suspension
 - 3rd offense – 10-day suspension,

Possible recommendation for expulsion

Q. Lighters and matches are not permitted. Any student possessing these items will receive **consequences** ranging from a detention through suspension.

R. Drinking or possessing alcohol products or alcohol look-alikes at school, on school grounds, on school-sponsored trips, or in school vehicles.

- Consequence:**
- 1st offense – 3-day suspension
 - 2nd offense – 5-day suspension
 - 3rd offense – 10-day suspension,

Possible recommendation for expulsion

S. Drugs – use, sale, or possession of illegal drugs, look-alike drugs, or drug paraphernalia at school, on school grounds, on school sponsored trips, in a school vehicle may result in expulsion for the remainder of the school year. Any student who has been suspended for alcohol or drug use or possession will be advised to see a counselor at no expense to the school district.

Over-the-counter medications are only permitted at school if it is in the original bottle and accompanied by a note from the student’s physician to be administered and kept by the nurse.

- Consequence:**
- 1st offense – warning
 - 2nd offense – detention
 - 3rd offense – 1-day suspension

Distribution of over-the-counter medications as a result of having it at school will result in a more serious punishment.

T. No radios/Cell Phones/CD players, video games, cameras, laser pointers, noisemakers, trading cards or other electronic devices of any kind are permissible at school during school hours unless requested by a teacher or approved by the office. All such devices will be confiscated and returned only to the student’s parent/guardian.

Consequence: Item(s) confiscated, possible detention

U. No student is allowed in the halls without a hall pass or handbook. (Handbook passes must be signed by staff member)

- Consequence:**
- 1st offense – warning
 - 2nd offense – detention
 - 3rd offense – additional detentions

V. GUM CHEWING, DRINKING SODA, OR EATING CANDY will be at the discretion of individual teachers. Gum, soda, or candy are not to be eaten without students first receiving permission from the classroom teacher. They are to be deposited in the trash before leaving the classroom. They are also not permitted in the gyms or hallways. Food brought from home is to be consumed in the cafeteria during the students’ designated lunch period unless directly supervised by a staff member. Gum is not allowed in the cafeteria. Students are NOT to get soda from the teachers’ soda machine.

- Consequence:**
- 1st offense - warning
 - 2nd offense - detention
 - 3rd offense - detention

- W. Any student possessing weapons, dangerous instruments, or fireworks at school will receive an out-of-school suspension, or possible expulsion.
- X. Serious misconduct (Rules 1-11) will result in Saturday detention(s), suspension(s), and/or expulsion.
- Y. Gross disobedience – deliberately disobeying, not following directives, repeated misconduct, major violations:
Consequence:
 parents notified, suspension, possible expulsion
- Z. Throwing food in the cafeteria:
Consequence:
 1st offense – If minor, warning and clean cafeteria
 2nd offense – Detention and clean cafeteria
 3rd offense – 1-day suspension and clean cafeteria
- AA. The **Consequence** for removal from Saturday detention or missing a Saturday morning detention is 3 days out-of-school suspension.
- AB. Excessive Zeros: (per quarter)
 Four (4) zeros in any one (1) subject area = one (1) detention per subject area. Each four (4) additional zeros = two (2) detentions.

WITH ALL ADMINISTRATION OF DISCIPLINE, THE ADMINISTRATION WILL RESERVE THE RIGHT TO ALTER PENALTY WHEN THE SITUATION CALLS FOR SUCH ACTION ON THE ADMINISTRATION'S PART.

Discipline (Article V, Section 11)

1. **Philosophy:** The ultimate objective of education in the Cumberland schools is effective citizenship. In developing effective citizens, the school will prepare students both to carry on the values of the society and to build on and modify them to bring about improvements in society. To realize this goal, the best possible learning environment will be provided for the educational welfare of all who attend the school. Effective discipline, one vital element in achieving this kind of environment, is the product of relevancy of program and mutual respect among students, parents, and staff members.

Since an effective citizen in a democracy is a self-disciplined person, the long-range goal of all discipline must be self-discipline. Good discipline begins with the earliest training in the home, and it extends into the school and community. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, the school, and the community. Some do not, however, and it will be necessary for school officials to discipline those students who, lacking in self-discipline, interfere with the learning environment of the classroom or school. Any conduct disruptive of a good learning environment will not be tolerated.

It is expected, however, that in dealing with offenders, school officials will carefully scrutinize the needs of the

offenders and the reasons for their actions so that all discipline can be kept on a constructive basis.

Clearly defined channels, through which students, parents, and staff members may make their views known, will be established and published. These avenues of communication will be structured so that a person or persons with a grievance will receive a prompt hearing and so that a decision, with full explanation, will be rendered speedily and practically.

The rights of students must be continuously respected and protected, but the rights of expression by students do not, as our highest courts have repeatedly held, permit the disruption of the normal operation of the school or interference with the lawful rights of others.

2. **Maintenance of discipline:** Teachers and other certified educational employees will maintain discipline in the school, including school grounds which are owned or leased by the Board of Education and used for school purposes and activities. In all matters relating to the discipline in and conduct of the school children, they stand in the relation of parents and guardians to the pupils. This relationship will extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Nothing in this section affects the power of the Board of Education to establish rules with respect to discipline.

The Board of Education may make and enforce reasonable rules of conduct and sportsmanship for athletic and extra-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written ten (10) days notice of the violation is given to such a person and a hearing had thereon by the Board of Education pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

3. **Procedure:** The rights of staff and students must be supported at all times. Teachers have a right to teach in a safe and orderly environment, and students have a right to learn in a safe and orderly environment. Maintaining a safe and orderly environment in the classroom is the responsibility of the teacher. In carrying out that responsibility, the following general procedure will be followed:

Step A) Teachers will establish with students positive, acceptable behaviors that support a safe and orderly environment.

Step B) Teachers will attempt to resolve disruptive behaviors first by counseling with the student(s) involved. Consideration of special intervention should be made at this time.

Step C) Teachers will discuss the disruptive behaviors by student(s) with their parents and report such behaviors to the principal.

Step D) Disruptive behavior can result in loss of incentives including field trips.

4. **Permissible Discipline:** Permissible disciplines of students for unacceptable behavior(s) include:

A) Detention: Detention is administered by either the classroom teacher or the principal and is supervised by the administering staff member. Parents need to be informed of detention in writing 24 hours in advance of date to serve the detention. Parents must furnish transportation home. Administrators may also issue Saturday Detentions for more serious or recurrent infractions.

B) Removal from Classroom/Activity: Teachers have the right to remove a student from the classroom for disruptive behavior. If this occurs, a written report will be filed with the principal, and parents may be notified. Removal from the classroom/activity could result in a suspension as determined by the administrator.

C) Reasonable Force: Teachers and staff may use reasonable force to protect themselves, the student, and others in the interest of safety.

D) Disciplinary Referrals: Any student receiving three (3) or more minor disciplinary referrals or one (1) major disciplinary referral, including a Saturday detention or suspension, prior to a scheduled field trip (either academic or athletic), a sock hop, or an assembly may be excluded from that activity. Any student receiving a suspension will be excluded from that scheduled activity.

Each student will have his/her case reviewed by the administrators and teachers involved in the activity to see whether his/her behavior warrants participation. Administrators' and teacher's decisions will be final.

A student's behavior record will be cumulative for each quarter. These records will be organized by grade level and kept in a master disciplinary file in the office.

When possible, each student excluded from an activity (during regular school time) will spend his/her time in school writing a report pertaining to the activity. Suspensions and excessive referrals will exempt students from end of the year trips.

E) Suspension from Class/Activity and/or School/Expulsion

1. To suspend or by regulation to authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct at school or on the school bus from riding the school bus, and no action will lie against them for such suspension. The Board of Education does authorize the superintendent of the district or the dean of students of any school to suspend pupils guilty of such acts for a period not to exceed ten (10) school days. If a pupil is suspended due to gross disobedience or misconduct on a school bus, the Board may suspend the pupil in excess of ten (10) school days for safety reasons. Any suspension will be reported immediately to the parents/guardians of such a pupil along with a full statement of the reasons for such suspension and notice of their right to a review, a copy of which will be given to the school board. Upon request of the parents/guardians, the school board or a hearing officer appointed by it will review such action of the

superintendent or principal, assistant principal, or dean of students. At such review, the parents/guardians of the pupil may appear and discuss the suspension with the Board or its' hearing officer. If the Board appoints a hearing officer, he/she will report to the Board a written summary of the evidence heard at the meeting. After its' hearing or upon receipt of the written report of its hearing officer, the board may take such action, as it finds appropriate. The initial suspension in a school year will be one (1) to three (3) days at the discretion of the administrator. The second suspension in a school year will be two (2) to five (5) days at the discretion of the administrator. The third suspension in a school year will be five (5) to ten (10) days at the discretion of the administrator and will require the student to appear before the Board with his/her parent/guardian to explain the behavior. Student suspension out-of-school will result in a grade of zero for all classes missed due to the suspension. All out-of-school suspensions will require parents and students to meet with administration before the student can come back to school.

2. To expel pupils guilty of gross disobedience or misconduct and no action will lie against them for such expulsion. Expulsion will take place only after the parents have been requested to appear at a meeting of the Board or with a hearing officer appointed by it to discuss their child's behavior. Such request will be made by registered or certified mail and will state the time, place, and purpose of the meeting. The Board or a hearing officer appointed by it at such a meeting would state the reasons for dismissal and the date on which the expulsion is to become effective. If the Board appoints a hearing officer he/she will report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon, as it finds appropriate. Maximum length of an expulsion is two years.

5. **Code of Student Conduct:** The Board of Education advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with welfare of the group. The student should assume the following obligations:

- A) To obey the rules of his/her school
- B) To apply himself/herself to the established course of study
 - 1) Be prompt and regular in attendance
 - 2) Complete school assignments on time
 - 3) Pay attention to teachers
 - 4) Be willing to work at self-improvement
 - 5) Learn to criticize fairly and to accept criticism
- C) To respect the authority of his/her teachers
- D) To respect school property
- E) To conduct himself/herself properly in school, on school grounds, buses, and at school functions. Students will never infringe upon the health, life, and safety of any other individual.

- F) To refrain from disruption, demonstrations, violence, and other forms of incitement
- G) To leave the school grounds immediately upon being dismissed, to go to or from school in an orderly manner and without delay, and to refrain from interference with other students on the way to and from school.

The Board of Education cannot reasonably write a code of conduct in such details as to anticipate every type of misconduct that could possibly occur. Generally, those rules of conduct, which are considered acceptable in the home, church, and other such places, will be acceptable conduct in school.

6. Code Prohibiting Serious Misconduct:

Rule 1) Disruption Of School: A student will not, by use of violence, force, fire alarm, noise, coercion, threat, intimidation, fear, passive resistance, refusal to cooperate, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

All threats are serious, and all students are prohibited from making such statements. Making threats of any kind will not be tolerated. Even if it was a “joke”, it will not be tolerated. No students are to make any statements about damaging our school or harming anyone, students or staff. This includes bullying, derogatory and inflammatory speech, or rumors that disrupt the educational process may result in disciplinary action. Such statements will result in the notification of the parents/guardian with possible suspension and/or expulsion.

- A) A student will not participate in a boycott, sit-in, stand-in or walk-out that is disruptive to school, that involves misconduct, or that is a non-peaceable gathering.
- B) A student will not urge other students to engage in the aforementioned conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school, if a substantial and material disruption is reasonably certain to result from his/her urgings.

Rule 2) Theft, Damage, Or Destruction Of School Property: A student will not intentionally cause or attempt to cause damage to school property. Even though the damage is small or theft is not of property of substantial value, serious and repeated offenses will be considered serious misconduct. Vandalism will be reimbursed to the school by the guilty party(s).

Rule 3) Damage Or Destruction Of Private Property: a student will not intentionally cause or attempt to cause damage to private property, or steal or attempt to steal private property either on school grounds or during a school activity, function, or even off school grounds. Repeated damage or theft involving private property of small value will also be considered serious student misconduct. Students are expected to reimburse others.

Rule 4) Abuse Of School Personnel: Neither student, parent of a student, nor person acting for a student may use any form of violence or abusive language to a teacher or

school administrator or other school personnel, or cause damage to be inflicted upon the property of such persons.

Rule 5) Physical Abuse Of A Student Or Other Person Not Employed By The School: A student will not intentionally do bodily injury to any person, 1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by a school group; or 3) off the school grounds at a school activity or event.

Rule 6) Weapons And Dangerous Instruments: A student will not knowingly possess, handle, or transmit on school premises or off the school grounds at any school activity, function, or event, knives, cake cutters, guns, or other weapons, dangerous objects, fireworks, or any other object that can reasonably be considered a weapon.

Rule 7) Narcotics, Stimulant Drugs, And Alcoholic Beverages:

- A) A student will not knowingly possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, or intoxicants of any kind , 1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by a school group; or 3) off the school grounds at a school activity, function, or event.
- B) Any student who has been convicted of a misdemeanor or felony or is declared a juvenile delinquent for the possession, use, or sale of a dangerous drug or narcotic drug while outside the school MAY be expelled by the Board of Education for the remainder of the current year, and no credit will be given to the student for that period of time.
- C) A student will not knowingly possess, use, transmit, or be under the influence of any alcoholic beverage, 1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by a school group; or 3) off the school grounds at a school activity, function or event.

Rule 8) Use Of Tobacco or Look-Alikes: The use or possession of tobacco in any form may be hazardous and harmful to the health of students, and the Cumberland Community Unit #77 School District does not condone use or possession, 1) on the school grounds during and immediately before or immediately after school hours; 2) on the school grounds at any other time when the school is being used by a school group; or 3) off the school grounds at a school activity, function, or event.

Rule 9) Gang Recruitment/ Representation: Any effort to represent, recruit or encourage membership in gangs or gang related activities will not be tolerated on school grounds (Section 3-1 of the School Code). Wearing of insignia of clothing indicating membership in secret societies shall be considered prima facie evidence of membership. Any symbols placed on personal or school property or gestures signifying gangs are prohibited.

Rule 10) Publications: A student may not produce and/or distribute petitions or other printed documents of any kind, sort, or type that is disruptive to the conducting of

school. Students are prohibited from accessing and/or distributing at school any written or electronic materials, including materials from the internet without the specific approval of the principal.

NOTE: *Student participation in the publication of student newspapers, yearbooks, literary magazines, and similar publications is encouraged by the school district as learning and educational experiences. These publications have qualified faculty advisors and strive to meet high standards of journalism. Opportunities for a broad spectrum of opinions will be provided.*

Rule 11) Student Lockers: A student will not place, keep, or maintain any article or material in a school-owned locker which is of a non-school nature that will cause or tend to cause a disruptive activity on any school property or at any school-sponsored function.

NOTE: *Lockers, as provided by the school district, are purchased and furnished by, and remains the property of, the school district. No charges are made for their use or rental, but a small charge will be made for the use of combination locks for the locker.*

Only soda and fruit drink bottles/ cans that are commercially sealed may be placed in a student locker. Glass containers, opened plastic bottles or cans will not be permitted in a student locker.

Rule 12) Repeated School Violations: A student will not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teachers' aides, principals, or other authorized personnel during any period of time he/she is properly under the authority of school personnel.

7. **Due Process:** Students will be afforded due process as follows:

- A) Students have a right to know what they are being charged with.
- B) Students have a right to present their response to the charges.
- C) Parents may appeal the charges through district due process as outlined in Article XII, Section 3, Due Process.

8. **Parent-Student Handbook:** This policy will be incorporated in the Parent-Student Handbook. Additional building rules may be written into the Parent-Student Handbook augmenting the intent and description of this discipline policy.

9. **Search and Seizure:** School authorities reserve the right to search student's lockers and purses when reasonable cause exists.

Student Grievance Procedure (Article VI, Section 10)

1. **Explanation:** A grievance is a difference of opinion raised by a student or group of students involving:

- A) The meaning, interpretation, or application of established policies
- B) Difference of treatment
- C) Application of the legal requirements of civil rights legislation

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

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process will exist throughout the procedure with the right to:

- A) Representation
- B) Present witnesses and evidence
- C) Confidentiality
- D) Review relevant records
- E) Proceed without harassment and/or retaliation

More detailed information is available in the offices of the superintendent(s), building principal(s), dean(s), coordinator(s) for equal opportunity, and department chairpersons, and also in the learning resource center.

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

3. Step B: If the problem is not resolved, the grievance should be referred informally to either the grade school principal or the high school principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

4. Step C: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the Superintendent, 1496 IL RTE 121, Toledo, IL 62468, within ten (10) days from the response of Step B. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting will be kept and sent to both parties for possible future reference.

5. Step D: If the issue is not satisfactorily resolved in Step C, the grievant(s) may appeal the grievance in writing to the Board of Education, 1496 IL RTE 121, Toledo, IL 62468, within five (5) days from the receipt of the written response. The Board will consider the appeal within sixty (60) days and a written response will be given within five (5) days. The Board may choose to request an appearance of the grievant(s).

6. Step E: May appeal to Regional Superintendent of Schools or State Board of Education.

CUMBERLAND COMMUNITY UNIT #77 OFFICIAL NOTICE OF SCHOOL REGULATIONS AND PROGRAM AS PRESCRIBED BY LAW

Section 1. General Information

A. **ELIGIBILITY FOR ENROLLMENT:** Children who are five (5) years old by September 1 or under twenty-one (21) are eligible to enroll in the public school in the school district in which they reside. Pupils moving from the district during the school year may continue without paying tuition for the remainder of the school year.

B. CHILDREN WITH SPECIAL NEEDS: Education programs for children between the ages of three (3) and twenty-one (21) who have special needs will be provided by the local district in accordance with Rules and Regulations for the Administration of Special Education in the State of Illinois. Contact the Superintendent of Schools for your district for additional information.

C. DEFINITION OF RESIDENT includes: (1) any student eligible above (A) who lives within the district with his/her parents; (2) legally emancipated and self-supporting students; (3) students placed with legally appointed guardians and/or foster parents except for the sole purpose of attending school; (4) students who are in the long-term custody of other than a family member for purpose other than attending school; and (5) nonresident students may attend school by paying tuition with the approval of the district's Board of Education.

D. ATTENDANCE: All children between the ages of seven (7) and seventeen (17) must attend a public school unless (1) he/she attends private or parochial school; (2) he/she is physically or mentally unable (letters from doctors must verify the incapacity); or (3) he/she is attending confirmation classes or otherwise excused by school authorities in accordance with Board of Education policies.

E. TRUANCY: Chronic or habitual unexcused absence is considered truancy, and parents may be found guilty of Class C Misdemeanor (\$500 and/or 60 days in jail) if good attendance is not maintained. Chronic truancy will be reported to the truant officer.

F. NONDISCRIMINATION: All students are provided equal opportunities in all regular, vocational, and special education programs and services including cooperative, work study, or apprenticeship programs, without regard to race, color, national origin, sex, or handicap. Should any complaints arise concerning any of the above opportunities, they should be filed with the Superintendent of Schools, 1496 IL RTE 121, Toledo, IL 62468, or call (217) 923-3132.

G. PHYSICAL EXAMINATIONS, IMMUNIZATIONS, AND BOOSTERS: All children entering kindergarten, first grade (if they did not attend kindergarten), fifth grade and ninth grade MUST file evidence of a physical examination, immunizations, and boosters with the school district by October 15 of the current year. The physical examination must be given within one year prior to entrance to school by a physician licensed to practice medicine in all of its branches. Dental examinations may also be required at the discretion of the individual Board of Education. (Physical exam forms are available at the school) Out-of-state students attending an Illinois school for the first time must also file evidence of a current physical examination, immunizations, and boosters. Students MUST have immunizations and boosters for diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella, as required by the Illinois Health Department. Contact your building principal for specific requirements and exceptions to the law.

H. ATHLETIC PHYSICAL EXAMINATIONS: All students who participate in athletics must file a certificate of physical fitness with the principal. The examination must be done by a physician licensed to practice medicine in all

of its branches not more than one year preceding practice or participation in any interscholastic contest or activity. Students must also show proof of insurance.

I. SUSPENSIONS AND EXPULSIONS: Students who are not responsible, violate the rights of others, or present an actual or threatened danger to persons or property may be suspended or expelled from school and school buses. Due process procedures as established by law and the local Boards of Education will govern such actions.

J. DISCIPLINE: Teachers and other certified educational employees will maintain discipline in the schools, including on school grounds and in school buses. In all matters relating to discipline and conduct of the schools and the children, teachers stand in the relation of parents and guardians to the pupils.

Section 2. Students' Records—Notification of Rights of Parents and Students

A. The student permanent records consist of basic identifying information, academic transcript, attendance record, accident reports, health records, record of release of permanent information, and other basic information. The permanent record will be kept for sixty years after graduation or permanent withdrawal.

B. The student temporary records consist of all information not required to be in the student permanent records, including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed after graduation or permanent withdrawal.

C. Parents have the right:

1. To inspect and copy any and all information contained in the student records. There may be a small charge for copies, not to exceed \$0.35 a page.
2. To challenge the contents of the records by notifying the principal or records' custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
3. To receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
4. To inspect and challenge information proposed to be transferred to another district in the event of a move to another school district.

D. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records will also be released without parental consent pursuant to a court order of a subpoena or in connection with any emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other release of information requires the informed written consent of the parent of an eligible student.

E. The following is designated as public information and may be released to the general public unless the parents

request that may or all such information not be released: a student's name and address, grade level, birth date and place, parents' names and addresses, information or participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in school.

F. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege, or benefit, including employment, credit, or insurance.

G. Full and complete copies of the laws, rules, and regulations on student records are on file with records' custodian of each school and the superintendent of the school district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

Rights Under The Family Educational Rights and Privacy Act (FERPA) Elementary and Secondary Institutions:

The FERPA affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible students believe are inaccurate or misleading. If the District decides not to amend the records as requested by the parent of eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, a supervisor, and instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent 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 responsibilities. Upon request, the district discloses educational without consent to officials of another district in which the student intends to enroll.

4. 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 address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., SW, Washington, DC 20202-4605.

Section 3. Notification Asbestos Management Plan

As you may be aware, the U.S. Environmental Protection Agency (U.S.E.P.A.) has new regulations regarding asbestos-containing materials in school building. These new regulations require that all school conduct surveys to identify the presence of friable and non-friable asbestos in their building and implement appropriate actions as necessary.

This new regulation goes well beyond the old 1982 "Asbestos-in-Schools- Rule," requiring certain actions to occur in response to any asbestos-containing materials found in our school.

An inspection was performed at Cumberland Junior High School in compliance with these regulations. Furthermore, a site specific asbestos management plan was developed, will be reviewed by the Illinois Department of Public Health, and will soon be implemented. This plan describes in great detail how any asbestos exposures will be minimized.

You, as parents, teachers or other are invited to review the inspection and management plan after August 31, 2005, which will be available Monday through Friday between 8:00 A.M. – 3:00 P.M. at the school's administrative office. Should you have any question to desire further information please address those question to the principal.

Pest Management Program

Cumberland Unit District #77 has a Pest Management Program where we employ an outside agency to periodically spray our school with pesticides. Any parent with questions about the spraying schedule or procedures should contact the unit office.

Mandated Reporting Of Child Abuse

Mandated reporters are professionals who work with children in the course of their professional duties, such as teachers, principals, counselors, nurses, social workers, and psychologists. It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the hotline. Mandated reporters are **required** to report suspected child mal-treatment immediately when they have "reasonable cause to believe" that a child known to them in their professional capacity may be an abused or neglected child. It is the state's early warning system to identify probable abuse early enough to avoid serious and long-term damage to a child. The State's primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact.