

# **CIVIC MEMORIAL HIGH SCHOOL**



## **Student Handbook** 2017-2018

**CIVIC MEMORIAL HIGH SCHOOL  
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This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to promote student progress as well as in the interest of modeling appropriate school government. Additionally, this handbook attempts to provide for the psychological and physical safety of our students through appropriate rules and regulations. While every attempt is made to be sure that the handbook reflects current status of rules and regulations, rules may be changed from time to time in the interest of our students' safety or welfare and/or in response to changing circumstances within our school or community. When this occurs, as it must from time to time, every attempt is made to inform students and parents of such changes.

When a student cannot follow the district's discipline standards due to his or her disability, a behavior management plan will be developed. Parents of students with behavior management plans will receive copies of the policies and procedures related to behavioral interventions when the plan is developed. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the administrative office of the district.

# Table of Contents

School Compact	4
Section 1: General Information	5
Section 2: Academics	9
Section 3: Attendance	17
Section 4: Policies and Procedures	22
Section 5: Athletics and Extra Curricular Activities	49
Section 6: Computer Expectations	56
Section 7: Athletic - Activity Handbook	58
Athlete Pledge Sheet	71

# School Compact

## CIVIC MEMORIAL HIGH SCHOOL STUDENT-PARENT-STAFF COMPACT

This compact outlines how students, parents and the entire school staff will share the responsibility for student success. The goal of this partnership is to enhance good citizenship and academic achievement.

**Student Responsibilities** - We, as students, will be responsible for our success in the following ways:

Abide by Civic Memorial Eagle Pride Expectations (be respectful, be responsible, be safe) and demonstrate good citizenship

Do my homework every day, ask for help when needed, attend tutoring to enhance academic success and monitor PowerSchool

Read at least 30 minutes every day outside of school time

Have available the student handbook and be familiar with its contents

Recognize and accept the positive and negative outcomes of my behavior

**Parent Responsibilities** - We, as parents, will support our student's success in the following ways:

Monitor attendance and grades on PowerSchool and make sure all homework is completed

Participate, as appropriate, in decisions relating to my student's education and school events

Promote positive use of my student's extracurricular time

Stay informed and communicate with the school by attending parent-teacher conferences, parent information nights, or other events that promote my student's academic success or emotional well-being

Be aware of and reinforce my student's Eagle Pride Expectations (be respectful, be responsible, and be safe) and student handbook requirements

**School Responsibilities** - Civic Memorial High School Staff will be responsible for student success in the following ways:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state's student academic achievement standards

Maintain open communication between home and school. Effort will be made to respond in a timely fashion to parent concerns

Provide parents opportunities to volunteer and participate in school-sponsored activities

Communicate regularly with families about student academic progress

Reinforce Eagle PRIDE Expectations (be respectful, be responsible, be safe) and student handbook requirements

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Student Signature

Date

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Parent(s) Signature(s)

Date

## **Section 1: General Information**

### **1.01 Equal Education Opportunities**

Equal educational opportunities shall be available for all students in the district, without limitations based upon sex, ethnic or racial background, language barrier, religious beliefs, or physical and mental handicaps.

### **1.02 General Instructions**

This section of the handbook is intended to provide information for both parents and students about procedures at the high school.

### **1.03 Bell Schedule**

This schedule is correct at the time of printing. It may be subject to change depending on the District's transportation needs. Information about any changes will be available at registration.

### **1.04 Time Schedule**

1. School begins at 8:00am, and ends at 2:44pm on Monday, Tuesday, and Friday. On Wednesday and Thursday, school begins at 8:00am, and ends at 1:52pm.
2. Students should not arrive at school before 7:00 a.m. Students who arrive before 7:00 a.m. should report to the office.
3. At 7:00am students are permitted in the commons only. Students are not to be in any part of the corridors, or report to classes, until 7:30am, for tutoring. Students should use this time to get tutoring from teachers or to make up exams if needed.
4. If a student's schedule requires him/her to wait for a bus, he/she may wait on the sidewalk or, in bad weather, in the building. In either case, he/she must be quiet and orderly.
5. Unless involved in a supervised activity, all students should be out of the building by 3:00 pm on Mondays, Tuesdays, and Fridays; and by 2:15pm on Wednesdays and Thursdays.
6. Practices of any kind will not begin before 3:00 pm.
7. Students are not permitted in academic areas of the building after 3:00pm, unless escorted/supervised by a staff member.

## The 2017-2018 bell schedule will be as follows

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Monday	8:00 - 8:50	8:54 - 9:44	9:48 - 10:38	10:38 - 12:02	12:06 - 12:56	1:00 - 1:50	1:54 - 2:44
Tuesday	8:00 - 8:50	8:54 - 9:44	9:48 - 10:38	10:38 - 12:02	12:06 - 12:56	1:00 - 1:50	1:54 - 2:44
Friday	8:00 - 8:50	8:54 - 9:44	9:48 - 10:38	10:38 - 12:02	12:06-12:56	1:00 - 1:50	1:54 - 2:44
	Period 1	Period 2	Period 4	Period 6	<b>Civic Memorial High School</b> 2017 - 2018 Bell Schedule		
Wednesday	8:00 - 9:25	9:29 - 10:54	10:54 - 12:23	12:27 - 1:52			
	Period 3	Period 5	Period 4	Period 7			
Thursday	8:00 - 9:25	9:29 - 10:54	10:54 - 12:23	12:27 - 1:52			
<b>4th Period Lunch</b>	<b>M/T/F</b>						
	Class A	10:38 - 11:28	Lunch B	11:32 - 12:02			
	Lunch A	10:38 - 11:08	Class B	11:12 - 12:02			
	<b>W/TH</b>						
	Class A	10:54 - 11:49	Lunch B	11:53 - 12:23			
	Lunch A	10:54 - 11:24	Class B	11:28 - 12:23			

### 1.05 Responsibilities of Students

1. To become informed of, and adhere to, rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators, teachers, and employees.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets standards of health, cleanliness, and safety.
5. To be present and punctual in the regular or assigned school program.
6. To refrain from gross misconduct or disobedience, or behavior that disrupts the education process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

### 1.07 Security Cameras

The Bethalto Unit School District #8 has developed a program for the safety and security of students, staff, visitors, school buildings, school grounds, and school equipment pursuant to statute and the rules of the State of Illinois. Such programs may include video surveillance equipment, in appropriate public areas inside and outside of the school buildings, and other district facilities. In addition, other safety or security devices and detectors may be installed in appropriate locations in the district.

## **1.08 Immunization Information**

Fall 2016 - All students entering the sixth and twelfth grades will be required to show proof of recent meningococcal conjugate vaccination (MVC). All twelfth graders will need to show proof of receiving two doses UNLESS the first dose was administered after 16 years of age. In this case, only one dose after 16 years of age is required.

This is a mandated requirement from the State of Illinois.

Parents or legal guardians who object, for religious reasons, to their child being immunized for school entrance must submit a Certificate of Religious Exemption, which now must be signed by a health care provider. Signed into law on August 3, 2015, this law requires a health care provider to sign the certificate confirming they have provided education to the parents, or legal guardians, about the benefits of immunizations and health risks of not vaccinating students. The Certificate of Religious Exemption can be found on the CMHS website.

## **1.09 A Parent's Guide to Response to Intervention (RtI)**

### **What is "Response to Intervention" or RtI?**

RtI is a federal and state initiative intended to meet a wide range of individual students' needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.

### **How does RtI work?**

When a child begins to have some area of concern affecting his/her school progress the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress\*\*. The child's progress is measured over time. If he/she makes acceptable progress, the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

\*\*This team-- referred to as the "Response to Intervention Team" -- uses the insight and expertise of several different school staff members including reading teachers, reading coaches, school social workers, psychologists, and special education teachers. RtI team members contribute in different ways to the RtI process: Offering suggestions, gathering data, and communicating with other staff and/or parents. The RtI team meets regularly to discuss and monitor student concerns.

### **What is the role of the Parent in RtI?**

Parents have an important role throughout the RtI process. Teachers will communicate concerns, and invite parent participation in telephone conversations and/or team meetings, regarding their child. Parents provide insight into a child's learning and development to understand the problem and why it occurs. Parents should contact their child's teacher with any concerns regarding academics or behavior.

Please contact your child's teacher if you have any questions. We look forward to working together to help your child succeed.

## 1.09 PBIS - Positive Behavioral Interventions and Supports)

In order to promote the development of positive, productive behavior, Bethalto Unit School District #8 schools are implementing a program called PBIS. This program is designed to teach and reinforce procedures and to provide the intervention and support necessary for students to make good choices (choices that contribute positively to the school environment). All school and classroom rules will be developed around three overall expectations that are referred to the Three B's or Let It Be: Be Respectful, Be Responsible & Be Safe. Students will be provided with an introduction to these concepts and expectations at the onset of each school year and provided the opportunity to demonstrate these concepts on a daily basis. Follow-up activities, information, support and interventions will be provided to large groups, small groups and individual students as needed to promote the maintenance of a warm, caring school environment. Any student in need of further academic and/or behavioral support may be placed in Check-In Check-Out (CICO) to enhance performance and achievement. Parents can assist the school with this process by following up on any information and/or activities that may be provided to parents, students, and families. By working together, it is our hope that we can instill in our students the positive, productive character traits, values and virtues that will impact positively not only on their total school experience but also on their overall quality of life!

### **EXAMPLES OF PBIS AT CMHS:**

**Eagle PRIDE Cards** - may be issued, to students, as recognition for being **P**ositive, **I**nvolved, **R**espectful, **D**edicated, and/or **E**xcellent. Eagle PRIDE Cards can be exchanged for one free item at the Snack Shack.

**Classroom of the Week** - each week, one classroom is recognized for the students being "highly engaged" in their lesson or activity.

**Zero Heroes** - students who have 0 tardies, 0 unexcused absences, 0 Fs, and 0 discipline referrals, will be eligible for a quarterly reward.

## Section 2: Academics

### 2.01 Grade Weighting

It is the policy of the Board of Education that the grades earned by students in the following courses be weighted, starting during the school year of 1992-93.

Honors English 1	Statistics A.P.	Calculus	Biology 2
Honors English 2	Advanced History	Honors Algebra 2	Physics
Honors English 3	Honors Geometry	Spanish 3	Chemistry 2
Honors English 4	Pre-Calculus	Spanish 4	

The following weighting scale will be used:

<b>Courses Listed Above:</b>	<b>% Cut Off</b>	<b>Other Courses:</b>
A = 5.0 points	92.5	A = 4.0 points
A- = 4.667 points	89.5	A- = 3.667 points
B+ = 4.333 points	86.5	B+ = 3.333 points
B = 4.0 points	82.5	B = 3.0 points
B- = 3.667 points	79.5	B- = 2.667 points
C+ = 3.333 points	76.5	C+ = 2.333 points
C = 3.0 points	72.5	C = 2.0 points
C- = 2.667 points	69.5	C- = 1.667 points
D+ = 1.333 points	66.5	D+ = 1.333 points
D = 1.0 point	62.5	D = 1.0 point
D- = 0.667 point	59.5	D- = 0.667 point
F = 0.00 point	below 59.5	F = 0.00 point
I = 0.00 point		I = 0.00 point

## 2.02 Semester Exams

Final semester examinations are an integral part of the education process at Civic Memorial High School, and all students are required to take final examinations in each subject area. Final exams will determine 20% of the student's semester grade. Medical documentation may be required of students who miss final exams for reasons of illness.

Students may earn an exemption from **Semester 2** final exams by meeting the following criteria:

- 5, or fewer, **total** absences (0 unexcused) for semester 2
- 3, or fewer, tardies **to school** for semester 2 (1st hour on M,T,W,F, 3rd hour on TR)
- 0 discipline referrals for semester 2
- C average, or better, for semester 2
  - Exemption policy only applies to year-long classes. Exams for semester-long classes must be taken by all students.

## 2.03 Report Cards

Report Cards are passed out to students at the end of the first and third quarters. Grade cards will be mailed to the student's home at the end of the first and second semesters. In addition to these regular reports, other reports will be made as the need arises. While grades have been determined, in most cases, by the last day of the semester, printing and mailing of report cards may take several days. Therefore, a student in danger of failing a graduation requirement, should look into making up the credit in summer school.

Information such as report cards, deficiency reports, notification of disciplinary infractions that result in out of school suspension or assignment to the in school detention room, and notification about parent teacher conferences will be provided to non-custodial parents upon their written request.

## 2.04 Before School Tutoring

Every teacher is available, for tutoring, from 7:30am - 8:00am, Monday - Friday. Tutoring is also available on Wednesday and Thursday, by appointment, from 2:00 - 3:00pm.

## **2.05 Honor Roll**

To qualify for honor roll, students must have a G.P.A. of 3.00 for the grading period and may not have received a grade lower than C in any class.

To qualify for high honor roll, students must have a G.P.A. of 3.75 for the grading period.

Students who are on the Honor Roll for the first three quarters of the year will be honored at the Scholastic Honors Ceremonies during the fourth quarter.

## **2.06 Academics**

Students should obtain a copy of the School Counseling Department Handbook to gain more detailed information regarding course offerings and requirements.

## **2.07 Eligibility for Driver Education**

Pursuant to the provisions of P.A. 88-188 (HB 418), prior to enrolling in Driver Education at CMHS, students must earn a minimum of 4 credits over the previous two high school semesters and pass the required courses for graduation prior to enrollment in driver education (see Section 2.10 in this Handbook, or page 1 of the CMHS Guidance Handbook, for a list of graduation requirements.)

Freshmen may enroll in Driver Education during the second semester of the 9th grade year only if they have passed all 7 classes and if space is available. Enrollment will be allowed in order of birth dates with the oldest students getting the first opportunity to take the course.

## **2.08 Physical Education Exemptions**

It shall be the policy of the Board of Education that students in grades 11 and 12 may be excused from required physical education for the following reasons:

1. To enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice and provided the student is not enrolled in other electives not required for admission to an institution of higher learning or for graduation; or
2. To enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate

and provided the student is not enrolled in other electives not required for admission to an institution of higher learning or for graduation.

Further, it shall be the policy of the Board of Education that pupils in grades 9 through 12 enrolled in a marching band program for credit may be excused from engaging in required participation in physical education, provided such waiver of the requirement is needed in order for the student to follow a logical progression of courses providing him/her with a concentration in a specific academic discipline.

No exemptions from physical education shall be granted for participation in extra curricular athletics.

Exemptions must be requested in writing at the time students make course requests for the coming year or at the time of enrollment. Forms for this application will be available upon request from the School Counseling Department, and each exemption shall be acted upon by the Board of Education after review and recommendation of the building principal.

## **2.09 Schedule Changes**

Student- and parent-initiated schedule changes ***must be requested on, or before, April 30, 2018.*** Such requests may not be based upon teacher preference and may be denied on the basis of class size requirements and limitations.

Counselor-initiated changes may be necessary because of scheduling conflicts, computer errors, or by teacher/counselor recommendation based on aptitude or prerequisites. Student-selected alternate courses will be used in such cases.

Assignment to Math, Science, and English classes may be adjusted for ability level and/or prerequisites.

Students may not elect to drop a year-long course mid year. If a student believes he/she is inappropriately placed in a course, a parent/teacher/student/administrator conference will be held to evaluate the situation. At this time, standardized assessments will be reviewed and the amount of effort put forth by the student will be assessed to determine if a course change will be allowed.

Students may not change classes at the semester simply on the basis of personal preference.

## 2.10 Graduation Requirements

Students will have the opportunity to earn 7 credits per year. Students must earn 24.5 total credits, with 18.5 credits coming from the following classes:

- 4 English
- 2.5 Social Studies (Required: Civics, World History & U.S. History, including the passage of both the Illinois and United States Constitution tests)
- 3 Math
- 3 Science
- 0.5 Resource Management or Economics
- 4 Physical Education
- 0.5 Health
- 1 Electives

College entrance requirements vary and are more stringent. Be sure to discuss these with your counselor, especially if you plan to participate in intercollegiate athletics.

## 2.11 Credit Policy

1. No credit may be accrued from outside institutions in order to enable a student to graduate ahead of his/her class.

Students who are behind in the number of credits needed to graduate with their classes may not seek to earn credit in more than four correspondence classes (with 1/2 credit value in each) while they are concurrently enrolled as full time students at CMHS. Enrollment in such courses may begin at the conclusion of a student's sophomore year. Correspondence courses must be completed prior to completion of the first semester of the student's senior year, in order for that student to participate in the graduation ceremony. A current- fourth or fifth-year senior must have all correspondence coursework completed by the end of the first semester.

3. Enrollment in a correspondence course needed to meet graduation requirements must have the approval of the student's counselor and must be in an approved program such as those sponsored by accredited universities or those with North Central Association accreditation. All costs of such enrollment must be borne by the student.

4. A student who completes his/her senior year lacking two or more of the credits required for graduation will be expected to return the following fall in order to obtain a diploma from Civic Memorial.

5. A student who is deficient on credits after his/her senior year may not participate in commencement exercises.
6. Students may not earn more than two credits in any given discipline during summer school.
7. Students may not earn more than two credits toward graduation through correspondence courses.
8. Final examinations in correspondence courses taken through approved institutions must be taken under the supervision of a counselor or administrator.

## **2.12 Full Time Enrollment**

Except in those cases identified as follows, students will be enrolled for 3.5 hours credit per semester.

1. When contraindicated for medical reasons.
2. Fifth-year seniors.
3. Home schooled students enrolled for selected courses as allowed or required by law.

## **2.13 Late Enrollment**

A student who is seventeen years of age and has not been in attendance at another high school during the current semester may be refused enrollment after the second full week of the semester.

Students may be denied credit in courses in which they have been enrolled less than 16 weeks.

## **2.14 Early Graduation**

Credit will not be accepted from outside institutions to enable a student to graduate early.

## **2.15 Home Schooling**

In 1998, the Board enacted a policy on home schooling. Parents who wish to consider home schooling or who wish to enroll a student who has been home schooled should check this policy in the Board Policy.

## **2.16 Textbooks and Supplies**

All textbooks may be rented through the high school. The student furnishes such consumable materials as tablets, pencils, and workbooks. A list of materials needed may be obtained the first day of school.

## 2.17 Counseling Department

**School Counselors:** In planning a long-term high school program many important questions arise. Am I selecting the right courses? How do my interests and my abilities join together to help me prepare for a vocation? Are personal problems preventing me from getting the most from my education?

Throughout your high school career a school counselor will be working with you to help you find answers to these questions and many others.

Counselor assignments are based on where names fall in the alphabet. These assignments are posted in the counseling area.

Your counselor will be thoroughly familiar with your high school program, your short-term and long-term objectives, and your career goals as well as problems that may be preventing you from reaching your goals.

The school counselor is a specially trained person to help the student realize his/her fullest potential as a unique being. Depending on each student's needs the counselor can help in the following ways:

1. To assess strengths and weaknesses.
2. To make suitable decisions.
3. To develop a positive attitude.
4. To choose courses that are right for the student.
5. To solve personal problems (family, friends, teachers).
6. To discover talents and abilities.
7. To plan education.
8. To decide on a career.

Additional information is available in the School Counseling Handbook.

**Social Worker:** Your school social worker is available to provide counseling and emotional support to students related to: behavioral issues, problems with peers, changes within the family, grief and bereavement issues, new student adjustments, social skills, and problem-solving skills. The social worker also assists parents to better understand and meet their child's social and emotional needs, and to better understand and utilize school and community resources.

## **2.18 Parents' Right to Review**

Parents have the right to inspect all instructional materials, including teachers' manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child.

## **2.19 Student Records**

Students' permanent and temporary records may be inspected and/or copied by parents or students. Records thought to be incorrect may be challenged. Parents may also give permission for the school to disclose records. Students permanent records consist of the transcript, basic identifying information, attendance records, accident reports and health records, record of release of information, and scores on state assessment tests in grades 9-12 and may also include honors and awards and participation in school events and activities. Temporary records include information regarding expulsion or suspension for drugs, weapons, or battery against a staff member; scores on state assessment tests in grades K-8; record of release of information and may include family background information; intelligence scores; aptitude tests; honors and awards; participation in school events and activities; teacher notes; other disciplinary information; special ed. information; and other relevant information. Permanent records are kept sixty years, and temporary records are kept five years.

## **2.20 Student Testing and Assessment**

All Juniors will be required to take the SAT.

## **2.21 Summer School and Summer School Credit Limitations**

It is the policy of the Board of Education that a student at Civic Memorial High School may earn no more than two credits of a required subject toward graduation during summer school semesters. For example, of the four required credits in English, at least two must be earned during the regular school term.

In 1991 the State of Illinois discontinued special funding of summer school programs. It then became necessary to charge tuition for summer school enrollment.

The school district's ability to provide any summer school class will depend on the number of students who will enroll. Students are well advised, therefore, to earn credit necessary for graduation during the regular school year.

## 2.22 Withdrawal From School

Any student who plans to withdraw from school for any reason (moving, dropping, etc.) must obtain a withdrawal form from the School Counseling Office and have it completed by teachers, principal, assistant principal, nurse, etc. After the form has been completed, it should be returned to the School Counselor.

## Section 3: Attendance

### 3.01 Attendance

1. In order to ensure student safety, any adult who picks up their child during school hours must present a valid drivers' license or state-issued photo ID to the office.
2. Irregularity in attendance is the greatest contributing cause of school failures. One day's absence costs two days of schoolwork, the day of absence and the lack of preparation for the day of return. Parents can render no greater help to their children than to see to it that they are in school every day.
3. If it is necessary for your student to miss a part of a day, please keep the following in mind. For purposes of determining average daily attendance, which is the basis of a large part of school funding, the state has the following guidelines:
  - A. A student may be considered present all day if he/she misses 55 minutes or less.
  - B. If a student misses 56 to 149 minutes, he/she is considered to be absent a half day. More than 149 minutes is considered a full day.
  - C. Absence during lunchtime is not considered a part of the total. It is helpful to us, then, if appointments that need to be made during school time can be scheduled so that we can still consider the student present for the entire day for this calculation. Perfect attendance awards, however, will be earned by students who miss no time and have no tardies.
  - D. A student who misses more than 12 days per semester can have credit for that course withheld for the semester which absences have exceeded 12. A student who has missed 12 days or more can reclaim a day of attendance by attending two sessions of Friday Night School.
4. In general, personal illness, serious illness in the family, or other circumstances making attendance or punctuality extremely difficult will be the only legitimate excuse for absence or tardiness. Parents will be requested to provide a reason for the absence, as the school is required to classify causes of absence on state reports.

5. When a student is absent, a parent or guardian should call the school the morning of the absence between 7:00 A.M. and 9:30 A.M. If a parent calls on the day of the absence, it is not necessary for the student to bring a written excuse. If a parent does not call on the day of the absence, a note from a parent detailing the reason for the absence is required. This note must be presented when the student returns. In case of extended illness, continuing absence should be reported every day. (See “Homebound Option”)
6. It is hoped that parents will cooperate with the school by seeing that the student is supplied with the necessary excuse for absence.
7. An absence that has not been excused five (5) days after a student returns will remain classified as unexcused.
8. If a parent/guardian neglects to call on the day a student is absent, the school will try to call the home or a parent’s place of employment, unless a parent requests otherwise. The call is made in order that the parents and the school may communicate more effectively.
9. When a student must leave school during the day for an appointment, a note from the parent/guardian is required to permit him/her to leave school.
10. A student is tardy when he/she is not in his/her seat by the tardy bell and not more than 30 minutes into the period. The student shall be considered absent if he/she arrives more than 30 minutes into the class period.
11. A student who comes to school late in the day must sign in at the office whether or not the absence has been reported by a parent/guardian.
12. If a student leaves during the day, he/she must see the assistant principal and sign out in the office. Leaving without permission will constitute truancy
13. A student who is frequently absent may forfeit field trip privileges.

### **3.02 Homebound Instruction**

In cases of extended illness or recovery from surgery or an injury, a student may, with the Doctor’s recommendation, receive “homebound” instruction. The absence must be anticipated to be at least two weeks in length. Forms to be completed by the physician are available from the school nurse and at the district office.

Students who, out of medical necessity, enter into the homebound program generally will not be permitted to attend or participate in extra-curricular events or activities.

### **3.03 Tardiness**

1. A student who is not in his/her seat or does not have an ID or temporary ID before the bell starts to ring is tardy.
2. A student is tardy to school if he/she is not in his/her room at 8:00am with an ID. If he/she arrives after 8:00am, he/she will report to office for an admit slip to class
3. Students tardy to class other than at the start of class must report to class rather than to the office. The teacher will assign the penalty.
4. If tardiness is caused by a teacher, that teacher should see that the student gets into his/her next class.
5. Repeated incidents of tardiness (more than 2 per quarter) will result in a range of consequences including, but not limited to, lunch detentions, after school detentions, extended days, Friday night school, and ISS.

### **3.04 Regulations Governing Absence From School**

1. Truancy:
  - A. First case of truancy has the following penalty: double make-up time for each period of class missed, such time to be under supervision in a detention room. Work missed during truancy may be required to be made up by the teacher, even though no credit is to be allowed. However, credit is allowed for work completed while a student is in “in-school-supervision.”
  - B. Additional cases of truancy will result in assignment to Friday Night School or out of school suspension and/or possible Village of Bethalto Ordinance charge.
  - C. Chronic truants may be referred to the Madison County Truancy Alternative Program.
2. Unexcused Absences:
  - A. Any student with an unexcused absence must make-up the actual time lost from classes by coming before school, attending Friday Night School, or through some similar arrangement made by the teacher or administration.
  - B. In the case of an out-of-school suspension, administration and the student will determine a plan for submitting make up work upon return.

- C. Excessive unexcused absences may result in a student being placed on social probation/loss of privilege.
3. Excused Absences:
- A. Illness of the student. The parent or guardian must sign the excuse.
  - B. Funerals: members of the immediate family, including parents, grandparents, brothers, sisters, aunts, uncles, or anyone living full time under the roof of the parent.
  - C. Doctor or dental appointments with allowance for reasonable time only. Appointment cards must be presented to the administration.
  - D. Trips of educational value must be prearranged and authorized by the principal.
  - E. Up to five (5) school days for a family vacation. The principal must be notified two weeks in advance for approval, and to determine a due date for makeup work to be turned in. This does not mean vacations with friends or other relatives will be excused.
  - F. Homework requests may be made on the morning of the third consecutive day of absence. If parents would like work sent prior to a student missing 3 days of school, a request may be made by contacting the student's teacher(s) via e-mail.
  - G. Any time a student leaves the school early due to illness, etc., he/she must notify the Principal's Office and sign out. Failure to do so, may result in disciplinary consequences.
  - H. Parents are requested to send notes with their students when it is necessary for students to leave early. The note should specify time and reason and should be presented to the attendance secretary before school begins in the morning. Students are never permitted to leave early without notification from parents/guardians to the attendance office.
  - I. Students who, out of medical necessity, enter into a program of "homebound" instruction generally will not be permitted to attend or participate in extra curricular events or activities.
  - J. When a student misses all or part of a day due to illness, he/she should not attend after-school events or activities.
  - K. Students who are absent and excused are given sufficient time to make up work that has been missed. Individual teachers, however, may assign grade penalties for

unexcused absences based on the student's inability to participate and work missed in class. See department web page, call the teacher, or e-mail the teacher by using the first letter of first name and the full last name.

L. Students who must appear in court because of a subpoena to serve as a witness, in custody cases, or for other reasons not of their own doing will be excused. Students required to appear in court because of their own offenses will be excused upon providing court documentation of the date and time in court.

M. Students who miss school on Friday or Monday surrounding Homecoming/ Coronation and Prom must have a physician's excuse in order to have their absence excused.

N. Once a student has missed five (5) days of school in a given semester, all other absences after the fifth one will require a written physician's excuse for each absence in order for the absence to be excused at school.

### **3.05 Senior Options**

Seniors who have excessive absences forfeit this privilege.

A. Seniors may be excused from school for one day to visit or register at a college or university. However, visits to colleges and universities in our immediate area (Metro East and St. Louis) should be scheduled after school hours or on a day when school is not in session. A college visit with absence excused will require written approval in advance (a least one school day) by the student's counselor and parent or guardian.

B. Seniors may have one day absence excused during the last nine weeks to seek a job if prior appointments and arrangements are made. Seniors must have a note from home and from the places where they have appointments. These notes must be presented to the assistant principal.

C. Military: Seniors who are pursuing a military career will have one day absence excused (as mentioned above) if the necessary processing cannot be done on Saturday. A military visit with absence excused will require written approval in advance (a least one school day) by the student's counselor and parent or guardian.

### **3.06 Excessive Absence Policy**

A student absent ten days in succession without medical documentation may be dropped from enrollment.

A student who misses more than 12 days per semester can have credit for that course withheld for the semester which absences have exceeded 12. A student who has

missed 12 days or more can reclaim a day of attendance by attending two sessions of Friday Night School.

**Field Trips:** A field trip may not be taken so as to cause a student to exceed five (5) absences in any class. Exceptions may be made, at the principal's discretion and/or for honor students. A student who has a failing grade may be refused permission to participate in a field trip at the discretion of the administrator. Such decisions will be based on consultation with teacher(s) in class or classes in which the student may not be doing satisfactory work as well as the nature and number of absences a student may have accrued and time remaining in the grading period. Only school related activities will be accepted as "field" trips.

**Doctor's Note:** A doctor's note should be acquired each time a student goes to a regularly scheduled appointment or visits the emergency room for treatment. A dentist's note should be acquired for all dental visits. The administration will place the excuse on file to assist students with excessive absences. In the case of absence from semester exams, or absence following prom/coronation, a doctor's note will be required.

## **Section 4: Policies and Procedures**

### **4.01 General Rules and Student Behavior**

The welfare and safety of everyone at Civic Memorial High School depends on our mutual cooperation and respect for the rules and individual rights. With this in mind, we encourage our students, staff and parents to report observations or concerns that they may have that have any potential to put anyone in harm's way. We also offer assurance that such reports will be handled with discretion and, when appropriate, our assurance of the reporter's anonymity.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the affect of his or her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following: cleaning, repair, restitution, as appropriate; parent conference, written assignment, detentions, Extended Day detention, Friday Night School, In-school Supervision, suspension from school, exclusion from field trips, signing of a formal complaint at the police station, assignment to the alternative school, and expulsion from school.

Students must understand that the school's authority may legally extend to property that is contiguous to the school. That is, infractions of school rules on property that borders the school may, at the discretion of school authorities, be treated as though the infraction has occurred on school property.

1. Issue: **Drugs, Controlled Substance, Look-a-likes, Paraphernalia**

Definition: Possession, use, or being under the influence of any drugs, controlled substance, look-a-likes, or paraphernalia; and/or the purchase or distribution of any of the above is prohibited.

A student who is reported, or suspected to be under the influence of drugs will be assessed by administration and school nurse.

Consequences: Including, but not limited to, Referral to Chestnut Health Systems for evaluation and treatment, Suspension, and/or Expulsion, depending on the particular circumstance of the offense.

Assessment by an agency or institution acceptable to the school and compliance with recommendations based on the assessment may be conditions of readmission to school in such cases.

2. Issue: **Alcohol**

Definition: Possession, use, being under the influence, distribution, and purchase of any intoxicating beverage is prohibited.

Consequences: Including, but not limited to, Suspension, and/or Expulsion, depending on the particular circumstances of the offense

Assessment option is the same as #1 above.

A Breathalyzer, which can be used to determine whether alcohol has been consumed, is available on campus and at all school functions. It may be used in any case when a student is believed to have consumed or be under the influence of alcohol.

3. Issue: **Tobacco, E-Cigarettes, Vaping**

Definition: Smoking or using tobacco in any form - including E-Cigarettes, vaping, and possession of tobacco, lighters, matches, E-Cigarette/vape liquid or other incendiary devices are prohibited.

Consequences: Including, but not limited to, Confiscation of materials, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

4. Issue: **Weapons**

Definition: (1) Including, but not limited to, guns, rifles, shotguns, firearms, any devices that expel a projectile via an explosive, bombs, grenades, rockets, missiles with explosive or incendiary charges, black-jacks, metal knuckles, throwing stars, knives (2) any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, metal knuckles, pens, pencils, ball bats, etc. ; and/or (3) “look-a-likes” of such weapons are prohibited.

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

5. Issue: **Fighting, Hitting, Verbal Threats, Threats made via text message or social media, Physically Aggressive Behavior, Provoking or Attempting to Provoke a Fight**

Definition: Any physically aggressive action is prohibited toward any student or staff.

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

6. Issue: **Profanity, Obscene Gestures, and Disorderly Conduct (including that which is communicated via text message or social media)**

Definition: Behaving in any of these manners is not permitted.

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

7. Issue: **False Fire Alarm**

Definition: Activating the fire alarm system without appropriate cause is not permitted.

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

8. Issue: **Stealing**

Definition: Taking any property that is not one's own is prohibited.

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

9. Issue: **Vandalism**

Definition: Defacing/destroying any school property is not permitted.

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

10. Issue: **Throwing any object, including throwing any object at vehicles**

Definition: Throwing any projectile at persons, vehicles, or no particular target is not allowed.

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

11. Issue: **Trespassing**

Definition: After hours, students are not to be in the building, or on the grounds, unless in a school supervised activity. Students who are suspended or expelled from school are not to be on school grounds, nor can they participate in any school activities.

Consequences: Asked to leave, call police.

12. Issue: **Bomb Threat**

Definition: Communicating a bomb threat is prohibited.

Consequences: Suspension, Expulsion, Filing of formal complaint with police, depending on the particular circumstances of the offense.

13. Issue: **Arson**

Definition: Any attempt or act of committing arson is prohibited

Consequences: Including, but not limited to, Suspension, Expulsion, and/or Filing of formal complaint with police, depending on the particular circumstances of the offense.

14. Issue: **Gang or Cult Activity**

Definition: Involvement in gangs or cults, or gang or cult related activities including display of gang symbols or paraphernalia.

Consequences: Including, but not limited to, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

15. Issue: **Intimidation, Bullying, Threats, Hazing, Extortion**

Definition: "Bullying" includes "cyber-bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be, reasonably predicted to have the effect of one or more of the following:

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

Consequences: Depending on severity of instance, consequences can include, but are not limited to, Counseling Sessions, Extended Day, Friday Night School, In-School Suspension, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

16. Issue: **Insubordination, Disrespect**

Definition: See Section B under "Gross Disobedience and Gross Misconduct"

Consequence: Including, but not limited to, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

17. Issue: **Forgery**

Definition: Altering information with intent to deceive. This includes, but is not limited to the use of forged materials and any form of pass abuse and the making of deceptive phone calls to impersonate or misrepresent identity.

Consequences: Including, but not limited to, In-school Supervision, Saturday School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

18. Issue: **Cell Phones, Smart Watches, Electronic Signaling Devices, Laser Pointers, and Any Device With Camera Capabilities, and musical listening devices (including earbuds/headphones)**

Definition: Cell phone usage is only permitted in the commons before school, in the commons during lunch, and after school. Earbuds/headphones should only be in use, or visible, in the commons before school, at lunch, or in the classroom with teacher permission.

Consequences: Including, but not limited to, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

Students are not permitted to record video, or photograph, during the school day, without prior permission from administration or classroom teacher. Under no circumstances are students allowed to video or photograph a fight. Doing so will constitute a major infraction.

Consequences can include, but are not limited to, Detention, In-school Supervision, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

19. Issue: **Sexual Harassment**

Definition: See “Sexual Harassment Policy” section in this handbook

Consequences: Including, but not limited to, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

20. Issue: **Public Display of Affection**

Definition: Displays of affection other than handholding are not permitted.

Consequences: Including, but not limited to, Student conference, detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

21. Issue: **Dress Code Violations**

Definition: Students must dress appropriately. See “Student Dress” section of this handbook.

Consequences: Including, but not limited to, Student conference and change clothes, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

22. Issue: **Food/Drink in Classrooms**

Definition: Other than items purchased from the Corner Cafe, only water, in a clear, closed container will be permitted in the classroom.

Consequences: Including, but not limited to, Confiscation, Detention, In-school Supervision, Friday Night School School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

23. Issue: **Students in Unauthorized Areas**

Definition: Students are not allowed in halls without a pass, nor are they allowed in restricted areas without permission. This includes before school, after school, and at lunch.

Consequences: Including, but not limited to, Detention, Loss of Hall Privileges, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

24. Issue: **Gambling**

Definition: Gambling of any kind, including playing games of chance, or betting for money, is not permitted.

Consequences: Including, but not limited to, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

25. Issue: **Bus Behavior**

Definition: Failure to follow the bus rules, directions of driver, etc.

Consequences: Including, but not limited to, Loss of Bus Privileges, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

26. Issue: **Cafeteria Behavior**

Definition: Littering, throwing things, excessive noise, leaving trays or other refuse, and any other inappropriate behavior is not permitted.

Consequences: Including, but not limited to, Loss of Cafeteria Privileges, Detention, In-school Supervision, Friday Night School, Suspension, and/or Expulsion, depending on the particular circumstances of the offense.

27. Student lockers are school property and can be searched at any time.

28. All students must have an authorized pass at any time they are in the hall or outside the classroom during class periods.

29. Student visitors are not allowed; however, there may be exceptions with permission from the principal. Parents are invited to visit the school at any time, though, as a courtesy, teachers will be notified in advance of parent visits to their classrooms.

30. Heavy outer garments, back packs, book bags, athletic carryalls and other such items should be kept in student lockers and are not permitted in the classroom.

31. Fundraising by, or for any outside group is prohibited on school property.

32. Gift items such as flowers and balloons, or food from restaurant deliveries, may not be delivered to students while at school.

33. **PLAGIARISM:** Plagiarism constitutes a serious offense. It is defined as copying or paraphrasing of material written by another without attributing the source, whether the source is another student or published material. A **first offense** will result in a zero on the assignment. A **second offense** will result in a zero on the assignment, a parent meeting, and the student must complete a Plagiarism Portfolio during an Extended Day detention. A **third offense** will result in a failing grade for the quarter in which it occurs.

34. Academic Dishonesty: Each of the following constitutes a form of academic dishonesty:

- A. Obtaining a copy of a test or scoring device.
  - B. Accepting a copy of a test or scoring device.
  - C. Copying another student's answers during an examination.
  - D. Providing another student answers or copies of examination questions.
  - E. Using notes or other materials that are not allowed during "closed book" examinations.
  - F. Duplicating another student's project for admission as one's own work.
  - G. Having someone other than the student prepare the student's homework paper, project, laboratory report or take-home examination for which credit is given.
  - H. Permitting another student to copy the student's homework paper, project, computer program, laboratory report or take-home examinations other than for a teacher-approved collaborative effort.
  - I. Any other action intended to obtain credit for work not one's own.
- A. Using digital resources during an assessment without teacher approval.
  - B. Viewing and/or beginning an online quiz/test/exam (such as Schoology) without teacher permission. Students should always have verbal instructions from the teacher to begin an online quiz/test/exam. An online quiz/test/exam should only be viewed and/or taken in the physical classroom of the teacher it is assigned by, unless otherwise instructed.

Consequences for such infractions may include failing grades, loss of credit and other disciplinary measures depending on circumstances of the infraction and the progressive disciplinary policy.

35. Issue: **Removal of Clothing**

Definition: Any removal or attempted removal of clothing from another person or self is prohibited.

Consequences: Including, but not limited to, Detention, Friday Night School, In-school supervision, and/or Suspension, depending on the particular circumstances of the offense.

36. A student's discipline record may prevent him/her from participating in field trips, or other activities that constitute privileges, like school dances, competitions, performances, and graduation ceremonies. Administration will have final approval, for all such activities, after reviewing student discipline records.

## **4.02 SOCIAL PROBATION**

Students may be denied the privilege of attending assemblies, dances, athletic and other events if any of the following apply:

- More than 5 unexcused absences
- Failing grades in 2 or more classes
- 12, or more, discipline points

Discipline points will be calculated by the following system:

Lunch or Before/After-school Detention - 1 point each

Extended Day - 2 points each

ISS - 4 points per day

OSS - 5 points per day

## **4.03 ID BADGES**

ID badges are mandatory for all students, staff and visitors to Bethalto CUSD #8 schools. In recent years school safety has become more and more of an issue. Although we strive to get to know each and every student, it is almost impossible to remember all the names and faces. The ID badges will be worn for your protection against people that should not be in the building. An ID badge with a plastic protector and a clip will be given to each student at the beginning of each school year. If a student's ID badge is lost or damaged (no longer has photo, name, and ID bar code), a replacement ID will be ordered at the student's cost of \$5.00.

1. ID badges must be worn at all times while in the building during the school day with few exceptions being during a lab where it may be dangerous. A student's failure to wear a current student ID badge, or current temporary ID, may result in a detention being issued.
2. Student ID badges should be kept in the student's locker after school hours.
3. Students without ID's must report to the Commons before school for a temporary ID badge. Students who report to the office for a temporary ID, after the tardy bell, will be issued a detention. If a student is sent out of a class for not having an ID, he/she will be considered tardy and the consequences will follow the tardy policy.
4. ID badges will be used to check out books in the library and to pay for lunches.

## 4.04 Campus Restrictions

1. Traveling to and from school:
  - A. Students are not permitted to cut across fenced areas of school property in general or neighboring property. Violators will be disciplined.
  - B. Students will at no time be allowed to loiter or congregate on surrounding streets or corners of adjacent school property.
  - C. The wooded area behind the school is off limits at all times.
  - D. Violations of the above can bring about a temporary or permanent restriction to campus and/or other discipline measures, depending on the nature and severity of the infraction.
  - E. Once students have arrived on campus in the morning, they are not permitted to leave the building.
2. Students are not permitted to exit the building between classes. Exception: Authorized students who are enrolled in school programs outside of campus.
3. The exit doors on the southeast and southwest sides of the building are for EMERGENCY USE ONLY
  1. CM students are not to be on other Bethalto School's property before or after school hours until 3:20 pm. Anytime a student enters another school building other than CM's that student must check in at the office of that building unless in a supervised activity.
  2. Students are not permitted in academic areas of the building, after 3:00pm, unless escorted/supervised by a staff member. Violation could result in disciplinary consequences.

## 4.05 Exclusion of Students

It is the policy of the Bethalto Community Unit #8 Board of Education to maintain in the schools an environment conducive to learning and conducive to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct poses a threat to school safety or a disruption to other students' learning opportunities. Therefore, whenever it is in the best interests of the student, school, or other students to exclude a student from the educational program or related services, the procedures listed below shall be followed.

Definitions:

1. **EXCLUSION** means denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
2. **SUSPENSION** means exclusion for a period not to exceed ten (10) school days. There are three types of suspension, short-term (1-3 days), 4-day suspensions, and long-term (5-10 days).
3. **EMERGENCY** means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an on-going threat of disrupting the education process.
4. **BUS SUSPENSION** means an exclusion from riding a school bus for any length of time.
5. **EXPULSION** means exclusion for a period of more than ten (10) school days, and up to two (2) calendar years.
6. **GROSS DISOBEDIENCE** and **GROSS MISCONDUCT** specifically include, but are not limited to:
  - A. The willful refusal to obey the policies, rules, and regulations of the Board of Education.
  - B. The willful refusal to obey all written or oral instructions of any member of the administrative staff, teaching staff, designated non-certified supervisory personnel, or bus drivers and including the willful refusal to submit to search of oneself or one's possessions by an administrator and based on reasonable suspicion that one may be in possession of contraband including, but not limited to drugs and/or weapons.
  - C. Willful behavior, which interrupts the orderly process of school affairs.
  - D. Conduct, which is or may be physically injurious to persons or property and including misuse or abuse of technology
  - E. Truancy: subject to Section 26-12 of the Illinois School Code.
  - F. Repeated minor incidents, including chronic tardiness, or misbehavior, which other disciplinary measures have failed to deter.
  - G. Behavior, which violates or attempts to violate a Board of Education policy, rule, or regulation.

- H. Possession, use, delivery, sale, or transmittal of any alcoholic controlled substance or controlled substance or paraphernalia prohibited by the Illinois Cannabis Control Act or the Illinois Controlled Substances Act other than those for which the student has a prescription. (Possession shall include any area over which a student has immediate control as an automobile, locker, purse, handbag, etc.)
- I. Being under the influence of any alcoholic beverage, controlled substance, prohibited by the Illinois Cannabis Control Act or the Controlled Substances Act other than those prescribed for medicinal purpose or in possession of paraphernalia associated with their use.
- J. Excessive unexcused absences.
- K. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff, or school bus drivers.
- L. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.

In dealing with student discipline for misbehavior, students must be given an appropriate opportunity to present their side of the situation, and be entitled to the provisions of due process as it relates to the school setting. Parents have the right to appeal a suspension. Such an appeal should be made first to the building principal, then to the District Superintendent, and finally the School Board, in that order.

A student who is expelled may not earn credit for any course work during the semester in which the infraction leading to expulsion was *committed*.

## **4.06 Drugs/Alcohol**

Non-medical use of drugs is wrong and hazardous to the health of students. The use, possession or distribution of alcoholic beverages, drugs or look-alike drugs or drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, or on evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs or alcohol. Compliance with the standards of conduct is mandatory.

Students found in possession, use, or under the influence of any intoxicating beverages or illegal drug will be subject to discipline up to, and including suspension, with possible expulsion from school and/or possible police referral.

A student who is reported, or suspected, to be under the influence of drugs will be assessed by administration and school nurse.

Students who are under the influence will be treated as though they had drugs in their possession. The term drug is defined as follows:

- A. Substances recognized as drugs in the Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States or Official National Formulary, or any supplement of any of them.
- B. Substances intended for use of diagnosis, cure, mitigation, treatment, or prevention of disease in man or animal.
- C. Substances (other than food) intended to affect the structure or any function of the body or man or animal.
- D. Marijuana, hashish, and other substances which are identified as intended for use as a component of any article specified in clause (a), (b), or (c), of this definition.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Given reasonable grounds for suspicion, school officials may search for or seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis. The scope of all searches will be reasonable related to the objectives of the search and the nature of the infraction. School lockers, cars on school property, and the school buildings in general could be subject to searches by trained canine units, state, county or local police, or drug enforcement units in addition to school authorities.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

## **4.07 Classroom Procedures**

1. All unnecessary talking should stop at the door.
2. Students must be in class on time. Being tardy to class is just as serious as being tardy to school.
3. Excuses for absences should be presented to the teacher at the beginning of the period.

4. Students should have the necessary books and materials ready.
5. Students should not whisper or talk when the teacher is talking, when a student is reciting, or when the group is in study.
6. Food, soda, or confections are NOT PERMITTED or beyond the commons/cafeteria.
7. Students should help maintain a neat and clean room.
8. Students may leave the room only upon dismissal by the teacher.

#### **4.08 School Activities**

The following rules have been developed with the cooperation and assistance of the Student Council.

1. Any activity planned by any school organization must be approved at least one week before it takes place.
2. Only high school students may attend functions unless others are invited by the group sponsoring the function and approved by the office.
3. All activities should be over at 10:00 p.m. on school nights (Monday through Thursday). On Friday night, the activity will be over by 11:30 p.m.
4. Activities must be chaperoned by at least one member the school faculty.
5. Students are not permitted to leave a school activity and return. While they are free to leave at any time, they will not be readmitted if they choose to do so.

**6. *INTOXICATING BEVERAGES, CONTROLLED SUBSTANCES, AND SMOKING - INCLUDING E-CIGARETTES/VAPING, ARE NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME.***

7. Students who are found under the influence of drugs or alcohol at any event at our school are subject to discipline up to, and including suspension, and possible expulsion.
8. Activities held inside the school must remain inside. Outside activities must remain outside.
9. Order must be maintained at all times at all activities.
10. After an activity is over, all rooms will be left as found.

11. The Student Council recommends that everyone remain at an activity until it is over.
  1. All fire and damage precautions must be taken at each activity.
  2. Students attending any school dance must enter the dance within 45 minutes of the listed start time.
  3. Guests of students who attend school functions that are not open to the public, such as prom and the homecoming dance, may not be more than 20 years of age. As in the case of prom, CMHS students who bring non-student guests to the homecoming coronation dance must complete and turn in a guest permission slip by the prescribed deadline. A photocopy of the guest's driver's license must accompany the permission slip. Former students, who have dropped out, or withdrew for reasons other than a transfer to another school/educational program, may not be approved as outside guests to dances.

#### 4.09 Detentions/Extended Day

Students may be assigned lunch detentions, before/after-school detentions, or Extended Day detentions, for infractions of school rules, including failure to complete assigned work, tardies, and unexcused absences. **Lunch detentions** must be served on the assigned day. Failure to serve a lunch detention, on the assigned day, will result in an additional lunch detention. Students serving a lunch detention will receive a sack lunch, or may choose to bring their lunch from home. **Before/After-school detentions** must be served before (7:30 - 8:00), or after (2:45 - 3:15) school. **Extended Day detentions** must be served, in the ISS room, on Wednesday/Thursday (2:00 - 3:00). Job obligations will not excuse students from detentions or Extended Day detentions.

When after school detentions are issued by the classroom teacher, students may be given at least 24 hours before they are expected to serve their detention; however they will have no more than 5 school days to serve it before a 'failure to serve' referral is turned into the main office.

Detentions and Extended Days must be served within one calendar week of being assigned. Failure to serve will result in spending time in the In-School Supervision Room to clear the detention/extended day.

1 Unserved detention = 1/2 day ISS

1 Unserved extended day = 1 Full day ISS

## 4.10 Friday Night School

Students may be assigned a Friday Night School for infractions of school rules, or as part of the disciplinary progression for tardies, or unexcused absences.

Friday Night School sessions will be served on scheduled Fridays from 2:45 - 5:45. Job obligations will not excuse a student from serving a Friday Night School.

If a student misses their Friday Night School date, they must reschedule themselves. If they do not serve by the deadline, they will be prohibited from:

Purchasing a parking pass

Attending school assemblies

Attending school dances or parties

They will also be prohibited from receiving their CMHS diploma until their time has been served. It is the student's responsibility to keep track of detention/Friday Night School obligations. When illness or other legitimate causes for absence from school make it extremely difficult for a student to serve a detention, a parent or guardian should contact the appropriate administrator. A late bus is available for students on Monday through Thursday.

Students may voluntarily serve a Friday Night School to clear up to 10 detentions, or up to 3 extended days. Students who voluntarily serve a Friday Night School must observe standard Friday Night School rules.

## 4.11 Lockers

Security of personal property is the individual responsibility of each student. A locker is provided for each student; however, students should not keep anything of significant value in their lockers. The administration urges all students to keep their commons and P.E. lockers locked at all times. The school cannot be responsible for stolen or lost articles. Do not, under any circumstances, reveal your combination to anyone, and do not allow anyone to learn it by watching you open your locker. Do not use lockers other than your own. Do not leave your locker "set." When students lose personal property, it is usually because the locker was left "set," the student failed to spin the lock after closing the door, or the student left possessions out in the P.E. locker room rather than securing them within the locker provided. Students should understand that lockers are the property of the school and may be entered at any time for safety and/or security reasons. It is for this reason that students are not permitted to use their own locks on their commons or P.E. lockers.

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, computers, computer bags and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **4.12 Thefts**

When thefts occur at school, they are almost always a result of carelessness--students' failure to lock lockers, leaving them set, or students leaving possessions unattended. Should a student be the victim of a theft, it should be reported and documented in the high school office.

CMHS assumes no responsibility for property stolen from purses, bags, or lockers that were not properly secured.

## **4.13 Parking Lot Rules and Regulations**

Student parking is a privilege, which can be suspended or revoked at any time for violating state and/or local traffic laws, along with the rules and regulations.

1. Students who drive to school must purchase a parking permit. Such permits will be made available first to seniors with perfect attendance during their junior year, a cumulative GPA of 4.0 or above or no disciplinary referrals during their junior year, then to remaining seniors. Permits will next be made available to juniors in the same order of preference. Remaining spaces will be assigned to sophomores as available and upon presentation of a valid driver's license. Students who have outstanding debts to the school, or unserved Friday Night Schools, will not be allowed to purchase a parking permit until debts are paid in full, and time is served. Students without permits are not allowed to park on the school lot.

2. All family vehicles driven by a student must be registered in the Principal's Office and a fee will be assessed. The permit will be displayed on the rearview mirror and must be visible at all times while at school. This permit will be valid during the current school year unless revoked for violation of the parking lot or school rules. No refund will be given for the permit if a student's driving privileges are suspended or revoked. If the permit is lost or stolen, a replacement must be purchased. **LOCK YOUR DOORS!** The school assumes no responsibility for damage to cars parked on school property. No special arrangements will be made for such occurrences. Students park on school property at their own risk.

3. Students may ride only in the passenger compartment of vehicles and must abide by all state and local laws regarding seat belts and the use of safety restraints.
4. Student parking is not permitted on the DSC parking lot (Bethalto West), except when specific areas are designated for overflow.
5. Vehicles improperly parked or not displaying a current parking permit may be towed off the premises at the owner's expense. Students parking on school grounds without valid authorization could be disciplined and may not be considered for future parking permits.
6. Parking permits are not interchangeable or transferable from one student to another. The parking permit must be displayed in the vehicle it is registered to in the designated manner.
7. Students must drive slowly when entering or leaving school grounds. The speed should not exceed 10 MPH.
8. Reckless or improper car-related actions may result in suspension of parking privileges.
9. Students, individually or in groups, are not permitted to sit in parked cars or congregate in the parking lot before or after school.
10. In return for the privilege of parking on campus, students will open their cars upon reasonable suspicion that drugs, alcoholic beverages, stolen property, or other contraband might be present. Failure to do so could result in immediate forfeiture of parking tag.
11. Parking privileges may be subject to suspension or revocation for failure to comply with these regulations. Students whose parking privileges are suspended or revoked may not drive on campus during the period of suspension or revocation. Further penalty or consequences may result for violation of sanctions.
12. Tampering with any vehicle other than one's own is prohibited.
13. A student who uses his/her vehicle to leave campus without permission, or who uses it otherwise in a manner inconsistent with the law or school rules, may lose the right to drive and park on campus.

## 4.14 Medical Excuses for Physical Education

Students on medicals, provided they complete and pass written assignments (sport folio) on a daily basis, may earn Physical Education credit.

Parent's Note: All parent notes must be taken to the nurse and signed prior to class starting. No more than 2 parent notes are accepted per quarter. The student must dress out and do a daily written assignment (sport folio). If the student does not dress out, a dress cut and the 50 physical education sentences will be assigned instead of the sport folio assignment. All 50 sentences are due at the end of that class period.

School Nurse's Note: It is the responsibility of the student to get the nurse's excuse prior to the start of class. (The nurse is in the office before school). Students are not to be late to class because they are in the nurse's office getting a note. Even with a nurse's note, the student is required to dress out and do a daily written assignment (sport folio). If the student does not dress out, a dress cut and the 50 physical education sentences will be assigned instead of the sport folio assignment. All 50 sentences are due at the end of that class period.

Doctors' Note: A note from a physician will excuse the student from participating for the period of time requested. The doctors' note must be taken to the school nurse (before school). The nurse will inform the physical education teachers with the necessary information. During the time excused from activity, the student will do daily written assignments (sport folio). If the student will be out of activity for 2 weeks or longer they will report to their teacher at the beginning of each physical education class to get their assignment. The student will then report to the library to complete the assignment. (Leave the completed assignment in the library with the librarian). If the students are not out of an activity for 2 or more weeks, they will dress out and stay with their teacher to complete their written assignment. If the student does not dress out, a dress cut and the 50 physical education sentences will be assigned instead of the sport folio assignment. All 50 sentences are due at the end of that class period.

The physician's instructions must state what restrictions the student has, and in what the student is not allowed to participate. If the students are not allowed to physically participate he/she will be given a written assignment (sport folio). The doctor's note must state the duration of the student's limitation. A physicians statement will be required to re-enter class if the duration date was not specified in the original excuse, or if the student wants to return early.

Unless a student has one of the above-mentioned excuses, he/she will be expected to participate in the entire class. Those students with excuses will report to the gym for attendance then do their written assignment (sport folio) instead of participating.

Jewelry: It is recommended that jewelry not be worn during physical education classes. Absolutely no watches, rings, or bracelets with metal will be allowed during class. Other jewelry worn is at the student's own risk. Jewelry must be removed at the

discretion of the teacher. Students who choose not to comply with requests to remove such jewelry will lose credit for "dress cuts."

New earlobe ONLY piercings will be allowed to be worn if and only if the following guidelines are met.

1. You MUST provide your Physical Education teacher with proof of the piercing date from the business that did your earlobe piercing and it must state the duration of time the lobe earrings must be left in. You will only be allowed to wear them during class for that specified amount of time.
2. YOU must provide the Band-Aid, not tape, to cover the new earlobe piercing. Band-Aids will not be provided for you.
3. Failure to comply with these guidelines will result in a no dress.
4. If you choose to wear jewelry during class, the Physical Education teachers are not liable for any injuries.

#### **4.15 Media Center**

All students may check out materials from the Media Center. Most Media Center books are checked out for a two-week period with renewal privileges. Back issues of magazines and vertical file materials are checked out for one week. Most materials may be renewed. A fine of \$0.05 per day is charged for overdue material except for Saturdays, Sundays, or any day school is not in session.

#### **4.16 Grievance Procedure**

The following is a copy of the grievance procedure adopted by Bethalto School District #8 under Title IX of the Educational Amendments Act of 1972. Title IX was passed to promote equality of sexes in various designated areas of education. Part of the act requires the adoption and publication of this grievance procedure.

Definition:

- A. A claim by any student, parent, or employee of Bethalto Community Unit #8 School District, that there has been a violation of Title IX of the Educational Amendments of 1972 shall be called a grievance.
- B. All time limits consist of weekdays. The grievant shall attempt to resolve the grievance through informal discussion with the immediately involved party or parties prior to initiating the formal grievance procedure. If this purpose fails to satisfy, the grievant may be processed as follows:

C. Within 10 days of the alleged violation, the grievant shall present the grievance in writing, including an explanation of why the informal process failed, to the grievance officer designated by the Bethalto Community Unit #8 School District Board of Education.

D. Within 5 days of the receipt of the written grievance, the grievance officer shall investigate the complaint and arrange for a hearing to be held within 10 days. Each party may introduce such evidence or witnesses, as they deem necessary to develop pertinent facts to the grievance.

E. Within 5 days from the time of the hearing, the grievance officer shall render his opinion to the concerned parties.

F. Failing resolution at step E, the grievant may present a statement of his grievance to the Board of Education, which shall determine the matter. Grievances will not be filed in any student or employee's personnel file. The grievance officer shall maintain a grievance file separately. The grievant has the same access to this file as he does his own student record or personnel file.

The District's Title IX grievance officer is the person designated each year by the Superintendent.

#### **4.17 Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying is defined as the ongoing willful, conscious desire to hurt, threaten, or frighten someone. 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, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

4. Through the transmission of information from a computer that is accessed at a 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 bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Complaint Managers:**

Mr. Adam Miller, Athletic Director/Asst. Principal

Civic Memorial High School

200 School Street, Bethalto, IL 62010  
62010

Phone: (618) 377-7235

Email: [amiller@bethalto.org](mailto:amiller@bethalto.org)

Mr. Aaron B. Kilpatrick, Principal

Civic Memorial High School

200 School Street, Bethalto, IL

Phone: (618) 377-7221

Email: [akilpatrick@bethalto.org](mailto:akilpatrick@bethalto.org)

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.

Students 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 addressed and students will face disciplinary action.

### **4.18 Sexual Harassment Policy**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. Requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) depriving a student of educational aid, benefits, services, or treatment; or (c) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with their counselor, building principal, or assistant principal. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

## 4.19 Hate Crimes

A hate crime is any one or more of several crimes against another by reason of race, religion, gender, or other such classification. A student who believes he/she is the victim of a hate crime or crimes should report this immediately to a building administrator. Hate crimes may be construed as “gross misconduct” and can result in penalties ranging from suspension to expulsion. Students must understand that a hate crime is a felony under the law and as such merits very serious penalties.

## 4.20 Hazing

Hazing and harassment as forms of initiation are prohibited and will be treated as serious disciplinary infractions.

## 4.21 Student Dress

It is our belief that good taste in dress and appearance has a positive impact on the school environment. It is also our belief that a detailed statement on student dress and appearance is not necessary; however, the following specific rules will be followed:

1. A student’s dress and appearance may not be a safety or health hazard or disrupt the educational process. This means students may not be immodest in their appearance.
2. Students may not wear tank tops, “halter” tops, tops with straps under two inches in width, tops that leave shoulders exposed or clothing that exposes the midriff. Pajamas are also not to be worn.
3. Clothing that communicates statements inappropriate in the school environment may not be worn. This includes clothing that advertises or promotes the use of tobacco products, alcoholic beverages, and illicit drugs.
4. Chains and spiked jewelry may not be worn.
5. Heavy outer garments, not limited to coats, may not be worn.
6. Pants or shorts that “sag” so as to expose underwear or impede movement may not be worn. In general, this means that the waistline of slacks or shorts should be very close to the body’s natural waistline.
7. Students will not be permitted to compete inter-scholastically for CM with exposed tattoos.
8. Where jewelry is inappropriate and prohibited for safety as in Physical Education Class, such prohibition shall apply as well to body piercing jewelry including ear rings

or studs, tongue rings and bars. Students who choose not to comply with requests to remove such jewelry will lose credit for “dress cuts.”

9. The Killer B’s are not permitted to be showing. These include, but are not limited to: Backs, Bellies, Breasts, Boxers, Bottoms, and Bras.

10. Headgear is not permitted, including but not limited to, caps, hats, bandannas, picks, do-rags, combs, scarves, hoods, etc.

11. Holes in jeans are permitted, as long as the holes are not above the length of appropriate shorts.

12. Skirts, skorts, and shorts should be of a modest length. The “fingertip length” rule may be used as a guide.

13. Leggings and tight pants are permitted, as long as the top/dress worn with them is long enough to cover the length of the buttocks all the way around the body, completely, at its shortest point.

14. Students who wear inappropriate clothing will be required to change it, and time missed from class for this purpose will not be excused. Repeated infractions will result in a progressive disciplinary response. The administration reserves the right to interpret individual cases in terms of this statement.

## **4.22 Directory**

From time to time, the school is requested to send a directory of students, which may include name, address, telephone number, parent names, photograph, e-mail address, date and place of birth, grade level, dates of attendance, enrollment status, participation in officially recognized activities and sports, honors and awards received, and most recent school attended. If you do not want your student included in such a directory, you must bring in or mail a letter to the school by October 1st stating that wish. These directories are often requested from colleges, trade/vocational schools, military recruiters, etc.

## **4.23 Visitors and Conduct on School Property**

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an

appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a Board of Education member, sports official or coach, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any Illinois law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
9. 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;
10. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or violate other District policies or regulations, or an authorized District employee's directive.

## **Section 5: Athletics and Extracurricular Activities**

### **5.01 High School Athletic Contests/Extra Curricular Activities**

Students participating in, or attending extra curricular activities, whether on or off campus, are governed by the rules and procedures in the Civic Memorial Student Handbook. Students attending performances such as plays or concerts should be familiar with and observe “performance etiquette.” Students who participate in athletics and other extra curricular activities are reminded that such participation is a privilege and not a right.

### **5.02 Athletics & Extra Curricular Policy and Rules**

Student athletes and students who participate in extra curricular activities shall meet academic and other eligibility requirements as defined by School Board Policy and explained in the Athletic and Extra Curricular handbooks. Athletic policy pertaining to use or possession of tobacco products, alcoholic beverages, drug paraphernalia and controlled substances shall apply as well to students who elect to participate in other extra curricular activities.

Students who participate in athletics and other extra curricular activities are responsible for understanding and following rules explained in the Athletic and/or Extra Curricular handbooks. These handbooks are available from coaches and sponsors. Students who choose to participate in Athletics or other Extra Curricular activities must understand that rules pertaining to the use and/or possession of tobacco, alcohol, and controlled substances shall be in effect throughout the calendar year.

It shall be the policy of the Board of Education that in order to be eligible for participation in athletics and extracurricular activities, including election to the Homecoming Court, students must successfully complete six of their seven credit hours and have maintained such during the athletic seasons. In addition, students must demonstrate that they are passing six or seven credit hours and maintain a 1.00 GPA at all times to maintain eligibility. Eligibility should be determined for athletics and extracurricular activities on a weekly basis while such activity lasts.

### **5.03 Athletic/Extra-Curricular Review Board**

Upon the request of a student or parent, the principal shall convene an Athletic/Extra Curricular Review Board. The Review Board shall consist of a district administrator, a coach or a sponsor in a sport/activity other than the sport/activity at issue, and a high school Department Chairperson, all to be appointed by the principal. It shall not be the purpose of this board to make a determination as to the guilt or innocence on the part of the disciplined student, but to determine whether the Athletic/Extra Curricular Code has been properly followed in the determination of consequences for the infraction in question.

### **5.04 Student Council**

The Student Council's primary purpose is the development of a wholesome school spirit and the expression of popular opinion of the student body.

Membership is provided for by election of representatives from each class, thus assuring a representative school vote. Each representative offers plans and ideas from his class, and in turn reports the Student Council as a service group which functions in various capacities, as the need arises. The meetings, which are interesting and beneficial, are held once a month throughout the school year.

The following is a list of requirements, which has been established by the Student Council and approved for the candidates for Class Officers and Student Council members.

1. A candidate for Student Council or any class or club officer must have maintained a "C" average for the previous semester's work.
2. A candidate must have been a member of his class for one school year. For incoming freshman, this means that he/she must have been a member of the 8th grade during the previous year.
3. A candidate must be willing to administer that office to the best of his ability.

4. A candidate must be endorsed by the Student Council.
5. A candidate must have 25 of his classmates' signatures on a petition before he can be considered a *bona fide* nominee. Each class member may sign only one petition for each class office, with the exception of Student Council members, for whom he may sign ten petitions. If any student does sign more than one petition for the same office, with the exception of Student Council, his name will be removed from all petitions for that office. The petition must be turned in to the Student Council after it has its necessary quota of signatures and at least five days prior to the election.
6. No student may be a candidate for more than one class office. However, candidates for class offices may be candidates for membership in the Student Council.
7. The Student Council Officers will be elected by the Student Council members at the first meeting at the beginning of the year.

## **5.05 Organizations**

Class Organizations: Each class is organized and has its own officers and faculty advisors. There are no class dues. It is felt that the class, as a group, should earn money to sponsor all of its activities during the four years and build up a sufficient surplus in its treasury so that it may present a suitable class gift to the school upon graduation.

Class Accounts/Fund Raising: Each class, under the direction of its officers, shall raise funds for such activities as float building, prom and homecoming. Fundraisers are to be approved by the principal in advance, and receipts must be deposited immediately in class accounts. A class sponsor or an administrator must make authorization of purchases for fundraisers.

Solicitation or sales for fundraisers at roadside or intersections or in highway medians is prohibited.

At the conclusion of the senior year, if sufficient funds remain and a request is made by the class officers, \$200 shall be set aside in an account established in the names of the class officers for the purpose of providing “seed money” for the class’s first reunion. The balance of such funds shall be used for the purchase of an appropriate “class gift” to be selected by the elected officers of the class.

**Health Careers Club:** The purpose of this club is to further develop student’s career interests in the health and medical fields. The club strives to assist the students to understand and create interest in health field professions. Guest speakers, special programs, field trips, etc., are all used to further introduce, orientate, and build interest in Health Careers. The club is a member of the Illinois Health Occupations Student Association.

**National Honor Society:** The National Honor Society is a national high school organization, sponsored by the National Association of Secondary School Principals, giving recognition to outstanding students on the basis of scholarship, leadership, service, and character as shown in the school. National Honor Society Faculty Council, consisting of five faculty members, excluding the faculty advisor and any administrators, makes election of the members to the chapter.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society on the basis of grades alone.

To be considered for membership, juniors must have taken twelve credits of twenty listed courses open to students through the junior year and must have achieved a grade point average of 3.60 in these courses and an overall grade point average of 3.75. To be considered for membership, seniors must have a grade point average of 3.70 and an average of 3.60 in sixteen or more semesters of core courses. A student who has earned a semester grade of D or F in any class will not be eligible. To retain membership, students must have taken sixteen semesters of the listed classes by their senior year.

As juniors students will need twelve semester hours, and as seniors, sixteen semesters of the listed courses.

Beginning with the freshman class entering in 2005, to be considered for membership students will be required to have participated in three community and/or church sponsored service projects by the end of the junior year. Students who meet academic criteria for selection will be invited to provide information about service and leadership on an application form. It is necessary that students show some evidence of participation in school activities and community and/or church sponsored service projects. Faculty is then asked to review the list of those who apply and make recommendations as appropriate. Final selection rests with the faculty council.

Beginning with the freshmen class entering in 2004, senior members will be reviewed by the faculty council for academic, service, leadership, and character traits. Those members found to be no longer satisfying the standards set forth by the National Honor Society will not be allowed to wear the National Honor Society cowl in graduation ceremonies.

**Spanish Honor Society:** The American Association of Teachers of Spanish and Portuguese, giving recognition to outstanding students of Spanish, sponsor the Spanish Honor Society.

The aim of these organizations is to stimulate interest in the study of Spanish, to promote high standards of scholarship, to reward scholastic achievement, to create enthusiasm for and an understanding of their respective cultures and civilization, and to promote and perpetuate international friendship.

Students are selected for membership in these honor societies by the faculty of their respective foreign language. Selection is based on scholarship in general and scholarship in a foreign language in particular, as well as participation in Spanish activities and overall service, leadership, and character development. Parents and students should understand that selection is not based on grades alone.

Candidates must have completed at least five semesters of foreign language study and must be enrolled in the sixth semester or beyond. They must have an overall grade point average of 3.60, and must have all A's or B's in their foreign language, with a minimum of three A's and a maximum of two B's in the five semesters of language

already completed. They should be doing A-level work in the semester of their selection. Any semester grade of D or F for any subject during their high school career will be disqualifying for membership in the honor society. Candidates must be committed to continuing study of their target language to the highest level offered at CMHS.

Faculty sponsors may exercise the prerogative to revoke a student's membership for reasons of failure to maintain a high scholastic standing, behavior inappropriate to an honor society, irregular participation in honor society activities, or failure to attend the initiation ceremony.

**Mu Alpha Theta:** Math Honor Society

**Tri-M:** Music Honor Society

**Drama Club/Thespian Troupe #5176:** The Drama Club and Thespians meet every month. In addition to producing a play and a musical every year, the members attend theater workshops, the Illinois High School Theater Festival, and often perform at the request of community members. Thespian membership is earned through participation, and members are awarded access to theatrical events in the Metro East area as well as scholarships.

**Pazzazz:** The Drill Team is open to any person who is interested in trying out. No previous experience is necessary in order to be eligible for membership. A panel of judges who look for accuracy, appearance, stage presence, etc chooses members.

**Spanish Club:** The Spanish Club is open to any student who is taking or has taken Spanish. The club functions to promote the understanding and appreciation of the Hispanic language and culture.

**LifeSavers:** LifeSavers is a peer-support crisis-prevention team approach to help teenagers cope healthfully with the challenges of drugs and alcohol, peer and family relationships, sexual issues, academic problems, aggression, anxiety, and suicide. LifeSavers is a recognized student organization in twenty-six area high schools, which

have chosen to be pro-active in caring for their student population. Students who are interested will be trained in the fall.

**Fellowship of Christian Athletes (FCA):** FCA is a student led organization that meets once a week to fellowship through an activity, eating snacks, Bible study, and prayer. Students discuss how the Bible relates to their athletics and life. Everyone is invited to join us for some “food, fun, and fellowship!”

**Scholar Bowl:** Scholar Bowl is an activity that increases a student’s knowledge in all subject areas through competition with other schools. Students compete either on a varsity, junior varsity, or freshman team, answering questions in math, science, literature and language arts, social sciences, fine arts, and other topics. To join Scholar Bowl, students need to attend all tryout sessions and take a written test that will show them examples of what kind of knowledge is expected and what they can expect to gain from this experience.

**Color Guard:** The “Golden Illusion” is the visual counterpart of the CMHS Marching Eagles and participates in all marching activities with the band. Members of the guard attend a one-week camp in the summer in addition to the full band camp with the wind and percussion members, as well as after-school rehearsals. The guard attends all home varsity football games and parade competitions. The group is open to all students, grades 9-12; however, students must successfully pass auditions and hold a cumulative GPA of 2.5 to participate. Drill work includes flag, rifle, and saber. Students are responsible for their own marching shoes and practice flag/pole. Fundraising assists cost with uniforms and accessories. Please contact the CMHS Band Director for more information.

**Future Educator’s Association:** If you have ever thought about becoming a teacher, or would like to know what it takes to be a teacher, join FEA. We are the Future Educator’s Association.

## Section 6: Computer Expectations

### Minor Tech Violations:

Eating and/or drinking near laptop  
Not carrying laptop in its case  
Leaving laptop unattended  
Not carrying laptop with two hands  
Laptop not charged  
Viewing social network sites  
Giving out password

### Possible Consequences:

Conference with student  
Detentions  
Extended Day  
Friday Night School

### Major Tech Violations

Repeated offenses  
Defacing the laptop  
Hacking  
Online bullying  
Abusing software  
Introducing viruses  
Using proxy sites  
Illegally downloading movies  
Chatrooms/Instant messaging  
Online gambling sites  
Sites with profanity  
Sites with drugs/alcohol  
Sites with weapons  
Downloading unapproved material  
Using another student's laptop  
Modifying another student's work  
Deleting another student's work

### Possible Consequences:

Detentions  
Extended Day  
Friday Night School  
ISS  
Loss of Internet  
Loss of Laptop  
Restitution of Property  
OSS

User Expectations	Appropriate Behavior	Inappropriate Behavior	Possible Consequences
<b>Student will show pride and respect the assigned laptop.</b>	<ul style="list-style-type: none"> <li>•Refrains from eating and drinking near the laptop.</li> <li>•Places the laptop in a carrying case when moving locations.</li> <li>•Carries the laptop with two hands.</li> </ul>	<ul style="list-style-type: none"> <li>•Placing the laptop near the edge of the desk.</li> <li>•Leaves the computer unattended.</li> <li>•Defaces the computer using stickers and etc.</li> </ul>	Student Conference - Detention - I.S.S. - O.S.S. - Restitution - Loss of Privileges.
<b>Student properly maintains their laptop computer.</b>	<ul style="list-style-type: none"> <li>•Laptop computer is charged and ready at the start of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>•Laptop is not shutdown at the end of the school day or after a period of extended use has ended</li> </ul>	1st - Warning, 2nd - Warning, 3rd - 1 detention, 4th - 2 detentions, 5th - Loss of Privileges. Administrator Discretion
<b>Student follows all district expectations along with local, state, and federal laws.</b>	<ul style="list-style-type: none"> <li>•Cites all sources when using electronic materials.</li> <li>•Obeyes all copyright laws.</li> </ul>	Disrupts learning environment by: <ul style="list-style-type: none"> <li>•Hacking</li> <li>•Online Bullying</li> <li>•Abusing Software</li> <li>•Introducing Viruses</li> <li>•Proxy Site</li> </ul> <ul style="list-style-type: none"> <li>•Accesses inappropriate materials such as:               <ul style="list-style-type: none"> <li>•Social Networking Sites</li> <li>•Sites with Obscenity or Profanity</li> <li>•Drug/Alcohol</li> <li>•Firearms/Weapons</li> </ul> </li> <li>•Downloading material that is not approved by the instructor.</li> </ul>	Student Conference - Detention(s) - Loss of Internet - I.S.S. - O.S.S. - Loss of Privileges. Administrator Discretion  Plagiarism will follow student handbook rules.
<b>Student acts with integrity when using the laptop.</b>	<ul style="list-style-type: none"> <li>•Uses his/her district assigned laptop.</li> <li>•All passwords/logins are kept private from other students.</li> </ul>	<ul style="list-style-type: none"> <li>•Sharing personal information through the Internet.</li> <li>•Using other student's assigned laptops without permission.</li> <li>•Sharing files without the permission of the teacher.</li> <li>•Modifying or using work that is not your own.</li> <li>•Deleting another student's work.</li> </ul>	Student Conference - Detention(s) - Loss of Internet - I.S.S. - O.S.S. - Loss of Privileges. Administrator Discretion
<b>Student accesses software/sites that support the learning endeavor.</b>	<ul style="list-style-type: none"> <li>•Any software that has been pre-loaded on the laptop.</li> <li>•Any website that has been approved by teacher or by a parent/guardian in the home setting. classroom subject.</li> </ul>	<ul style="list-style-type: none"> <li>•Accessing social network sites.</li> <li>•Illegal downloading of movies or music.</li> <li>•Visiting "Click here if 18" sites.</li> <li>•Any site that contains pornography.</li> <li>•Instant messaging during school hours.</li> <li>•Chat Rooms</li> </ul>	Student Conference - Detention(s) - Loss of Internet - I.S.S. - O.S.S. - Loss of Privileges. Administrator Discretion

## Section 7:

# Athletic - Activity Handbook

Revised, July 2017

## INTRODUCTION AND STATEMENT OF PHILOSOPHY

The Board of Education, the community, and the administration and staff of Civic Memorial High School believe athletics and extra-curricular activities are an important supplement to our schools' program, providing experiences that will enhance opportunities for personal growth. Further, that good citizenship and personal responsibility are among the most worthy of objectives to which we hope our students will aspire. The Board, Administration, and staff also believe that it is a privilege to participate in athletics and extra-curricular activities. Therefore, students who choose to represent Civic Memorial High School as members of athletic teams, in extra-curricular organizations, or in an official capacity individually shall be held to the highest standards of conduct.

The Athletic/Extracurricular Code of Conduct is an opportunity for our students to commit to these high standards.

The Code shall apply to student athletes and/or students who participate in extracurricular activities when competing interscholastically, participating in public performances, or representing Civic Memorial as members of a team, extra-curricular organization, or individually in an official capacity. Exceptions shall be allowed in the case of Band and Chorus students, or in other areas determined to be "co-curricular," when such participation is used in determining a student's grade.

The athletic/extra-curricular code of conduct is a 365 day per year contract, meaning it is in effect throughout the entire calendar year. Penalties shall be cumulative beginning with and throughout a student's participation in athletics and/or extracurricular activities while a student at Civic Memorial. Penalties for infractions shall be applied during the season in which the student first participates as an athlete, or to the period of activity of a given organization. Because the length of athletic seasons will vary, as do normal periods of activity among different extra-curricular activities, interpretations of the code regarding penalties and time when not clearly specified within the code shall be left to the discretion of the administration, activity sponsor, athletic director, or coach, as appropriate.

This code of conduct is consistent with existing school discipline policies but does not take precedence over school policy and pertains not only to members of athletic teams but to others as defined and identified above.

## COVERAGE

- A. This Athletic/Activity Handbook covers:
  - 1. Grades 9-12
  - 2. In or out of any sport/activity seasons and offenses involving tobacco, alcohol, and illegal drugs anytime during the calendar year.
  - 3. All high school clubs, organizations, athletic teams, classes and activities
  - 4. When students from Civic Memorial High School participate in summer activities such as sport camps or cheerleading camp as representatives of Civic Memorial High School, handbook rules and athletic policy will apply.
- B. If a violation occurs in the eighth-grade year and results in a suspension that carries over into the ninth grade, that suspension will be completed in the ninth grade, but will not count as a violation of the High School Athletic/Activity Code.

## ATHLETIC/ACTIVITY OBJECTIVES

- A. To Balance athletics and other extracurricular activities with all other students' academic responsibilities and consideration.
- B. To encourage, build, and promote both the individual's moral character and physical development.
- C. To develop in each participant a feeling of pride, a sense of accomplishment, and a desire to excel within the ethics of the sport/activity.
- D. To develop excellent athletic teams and extracurricular programs of which the participants, school, and community can be proud.
- E. To promote a high regard for hard work and good sportsmanship. To help promote the BE A SPORT campaign.
- F. To promote alcohol and drug free activities for all students/athletes.

## ELIGIBILITY

The student must meet the scholastic and other requirements set by the Illinois High School Association (IHSA) in order to compete in Interscholastic Activities at Civic Memorial High School. Academic eligibility will be checked weekly. Students must provide proof of insurance and a physical examination each year, and a physician's release following serious illness or injury.

**Weekly Requirements:** The minimum standard is that a participant must be passing six academic **courses per week**. **Failure** to meet this standard causes the individual to forfeit all eligibility the following week. Turning in extra credit, missing homework, etc., will not take a student off of the ineligibility list until the week of ineligibility is over. The participant **may** practice if ineligible but will not be allowed to **perform or compete**. Eligibility will be determined on Monday and will be in effect Monday through the following Saturday. A grade for eligibility will be figured from day one until the end of the semester.

**Semester Requirements:** The minimum standard is that a participant must be passing six classes. Failure to meet this standard causes the participant to forfeit all athletic eligibility for the following semester. The athlete may not practice with the team. Semester grades take precedence over nine week grades.

## ATHLETIC AWARDS

- A. Varsity Letters
  - 1. Each head coach determines the procedure for earning varsity letters before the season starts. He/she will explain to all athletes how to earn varsity awards.
  
- B. Additional Guidelines
  - 1. All participants will receive new participation certificates if they complete the season
  
  - 2. Second and third varsity sport letters earned during the same year will entitle the participant to a sport pin and regular participation certificate.

- C. Freshman Letters (Numerals)
1. An athlete will earn his/her numbers if he/she becomes a member of the freshman team during the season and finishes the season in good standing.
  2. One set of numerals can be earned while in high school.
  3. The first freshman honor earned will result in numerals indicating the year the freshman graduates plus a sports participation certificate.
  4. Second and third freshman honors earned in the same year will result in a sports participation certificate.
- D. Most Valuable Player (or an award decided by the coach)
1. Decided by the coaching staff
- E. Athlete of the Year
1. Selection Process:
    - a. Must earn 2 letters during the school year
    - b. Each head coach will vote for one male and one female athlete
    - c. The selection is based equally on:
      1. Character
      2. Dedication
      3. Citizenship
      4. Athletic ability
      5. Sportsmanship
      6. Leadership
    - d. Both a male and female will be selected.

## PRACTICE REQUIREMENTS

- A. Students involved in athletic/extra-activities must be in attendance at school for, at minimum, a half day of classes to practice or participate in activities that day. Any exceptions must be cleared with the Athletic Director and Principal.

- B. If a player misses practice the day before a game, his or her playing time will be determined by the coach and based upon the reason for missing practice.
- C. Any player who accumulates two unexcused absences may, at the discretion of the head coach, be removed from the team and may be ineligible for any athletic awards for that sport.

#### ATHLETE'S BEHAVIOR DURING PRACTICES AND GAMES

- A. It is the athlete's responsibility to learn and demonstrate proper athletic behavior. Such behavior can be described as actions by players which promote cooperation and learning during practice, which encourage a profitable work ethic, and which result in an excellent competition coupled with good sportsmanship on the playing field.
- B. The coaching staff, for the benefit of the team and community, prefers not to tolerate the actions of players who show a lack of concern with regard to acceptable behaviors and attitudes. Therefore, if improper behavior is observed in practice or athletic contests, corrective disciplinary action will be taken. Potential consequences will be explained fully to the athletes before the season starts.

#### SUSPENSION-EXCUSED/UNEXCUSED ABSENCE POLICY

- A. IN SCHOOL SUPERVISION
  - 1. The student/athlete will be able to make up all homework and tests missed during the in school suspension.
  - 2. The student/athlete will be allowed to practice during the entire week of suspension, including the day(s) of in school supervision.
- B. OUT OF SCHOOL SUSPENSION
  - 1. The student/athlete will be suspended from all games, practices, and activities for the days of the out of school suspension.

C. ABSENCE POLICY

1. Students must be in school a minimum of one half of an attendance day in order to participate in practice or games during the week. (Exceptions may be made by the Athletic Director and Principal.)
2. The student/athlete may be removed from the team or activity and forfeit all awards when TWO UNEXCUSED ABSENCES are accumulated.
3. The two unexcused absences will accumulate during each sport/activity season, not during a semester or school year.
4. A student who is absent on Friday may participate in a game or contest on Saturday. The coach or advisor should consider the reason for the absence from school on Friday when determining playing time during a Saturday game or contest.
5. If a student/athlete misses practice the day before a game, the coach will determine the playing time in a game or contest based on the reason the student/athlete missed practice.
6. Some excused and prearranged absences and field trips taken during the school day may be treated as though the student/athlete was in school that day so he/she will be allowed to practice and play in games or contests. Athletes and/or parents should contact the school ahead of time to discuss such situations and get pre-approval.

D. ILLEGAL USE OF ALCOHOL/DRUGS/TOBACCO

Refer to athletic/extracurricular rules and regulations on page eight (8.)

VANDALISM

Refer to athletic/extracurricular rules and regulations on page eight (8.)

QUITTING THE TEAM

- A. Any player who quits the team/organization by giving notice verbally or in writing to the coach/advisor before the season is completed will not be allowed back on the team/organization for any reason. Emotional decisions made by a player or student on the spur of the moment may be taken into consideration by the coach/activity director involved.

- B. An athlete who quits during a season may not participate in any preseason workouts with other teams during this time. He/she may not be permitted in the Weight Room until the previous season has been completed.

#### CARE AND RETURN OF SCHOOL UNIFORMS AND EQUIPMENT

- A. All uniforms and equipment issued to the athlete must be returned within ONE WEEK after the last game of the season.
- B. Lost or stolen items are the responsibility of the player, and he/she must pay the present day replacement cost of any items issued but not returned.
- C. Any returned items which have been damaged, not as a result of normal wear and tear, must be replaced or repaired. The replacement or repair bill becomes the responsibility of the athlete. The question of what constitutes “normal wear and tear” shall be determined by the coach/ sponsor and athletic director.
- D. No awards will be given to the student until all equipment and uniforms issued to him/her have been returned **and accounted for or the athlete/ parents have paid a financial obligation for lost or missing equipment or uniforms at present day cost.**
- E. No athlete will be allowed to begin the next athletic season, or any high school activity, until all equipment and uniforms have been returned and accounted for or paid for at present day cost if lost or damaged. This includes the use of the Iron Shed.

#### TRANSPORTATION POLICY

- A. **In order to promote TEAM SPIRIT, all athletes are encouraged to ride the bus home from all away games. Each coach has the authority to REQUIRE all team members ride the bus home, but such authority will be used with discretion. It is mandatory that all athletes ride school provided transportation to away games.**
- B. Frosh/Soph players are encouraged to stay for the varsity contests.

- C. **Players may leave the bus after a game if their parents talk to the coach. A student may only leave with his or her parents or guardians.**
- D. If an emergency arises and the parents are not at the game, the coach can make an exception to allow the student to leave to receive medical attention.
- E. Coaches should notify the team in advance if they plan to stop to eat after a game.

#### BUILDING SECURITY GUIDELINES FOR ATHLETES

- A. Athletes are to report to their respective locker rooms and practice area after school is over as soon as possible.
- B. After practice is over, the athlete should go into their locker room to change and secure their padlocks.
- C. When these activities are completed, students will leave the high school building as soon as possible.

#### DRESS CODE

- A. Proper dress by the athletes at home and away is very important to the image of Civic Memorial High School.
- B. Each head coach should have a dress code that stresses proper dress to and from a game. Appropriate school clothing is an acceptable guideline for proper dress. Coaches and sponsors, may, from time to time, require more formal clothing. All due consideration will be given special financial constraints that may make such requirements burdensome.

**Students representing Civic Memorial will not be permitted to participate in interscholastic events with exposed tattoos.**

## COMMUNICATION GUIDELINES

- A. If students have any concerns or questions about the sports program or an activity, they should contact the coaching staff or advisor first.
- B. If the parents or guardians of the players/students have any questions or concerns about their son/daughter or the program, they should contact the coaching staff/advisor to arrange a meeting at a time that can be mutually agreed upon. Immediately after a contest or event is not usually an appropriate time for such meetings.
- C. Students and/or parents who feel their concern(s) have not been addressed adequately by a coach/sponsor may contact the Athletic Director (for athletic matters) or the Principal (in the case of other extracurricular activities.) The Principal should be contacted in all matters before seeking resolution with the Superintendent, and, after the Superintendent, the Board of Education.

## TEAM MEMBERSHIP LIMITATIONS

Coaches and advisors may conduct “try outs.” Coaches/advisors may limit team/group members based on the following criteria:

- 1. overall talent and ability
- 2. character and personality of the individual
- 3. work habits and loyalty to the programs
- 4. positions needed for the team or activity
- 5. availability of personnel in sufficient numbers to ensure adequate supervision and safety of participants.

## DRUGS/ALCOHOL/TOBACCO POLICY-STEP PROGRAM

- A. POSSESSION
  - 1. Any student who is:  
USING, BUYING, SELLING, DELIVERING OR IN PERSONAL POSSESSION OF:
    - 1. Illegal drugs which includes any type of mood altering drugs
    - 2. Legal drugs taken inappropriately.
    - 3. Tobacco/electronic cigarettes/e-cigs/vaping

Smoking or using tobacco in any form, including e-cigarettes, vaping, and/or possession of tobacco, lighters, matches, e-cigarette/vape liquid or other “vapor cigarette” accessories, or other incendiary devices are prohibited.

4. Alcohol  
and/or is present where they know such illegal activity is being conducted, may be considered in possession according to Civic Memorial Athletic/Activity Code of Conduct. The initial investigation of a violation of the alcohol/drug policy will determine all the known fact of the violation. The question of possession will be determined for each student involved in the violation.

## B. SUSPENSION

Refer to the Athletic/Extra-Curricular Rules and [Regulations on page eight \(8\)](#).

### ATHLETIC/EXTRA-CURRICULAR RULES AND REGULATIONS

1. Any squad member or student planning to participate in athletics or extracurricular activities who is determined guilty of smoking (or any other use of tobacco), of drinking alcoholic beverages, or of illegal possession or illegal use of any drug will be suspended from participating in sports according to the following guidelines:

#### First Offense:

A. number of games in a given season as indicated below in addition to any carry over to the following season if the suspension is not fully served before the season ends (see list below), provided the athlete goes through the STEP Program, an assessment, and recommended treatment. If an athlete is not participating in an athletic season at the time of the offense, he/she shall serve the suspension during his/her next season of participation provided he/she goes through the STEP program, an assessment and treatment if treatment is recommended. Those who choose not to complete the required assessment will be suspended from athletics and extra curricular activities for one calendar year. The suspension will begin immediately after the violation has been confirmed by the high school administration.

Football	2 games	Soccer	5 games
Basketball	6 games	Tennis	4 matches
Volleyball	6 matches	Softball	6 games
Golf	4 matches	Wrestling	6 meets
Baseball	6 games	Bowling	4 matches
Track	4 meets		

Cheerleaders, Pazzazz, and Flag team members will be suspended for a commensurate number of events depending on the number of events for a given season.

Second Offense:

- B. Athlete will be suspended from all sports for one calendar year and until assessment and compliance as described above are completed.

Third Offense:

- C. Athlete is suspended from all sports for the remainder of his/her high school career.

2. Any squad member in attendance at a gathering where alcohol/illegal drugs has been determined to be present, but he/she has not consumed, may be suspended as follows:

First Offense:

- |    |                  |                  |
|----|------------------|------------------|
| A. | Football         | 1st two quarters |
|    | All other sports | 1 game           |

Second Offense

- |    |                  |         |
|----|------------------|---------|
| B. | Football         | 1 game  |
|    | All other sports | 3 games |

Third Offense (will be equal to 1st offense consumption):

- |    |                  |         |
|----|------------------|---------|
| C. | Football         | 2 games |
|    | All other sports | 6 games |

Fourth Offense

The same as 2nd offense consumption

## 5th Offense

The same as 3rd offense consumption

These regulations will be enforced throughout the calendar year and are cumulative throughout the athlete's career.

3. Any squad member or student guilty of any act of vandalism or conduct unbecoming a squad member may not be allowed to participate in a contest or event for a period of up to two weeks. (If team does not participate in a contest during the two week period, he/she shall miss the first contest following that period.) Any second violation may result in automatic suspension from the sport/activity in which the student is currently participating and all sports/activities for the remainder of the year.
4. Coaches and sponsors may impose curfews as appropriate, and such curfews may be waived to allow students who are employed to meet that obligation and travel home from work.
5. All athletes must follow Illinois High School Association rules such as the following:
  - A. Each squad member must attend school a minimum of one half of an attendance day and follow his/her regular schedule to be able to participate in a contest that evening. (Any deviation from this regulation must be with the approval of the athletic director and the school principal).
  - B. Athletes will not be permitted to wear jewelry while playing in athletic activities.
6. Swearing or abusive misconduct by a participant in sports or extracurricular activities may result in immediate "benching" of the offender for a length of time to be determined by the coach or sponsor responsible for the contest/event in progress.
7. Any gross misconduct or gross disobedience, either in or out of school, could result in suspension from all sports.

8. If a student participating in the current sport has an unexcused absence from practice or a game, he/she may not be allowed to participate in the next game. Subsequent offenses could result in suspension from the sport in which he/she is participating.
9. Athletes must arrive on time for all home games and must be on time to catch the school provided team transportation to away games. Athletes must use the school provided transportation to and from away games. Under unique and extenuating circumstances, a parent may contact the head coach and/or Athletic Director in advance and request to drive their son/daughter to a game. Upon request a student MAY be allowed to ride home with his/her parents. Parents must notify the coach before leaving the game. An athlete who violates this rule may be suspended from the next game for a first offense. A second offense may result in automatic suspension from the sport/activity.
10. **Tattoos or any objectionable markings must be covered on the skin of all athletes.**
11. **Any coach/sponsor, upon the approval of the athletic director and principal, will have the authority to enforce other regulations deemed necessary for the good of the sport/activity. All students involved in a sport or activity so affected will be advised of such additional regulations before they go into effect.**

**Civic Memorial High School  
Athletic/Activity Handbook  
Pledge Sheet**

Date \_\_\_\_\_

I have received the Civic Memorial Athletic/Activity Handbook and agree to adhere to all rules and regulations enclosed.

I understand that failure to abide by these rules/regulations and any other reasonable rules established by the coach/advisor may result in my removal from the team/squad/organization.

If an athlete, I also take responsibility for the risk involved in playing interscholastic sports and understand that there is a possibility of injury. Civic Memorial High School will continue to make every sport as safe as possible.

Student/Athlete Name \_\_\_\_\_  
(print)

Signed \_\_\_\_\_

I understand the rules and regulations of the Civic Memorial High School Athletic/Activity Handbook and support my son/daughter and the coaching staff in enforcing these rules and regulations. I, as a parent or guardian, also understand that there is a risk involved in playing interscholastic sports and realize that there is a possibility of injury to my son or daughter.

\_\_\_\_\_  
(signed) parent/guardian

Parent Phone Number: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

# Concussion Management Policy

## I. INTRODUCTION

The recognition and treatment of athletes who have suffered a concussion has become a national priority. An increasing number of studies have revealed that concussions, not properly treated, can result in permanent physical and cognitive deficits. The data also suggests that concussions can lead to the development of dementia earlier than expected and has led to mandates by the National Federation of High Schools (NFHS), NCAA and the NFL, among others. The NFHS mandated rule states “Effective with the 2010 high school season, any player who shows signs, symptoms or behaviors associated with a concussion must be removed from the game and shall not return to play until cleared by an appropriate health-care professional.”

Recovery from a concussion requires limitation of physical activity, including sports activities such as practice, drills, games, and at times even physical education classes. In significantly symptomatic athletes, mental activity should also be limited to allow the brain to heal. These activities may include limiting assignments, allowing greater time to complete quizzes and tests or assignments and less homework. Watching TV, texting, and playing video games may also slow recovery.

To better manage instances of concussion in our sports program, Civic Memorial High School requires the following:

1. All coaches (paid and volunteer) must complete annual training in the area of current concussion management practices. This training should include up- to-date information on the identification of concussion, the signs and symptoms associated with the injury, the risks involved with allowing athletes to continue to play while symptomatic, methods of concussion assessment, and the importance of gradual return to play practices.
2. Athletes suspected of having a concussion should be immediately removed from play and evaluated before being allowed to resume physical activity. All concussion evaluations should be done by a licensed health care professional (physician, physician’s assistant, nurse practitioner, or athletic trainer) trained in the treatment and management of concussions. Before the concussed athlete can return to action, the most current standard of care of the sports concussion includes the following: (1) the athlete must be asymptomatic at rest; (2) the athlete must display normal cognitive function as exhibited on postural stability (balance) testing; and (3) the athlete must provide written clearance from the evaluating medical provider. Upon return, the athlete should only be allowed to continue if he/she continues to be asymptomatic with activity. Utilizing the above standards, as well as experience and judgment, this health care professional will be able to determine when the athlete has completely recovered from the concussion.

3. Information will be provided to parents about concussion annually (including signs and symptoms and risks involved with continuing to play while symptomatic) and parents will be required to provide written acknowledgement of such information prior to their child(ren) being allowed to participate in sport activity.

Once the athlete is medically cleared to return to physical activity, coaches at Civic Memorial High School will be required to follow a stepwise sequence to return to full activity. Each step should be separated by 24 hours and the athlete should not be allowed to advance to the next step if symptoms reappear:

Step 1: Athlete may begin low-impact activity such as light jogging or riding a stationary bicycle;

Step 2: Athlete may initiate aerobic activity fundamental to specific sport such as running or plyometrics.

Step 3: Athlete may begin non-contact sport drills specific to sport (dribbling, passing, catching, batting, etc.).

Step 4: Athlete may resume full contact sport activity in practice setting.

\*\*\*Concussion resources can be found on the Civic Memorial High School webpage.\*\*\*

## **II. IHSA PROTOCOL**

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

## Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion include the following:

- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion include the following:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. The official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury.

2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.

3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an

appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.

4. Otherwise, if an athlete can not be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to the IHSA's Return to Play (RTP) Policy before the student-athlete can return to practice or competition.

5. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be overruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

### **Return to Play (RTP) Policy**

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

Policy: In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play. For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

#### **IV. CONCUSSION TEAM**

Mr. Aaron B. Kilpatrick, Principal  
Mr. Adam Miller, Athletic Director/Assistant Principal  
Mr. Aaron Suessen, Athletic Trainer  
Mrs. Keri Reynolds School Nurse  
Mrs. Anita Steinmann, School Counselor (A-K)  
Mrs. Emily Kisro, School Counselor (L-Z)  
Mrs. Janet Craig, School Social Worker  
Mrs. Janiece Stewart, M.D.  
Mr. Craig Harms, M.D.

#### **V. ACCOMMODATIONS**

The school counselor will inform the classroom teachers of the following accommodations that will be provided to the student athlete as they recover from the concussion. Other accommodations will be made if they are recommended by an appropriate healthcare professional, the school nurse, athletic trainer and/or school counselor. All accommodations are provided until the athlete is cleared to return unless otherwise determined by the Concussion Team. The school counselor will send a letter notifying the parent/guardian of the accommodations that are being provided to their student athlete. Teachers will be notified by email of accommodations being afforded to the student athlete in their classroom.

Allow extended time on the completion of homework and tests.

Assignments/tests must be modified to be non-computer based.

Reduce the number of homework questions.

It is optimum for the student not to test in the 7-day window; however, this is at the discretion of the student/parent.

No PE (Please do not have the students dress out.)

Multiple Concussions:

If the student-athlete has sustained more than one concussion, the Concussion Team will meet with the parent/guardian to determine additional accommodations that may be made available to the student athlete. These accommodations will be made for for a period of 1 year in the form of a 504. The 504 team will meet each year to determine if the student athlete is eligible for services.

## **VI. ATTACHMENTS**

- On-Site Concussion Evaluation
- IHSA Sport Medicine Acknowledgement and Consent Form  
Post Concussion Consent Form



### Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

<b>Symptoms may include one or more of the following:</b>	
<ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul>	<ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul>

<b>Signs observed by teammates, parents and coaches include:</b>
<ul style="list-style-type: none"><li>• Appears dazed</li><li>• Vacant facial expression</li><li>• Confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays incoordination</li><li>• Answers questions slowly</li><li>• Slurred speech</li><li>• Shows behavior or personality changes</li><li>• Can’t recall events prior to hit</li><li>• Can’t recall events after hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul>



## IHSA Sports Medicine Acknowledgement & Consent Form

### Concussion Information Sheet (Cont.)

#### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

#### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport  
Document created 7/1/2011 Reviewed 4/24/2013, Reviewed 7/16/2015



## IHSA Sports Medicine Acknowledgement & Consent Form

### **IHSA Performance-Enhancing Substance Testing Policy**

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Testing Program. Any student who participates in an IHSA-approved or sanctioned athletic event is subject to PES testing. A full copy of the testing program and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for program implementation in the IHSA Schools Center.

IHSA PES Testing Program

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20PES%20policy%20final.pdf>

IHSA Banned Drug Classes

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>

*insert Consent Language here (w/o signature lines)*

### **IHSA Steroid Testing Policy Consent to Random Testing**

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/our student's body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at <http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>

	<b>Communications Chart</b>	
<b>1st Time Concussion</b>		<b>Multiple Concussions</b>
Coach/athletic trainer contacts the parent/guardian. Parent/guardian is given a copy of the On-Site Concussion Form and the Concussion Fact Sheet. <b>Students are removed from play, for 7 days minimum, from the last day a symptom was displayed.</b>		Coach/athletic trainer contacts the parent/guardian. Parent/guardian is given a copy of the On-Site Concussion Form and the Concussion Fact Sheet.
Coach/athletic trainer fills out an injury report. Coach/athletic trainer contacts the athletic director and nurse by the next business day.		Coach/athletic trainer fills out an injury report. Coach/athletic trainer contacts the athletic director and nurse by the next business day.
Nurse follows up with the student-athlete and parent/guardian		Nurse follows up with the student-athlete and parent/guardian
Nurse informs the school counselor and principal.		School counselor arranges a date and time for a 504 meeting, which includes the parent/guardian, a classroom teacher, and a member of the concussion team.
School nurse informs the classroom teachers regarding appropriate accommodations.		Accommodations per the 504 meeting are sent to all classroom teachers. The accommodations will be in effect for a 1 year period.
School nurse sends a letter home to the parent/guardian about the school-provided accommodations.		Accommodations may be renewed, as determined by the 504 team, during the yearly meeting.
Student-athlete is released, by an appropriate healthcare official, for return to play.		The student-athlete is remove from play for the remainder of the season if this is their 2nd concussion within a 12 month period, unless they have a written release from a licensed medical doctor.
Parent/guardian signs the Post-Concussion Consent Form		If determined eligible to play, the parent/guardian signs the Post-Concussion Consent Form.



## Acknowledgement and Consent

### Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy. We also acknowledge that we are providing consent to be tested in accordance with the procedures outlined in the IHSA Performance-Enhancing Testing Policy.

#### STUDENT

Student Name (Print): \_\_\_\_\_ Grade (9-12) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENT or LEGAL GUARDIAN

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

**Consent to Self Administer Asthma Medication**

Illinois Public Act 098-0795 provides new directions for schools concerning the self-carry and self-administration of asthma medication by students. In order for students to carry and self-administer asthma medication, parents or guardians must provide schools with the following:

- Written authorization from a student’s parents or guardians to allow the student to self-carry and self-administer the medication.
- The prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.

A full copy of the law can be found at <http://www.ilga.gov/legislation/publicacts/98/PDF/098-0795.pdf>.

Each year IHSA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.

