# Student and Family Handbook and Policy Documents 2026 - 27

# Campus Middle School for Girls (CMS)
# Mission and Vision

Campus Middle School for Girls, the only all-girls middle school in the Champaign-Urbana area, provides a challenging academic education in a small and nurturing environment. CMS is an independent school which offers a broad curriculum for middle school aged girls.
We welcome all girls to learn with us regardless of race, color, nationality, or ethnic heritage.

Cultivating Excellence, Empowering Girls is the mission of Campus Middle School for Girls. In service to this mission, CMS provides:

- a challenging curriculum that encourages girls to set high expectations for themselves;
- small class sizes that allow a high level of student participation and teacher attention;
- diverse curriculum offerings that allow girls to explore an array of subjects, express themselves creatively, and work toward mastery in a variety of disciplines;
- a safe and positive social environment that enables adolescent girls to achieve a sense of emotional and physical well-being;
- community service opportunities that encourage students to become reflective, responsible global citizens;
- close ties to the University of Illinois and surrounding community that expose students to working scholars, laboratories, museums, libraries and other resources.

To this end, we aim to promote confident, enthusiastic, and responsible young learners through a combination of small class size and a curriculum emphasizing strong academic skills.

Subjects taught at Campus Middle School include English, History, Mathematics, Science, Spanish, Fine and Applied Arts, Computer Science, Music, Drama and Physical Education. Care is taken to select skilled and experienced teachers who are motivated to provide the CMS students with a nurturing, yet challenging learning experience. For detailed information on the curriculum, please refer to the curriculum section of the website: www.campusms.org.

Students are encouraged to be involved in their own learning experience by participating in class discussions and activities and cooperating with classmates, teachers, and parent volunteers.

CMS is financially supported by tuition fees, private donations and fundraising events.

## History:

Campus Middle School for Girls began in the summer of 1994 when two school friends decided that they were not being challenged enough at school and suggested to their parents that they be homeschooled, at least for one year, as an experiment. Their parents, Brigitte Pieke and Marianne Malone Fineberg, began the school the following fall. The school was started with nine girls, three professional teachers and many parent volunteers. While it was not "home schooling", the caring, small-group atmosphere became an academic "home away from home." The school was christened Home Hi. This caring, small–group environment has remained a hallmark of Campus Middle School.

The Wesley Foundation on the campus of the University of Illinois became the site for the school until June 2014, when CMS moved to the First United Methodist Church of Urbana building at 304 S. Race Street. In June 2017, CMS moved to its present location at 108 S. Webber Street in Urbana.

While Campus Middle School has grown year by year, its original concept and basic academic structure have remained constant: to provide motivated girls with the best possible education in a safe, supportive, and small learning environment. From the beginning, keeping Campus Middle School/ Home Hi as a school for girls only was a priority for parents in that it offered a unique educational setting. The concept of an all-girls school stems from educational research that demonstrates that girls excel and gain greater confidence in their own abilities when taught in all-girls schools. Girls' self-confidence grows when challenging goals are set for them and they learn to work hard to achieve success. Parents view CMS as a way to help their daughters achieve academic excellence in a safe and caring environment.

As in the beginning, parents are very much involved in the school and contribute many hours to its well-being. Now in our thirty-third year, CMS has seen our graduates go off to college and even serve on our Board of Directors. Many of the alumni girls have continued to hold strong ties to our school and we have a vibrant alumni association.

## School Administration

The **Board of Directors** includes CMS parents and community members. Responsibilities of the Board include establishing the School's mission, setting and approving policies, fundraising, and employing and evaluating the Executive Director.

The **Executive Director** is charged with the day-to-day operations. Under the directorship, Board-approved policies are implemented and administered. The Executive Director has the responsibility for hiring and making all final decisions on academic and administrative matters.

The **Communications & Outreach Director** is responsible for raising awareness of the school in the community and facilitating cooperation with the University of Illinois and other community organizations.

## Governing Body:

Campus Middle School Board of Directors:
Tiffany Davis - Board President
Paige Caldarella - Board Secretary
Katie Leininger - Board Treasurer
Bridget Calfas
Ulas Coskun
Cecilia Gonzalez-Folk
Erica Mason
Nicole Shields
Brigitte Pieke

## 2026 - 27 Administrative Staff

Executive Director: Tami Adams
Office Manager: Sara Holleman

# CMS at a Glance

**Mascot**: Falcon
**School Colors**: Blue and White

# Campus Middle School for Girls

## TYPICAL DAILY SCHEDULE

***Students arrive:*** **8:15 – 8:30**

***Period 1*****: 8:30 – 9:20**

***Period 2*****: 9:25 – 10:15**

***Snack Break***

***Period 3*****: 10:25 - 11:15**

***Period 4*****: 11:20 - 12:10**

***Lunch*****: 12:10 - 12:50**

***Period 5*****: 12:50 - 1:40**

***Period 6*****: 1:45 - 2:35**

***School chores completed***

***Period 7*****: 2:45 – 3:35**

## DAY-TO-DAY OPERATIONS

**After School Activities**
Participation fees are required for all after school activities. Some activities may be canceled if there are not enough participants.

**Allergies**
Campus Middle School for Girls **is not** an allergen-free school. Students are required to bring their own lunch and snack on a daily basis. Oftentimes we have parents prepare food to share for events and as part of the curriculum. While we make every attempt to avoid allergens, we cannot guarantee that trace particles are not present in food items. CMS does have epi-pens on site.

**Arrival/Departure Times**
Because there is no supervision available before school, students should **NOT** arrive before **8:15 a.m.**, unless arriving for a scheduled appointment with a teacher, and should be picked up no later than **fifteen minutes** after school ends, by 3:50 unless they are participating in after school activities.

**Assessment**
Assessment at CMS is an integral component of teaching and learning. Assessment is a way of monitoring student progress as it relates to meaningful development and mastery of knowledge and skills. Evaluation of CMS students is a process over time that facilitates motivation to learn and helps students recognize and value personal growth and personal best.

Through monitoring progress, teachers promote individual educational development for each student. The learning process at CMS teaches students self-management skills, problem-solving strategies and self-efficacy. Students gain a sense of effort, focus and time as a means to move toward quality work.

**Attendance**
Daily attendance is required at Campus Middle School for Girls. The procedure for reporting an absence is for a parent/guardian to call or email the office, 344-8279 or office@campusms.org before 8:30 am. It may be necessary to leave a message on the voicemail depending on the time of your call.

More than fourteen (14) absences (excluding school related ones) in any class in a single semester will result in the drop in one letter grade for that class. Extenuating circumstances resulting in extended absence need to be discussed with the Executive Director and may require written verification.

An *Excused Absence* includes personal illness, observance of a religious holiday, family emergency or death in the family. Prior notice, when possible, is always helpful. Students will have twice the number of school days absent to complete missing work. Tests/quizzes/presentations over material covered during the excused absence will be scheduled upon timely completion of the missing assignments.

A *Conditionally Excused Absence* (missing school with parent permission but not because of illness or emergency) includes such reasons as vacations, appointments, and school related activities. This type of absence requires parents to notify the office (via email: office@campusms.org or calling 344 - 8279) prior to the absence in order to be conditionally excused. The student is responsible for obtaining assignments and making arrangements for tests/presentations before the absence. The homework assignments issued during the absence period are due on the day the student returns to school.

An *Unexcused Absence/Truancy* is serious and will result in the student receiving a zero for all assignments/tests due during the absence.

*Truancy*: According to Illinois State Law: A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

"Valid cause" for absence shall include the circumstances listed above as “Excused Absence” and “Conditionally Excused Absence”, as well as such other situations beyond the control of the student as determined by the Executive Director.

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. CMS will report chronic or habitual truants to the Illinois State Board of Education.

*Tardy*: All students arriving at school after 8:35am without a valid excuse will not be admitted to their first period class. Tardy students will remain in the office for the duration of the class period and will not be allowed to make up the work for the class period. Students will be responsible for any homework assigned during the missed class. Any student who is late due to a medical appointment must bring a doctor’s excuse with her in order to be admitted to class. Any student who is late due to bad weather or road conditions will be admitted to class upon arrival. If a student is tardy five times, she and her students will be required to meet with the Executive Director to discuss the situation. **After a student receives five tardies to school, parents will be required to meet with the Executive Director.**

**Cell Phones/Connected Watches**

**Students may not use cell phones or connected watches during the school day. Student cell phones and connected watches are collected each morning before the first bell and returned to students at the end of the day.** CMS does not assume responsibility or liability for personal items brought to school, including but not limited to electronic devices (cell phones, watches, kindles, etc.) or other personal items.

**Class Size**

The CMS educational process depends on low student-to-teacher ratios with individualized instruction and attention. This process includes the use of small groups in core subjects. Accordingly, the school will establish specific target numbers of enrolled students in each group for the subsequent academic year which is consistent with the education goals and financial constraints of the school

**Cleanliness**

Our students are encouraged and expected to keep our school clean.

- Each student should maintain an orderly and clean locker.
- Students should strive to keep halls and classrooms clean.
- Students should clean-up after themselves.

**Clothing**

The girls are expected to dress appropriately and their clothing should not contain offensive pictures, language or graphics (this includes length of skirts, shorts, dresses, etc.) CMS staff reserves the right to require a change in clothing if deemed inappropriate. For their own safety, students are expected to wear shoes in school. Clothing needs to be appropriate for weather conditions. If a student does not regularly wear athletic shoes to school, a pair (plus socks) should be kept at school for P.E. Shoes and outer garments should be labeled with the student's name.

**Communication with Parents**

Most communication from the school will arrive by email. Parents will receive email reminders concerning field trips. Completed permission slips will be required for field trips that entail transportation out of town. In emergencies, parents will also be contacted by phone.

**Contacting CMS**
When trying to reach or leave messages for school staff, parents should call CMS at 344-8279 or send a detailed message to Tami Adams at director@campusms.org or Sara Holleman at office@campusms.org. Messages from parents to the school should be written or emailed, not orally transmitted by their child. Students are permitted to use the school telephone during lunch, after school, or in cases of emergency. **Students may not use cell phones/watches during the school day. Student cell phones and watches are collected each morning before the first bell and returned to students at the end of the day.**

**Dismissal from CMS**
In the event that your daughter is not following the rules and expectations of CMS, she may be asked to leave. As per the CMS tuition contract, tuition for the entire school year must be paid if a student withdraws or is dismissed.

**Electronic/Entertainment Devices**
During class time, electronic or entertainment devices of any sort, including but not limited to Ipods, game systems, etc. may not be used. Electronic items are collected each morning, kept in the office during the day, and returned to students at the end of the day. E-readers may be used by students for independent reading, but these should be kept in the office when not in use. CMS does not assume responsibility or liability for personal items brought to school.

**Extra-Curricular Activity Attendance**
Students must attend practice the day before a competition or event. Students must also be in school the day of the event (or Friday if it is a weekend event) in order to participate. If a student has had excessive absences leading up to a competition or event, the coach, in consultation with the Executive Director, will determine if the student is ready to perform.

**Homework**
Parents can help their children by providing a place for them to study that is appropriate for the individual student's learning style and environmental needs. Some children need more parental guidance than others in planning work periods, organizing their time, and establishing good study habits at home. However, middle school is the time when students must assume the responsibility for keeping track of assignments, bringing home appropriate materials, and completing assignments on time. While a certain amount of parental advice on homework is appropriate, it should not take the place of the student's work.

The teachers and staff at Campus Middle School want to make sure our students achieve at a high level. Teachers work in class on organizational skills and time management so that over the course of three years, our students learn effective study habits that fit their learning styles. Homework provides an opportunity to practice new skills, learn organizational and study skills, and promotes time management and self-discipline.

Homework should take on average 1-2 hours each day. If it is taking your daughter longer than this to complete her homework, please contact her teachers or the Executive Director. Longer term projects or research papers assigned over several days should be divided into smaller units for completion. In addition, we expect each student to be reading an independent book on a regular basis, at least 100 minutes a week.

**Leaving Early**
If your daughter needs to leave early, she must sign out/in at the office. This helps us know who is in the building in case of an emergency.

**Lost and Found**
A lost-and-found box is maintained throughout the year in the office. Students and parents are encouraged to check regularly for lost items. Labeled clothing is easily returned to its owner. Items not claimed by the end of each semester are given to charity.

**Lunches and Snacks**
Students should bring sack lunches to school, unless they are participating in the Friday lunch program (see below). Students are also welcome to bring a snack to school for their personal consumption during the morning snack break and/or before the start of after-school activities. CMS does not supply after-school snacks. Please keep in mind the following guidelines:

1. Students are encouraged to bring healthy foods that will help sustain their energy during the school day.
2. Sharing or trading of snack foods is discouraged due to allergy concerns.
3. Soda and Coffee (including but not limited to Starbucks beverages, colas, carbonated fruit juice, iced coffee, and "energy drinks") are prohibited at CMS.
4. Chewing gum is not allowed in school.

***Friday Lunch Program***
CMS offers an optional Friday lunch program. The order sheet is sent home at the beginning of each semester and includes selections from local vendors. The cost is paid in advance on a semester basis. The lunches range in price depending on individual selections. Drinks are not included.

**Medical Matters**:

***Illness***
In consideration of all the students' well-being, please do not send your daughter to school if she has a fever, has been on an antibiotic less than twenty-four (24) hours, or has vomited during the night. The school will immediately contact you if your daughter becomes ill so you can pick her up.

***Immunizations and Physical Examinations***
Please provide CMS with a written copy of your child's immunizations ***prior*** to the first day of school. All students must be immunized against diphtheria, whooping cough, tetanus, measles, rubella, poliomyelitis and mumps unless otherwise exempt as provided in the State laws (on religious grounds, for example). Students will be excluded from school by October 15 if the required proof of health examinations and immunization records are not received prior to this date.

***Medications***
Parents whose daughters need medication administered during school hours should make arrangements with the school office. The school provides ibuprofen or acetaminophen to students whose parents have indicated their consent. Please do not send medication to school with your child without notifying the office.

***Treatment of Injuries and Illness***
Since there are no medically trained personnel on the CMS staff, we will refrain from treating injuries that a bandage cannot mend. Parents will be immediately contacted in the case of an injury or illness needing medical attention. Arrangements will be made for treatment first with consent from a parent or the emergency contact person(s) designated by parents. If the parents or emergency contact person can't be reached, then school staff will determine the necessary arrangements.

All injuries or illness on the school premises or during school-sponsored activities will be promptly reported to the parents or guardian of the student in accordance with information submitted by the parents.

The directions and desires of the parent or guardian will be ascertained and followed within the parameters of this policy. Emergency assistance and/or transportation may be requested at the discretion of the Executive Director or designee.

**Parent Participation**

The school appreciates the cooperative effort of all CMS families as this enhances each student's learning experience. Parent participation in classroom activities aids in keeping CMS vibrant and running smoothly. There are several ways parents may choose to participate.

- Lunch Supervision
- Study Hall Supervision
- Supplying refreshments or paper products for evening activities
- Set up and take down for events
- Driving/Supervision for field trips

Once parents have made the commitment to doing the above activities, please contact the office if you know you will be unable to fill your spot. We need to know in advance so we can have someone cover the absence.

Other ways Campus Middle School parents can become involved:

- Supporting students in their school work
- Keeping informed by reading school communications
- Attending school events and programs
- Assisting in the classroom with special projects
- Sharing interests, talents and expertise with a class
- Collecting needed materials and supplies for projects or classrooms
- Fundraising

These are just some areas where CMS seeks your support. Some are essential to your daughter's success, while others provide support and assistance, allowing us to create a more enriched environment for our students. We encourage parents to share additional ideas and suggestions.

**Parent Responsibility**

Parents are encouraged to keep in regular contact with their child's teachers concerning the student's progress and to bring to the teachers' attention any problem or condition which might affect their daughter's overall achievement or behavior.

**Parties and Birthdays**

Parents are welcome to bring treats for their child's in-class birthday celebrations. Arrangements should be made in advance with the Executive Director.

**Party Invitations**

Please help your child to be sensitive to her classmates' feelings about out-of-school parties. Unless the whole class is invited, invitations and/or gifts should not be brought to school.

**Public Display of Affection (PDA)**

Excessive public display and demonstrations of physical affection (kissing, hugging, embracing, hanging on other students, etc.) are not appropriate in school and may result in disciplinary action.

**School Closings**

In the event of school closing due to inclement weather or facility problems, the Executive Director will notify all parents and staff **via email and the school website**. Every effort will be made to give parents and staff as much advance notice as possible.

**Special Events at CMS**

At CMS, special events happen throughout the year. They provide fun, entertaining opportunities to showcase our students and their work and extend the learning experience beyond the school building and regular school day.

- Overnight trip to Allerton: this 2 –day trip provides an opportunity for all of the girls to bond with each other; we include educational and just plain fun activities
- Curriculum Night: parents meet teachers and get an overview of the coming year, as well as some ideas for ways they can support learning at home
- Chicago Field Trip: the itinerary changes yearly
- Winter Arts Festival: we highlight our students' work in music class, Ensemble and drama class
- Forum Week: four days devoted to a special topic that students study in depth together; past topics have included Africa, puppetry and the legal system
- Spring Arts Festival: we showcase our students' work in music class, Ensemble and drama class

**Student Evaluations and Parent-Teacher Conferences**

Students are evaluated at the end of each semester in the form of a report card (distributed in January and June). A parent-teacher conference is held about mid-way through each semester to discuss the student's progress. Written progress reports are sent home at mid-semester for non-core subjects, which are not covered during parent-teacher conferences.

In all grades, if a student is at risk of failing, the classroom teacher and the Director will work with the parents to specify the academic work required for the student to be able to achieve a passing grade. A record of the student's progress will be maintained and shared with the parents periodically.

Teachers will also contact parents should a student's work fall below a B- or significantly drop from a student's normal quality work due to academic or social concerns.

**Student Support**

Staff will meet regularly to discuss individual students. Staff will be given time during these meetings to discuss any concerns, changes in behavior or attitude, and academic progress of each student. In the event that major concerns are expressed, the Executive Director will take necessary steps to help the student concerned. Possible steps include:

- Contacting parents for insight
- Contacting a professional from the University of Illinois School of Social Work to help arrange a mentor, social workers on site or to provide guidance
- Contact local officials if the student is in danger

The Executive Director reserves the right to call an emergency staff meeting should an event deem it necessary.

CMS is a small school with limited resources. We are not equipped to handle severe social/emotional needs or learning deficiencies. If a student has needs that go beyond the scope of CMS's capabilities, the Executive Director may recommend that parents seek outside professional help for the child.

**Textbooks, Novels, and Supplemental Materials**

A student is responsible for all school-owned books or other materials issued in her name. Lending books or other school-owned materials is not advised. Any unreturned books or other materials will result in a replacement fee billed to the family.

**Unusual Circumstances**
For the welfare of the student, it is very important that the school be notified when anything unusual happens at home or in the close family environment. Occurrences such as illness, parent trips, separation, death, or a change of employment can be upsetting to children. School personnel are in a much better position to be of support and assistance if kept well informed. If you plan to be away from your child for any length of time, please provide emergency numbers.

**Vacations**
If you cannot plan a vacation according to our school calendar, then you should contact your child's classroom teachers as far in advance as possible. Please be aware that not all assignments can be done outside the classroom and that your daughter's grade could be affected. The student will be responsible for making up all work missed during the absence in a timely manner.

**Withdrawal**
Parents wishing to withdraw their student from CMS must notify the office and teaching staff as far in advance as possible. All accounts should be in good standing. Student records will be forwarded upon request of the new school.

## FINANCIAL MATTERS

Tuition and fee schedules are reviewed annually by the Board of Directors. Information regarding payment plans and amounts can be obtained from the Office Manager, Sara Holleman.

**Reserving A Spot For Next Year**
In the spring of each year, parents of students who plan to return the following year must sign a re-enrollment form and pay the supply fee as a deposit. For new students, the supply fee and new student fees must be paid at the time of accepting the offer of admission.

**Electronic Funds Transfers (EFT)**
CMS utilizes Electronic Funds Transfers for monthly tuition payment. There is no additional fee to families for this form of payment; however, CMS will pass along any service fees incurred from the bank due to an individual family closing an account without notification to the school. If any of your banking information changes, the school needs to be notified immediately.

**Late Payments and Non-Payments**
Parents/guardians are expected to make their tuition/fee payments on time and in full. A late fee of $25.00 per day will be charged for any tuition payment more than five days late. If a tuition payment is 30 or more days delinquent, the student may be excluded from classes. To avoid a late fee and/or exclusion from classes, parents must make satisfactory arrangements with the Office Manager.

**Returned Checks**
If a check written to Campus Middle School is returned from the bank due to insufficient funds (NSF), a $35.00 fee will be assessed in addition to any late payment fee; the check may be re-deposited by the bank without notice to the person writing the check. CMS, at the sole discretion of the Office Manager, may require that all payments for tuition or other fees be made by cashier's check, certified check or money order if:

1. A check that has been returned NSF does not clear the bank when re-deposited; or
2. A check is written to CMS on a closed account and such check is not honored by the bank.

Parents who encounter unexpected financial difficulties are responsible for contacting the Office Manager to discuss their payment schedule prior to the applicable date for tuition and fees. Additionally, parents should talk with the Office Manager about financial assistance if they believe that changed circumstances would make them eligible for assistance.

## CONFIDENTIALITY

**Student-Related Matters**

All information regarding each student in the school will be handled in a professional manner. This information includes confidentiality of testing, school records (including applications and supporting data), evaluation reports and school behavior reports.

**Research Conducted Within the School**

The Executive Director reviews any requests by academic researchers who propose research involving CMS. If a research request is approved by the Executive Director, families shall have the right to decline participation by their daughter. Permission forms are sent home for signatures; no student will be part of a study without written authorization from parent(s) or legal guardian(s).

**Release of Student Information**

Unless individual parents object in writing to the Executive Director, the following information concerning their daughter may be released:

- name
- address and telephone number (for school directory only)
- honors and awards
- participation in school activities
- dates of school attendance
- television coverage and newspaper pictures of students involved in school activities
- pictures of students for use in the yearbook or on the website

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**Campus Middle School for Girls**
## Emergency Health Plan

**Students with Food Allergies**

Food allergies present an increasing challenge for schools. Identification of students at risk of a life-threatening reaction cannot be predicted. Because of the life-threatening nature of these allergies and their increasing prevalence, school districts and individual schools must be prepared to provide treatment to food-allergic students, reduce the risk of a food-allergic reaction and to accommodate students with food allergies.

Campus Middle School, recognizing that every food-allergic reaction has the possibility of developing into a life-threatening and potentially fatal anaphylactic reaction, has set the following food allergy/health emergency plan in place.

**Recommended Documentation**

It is important for a school to gather the appropriate health information to help a student with food allergies. The correct medical information will assist school personnel in establishing necessary precautions for reducing the risk of a food-allergic reaction and will aid in the creation of an appropriate emergency procedure that will be utilized for staff education.

When a student has a diagnosed food allergy, or develops an allergy, parents will complete a Food Allergy Emergency Action Plan (EAP). This will be part of the student's records, teachers will be alerted and this information will be part of the medical information that goes with chaperones on field trips and coach information for participants in sports activities.

Additional information may be required by the school, including:

- All other necessary medications for the student during the school day, including antihistamine and asthma medications.
- Description of the student's past allergic reactions, including triggers and warning signs.
- A description of the student's emotional response to the condition and the need for intervention.
- Age-appropriate ways to include the student in planning for care/implementing the plan.

Campus Middle School will have two epinephrine pen available as part of the school's first aid supplies. Teachers and staff will receive training in administering an epinephrine pen injection should an emergency arise that is life-threatening. When an epinephrine pen injection has been given, the school will contact 911 and the student's parents immediately.

**Other Types of Allergic Reactions: Venom, Latex and Medication**

Information and awareness procedures apply fully for students with other types of anaphylactic allergies. These

include the development and implementation of an Emergency Action Plan (EAP). Specific avoidance measures will depend on the allergic condition, such as:

**Avoidance Measures for Insect Venom/Stings Allergic Reactions**

- Avoid wearing loose, hanging clothes, floral patterns, blue and yellow clothing, fragrances.
- Check for the presence of bees and wasps, especially nesting areas, and arrange for their removal.
- Ensure garbage is properly covered and away from play areas.
- Caution students not to throw sticks or stones at insect nests.
- If required by an EAP, IHCP and/or 504 Plan, allow students with life-threatening insect allergies to remain indoors for recess during bee/wasp season.
- Immediately remove a student with allergy to insect venom from the room if a bee or wasp gets in.
- In case of insect stings, never slap or brush the insect off, and never pinch the stinger if the student is stung. Instead, flick the stinger out with a fingernail or credit card.

**Avoidance Measures for Latex Allergic Reactions**

- Inform school administrators and teachers of the presence of students with latex allergies.
- Identify areas of potential exposure and determine student risk.
- Screen instructional, cafeteria and maintenance department purchases to avoid latex products. Eating food that has been handled by latex gloves presents a high risk of a reaction.
- Do not use latex gloves or other latex products in nurse's/Designated School Personnel's (DSP) office or designated school area.
- Do not allow the use of latex balloons for celebrations in schools where a student has a latex allergy.
- When medically indicated, consider posting signs at school entry ways "Latex precautions in place here."

**Suggestions for Medication Allergic Reactions**

- Inform school administrators and teachers of the presence of students with medication allergies.
- Maintain current health records.
- Do not administer medication to a student unless there is an order/request. This includes over-the-counter medications (OTC) like ibuprofen or aspirin.

Refer to school's medication policy

**Students with diagnosed Asthma**

Campus Middle School, recognizing that every asthmatic occurrence has the possibility of developing into a potentially life-threatening reaction, has set the following health emergency plan in place.

**Recommended Documentation**

It is important for a school to gather the appropriate health information to help students with asthma. The correct medical information will assist school personnel in establishing necessary precautions for reducing reist and will aid in the creation of an appropriate emergency procedure that will be utilized for staff education.

When a student has an asthma diagnosis, parents will complete an Asthma Action Plan (AAP) This will be part of the student's records, teachers will be alerted and this information will be part of the medical information that goes with chaperones on field trips and coach information for participants in sport activities.

Additional information may be required by the school, including:

- All other necessary medications for the student during the school day.
- Description of the student's past reactions, including triggers and warning signs.

- A description of the student's emotional response to the condition and the need for intervention.
- Age-appropriate ways to include the student in planning for care/implementing the plan.

Students prescribed asthma medication should carry it on their person each school day as Campus Middle School for Girls does not have an undesignated prescription available onsite. Teachers and staff will be made aware of any diagnosed students and will be educated on the Asthma Action Plan (AAP) for each.

## Employee Code of Professional Conduct:

All CMS employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harrasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall at minimum include:

- Comply with the *Code of Ethics for Illinois Educators*, as adopted by the Illinois State Board of Education;
- Prohibit grooming behaviors and sexual misconduct including, but not limited to (1) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (2) by an employee with direct contact with a students, (3i) that is directed toward or with a student to establish a romantic or sexual relationship with a student. Examples include, but are not limited to:
    - A sexual or romantic invitation
    - Dating or soliciting a date
    - Engaging in sexualized or romantic dialog
    - Making sexually suggestive comments that are directed toward or with a student
    - Self-disclosure or physical exposure of a sexual, romantice, or erotic nature
    - A sexual, indecent, romantic, or erotic contact with a student.
- Employees are expected to maintain professional relationships with students.
    - Employees are strictly prohibited from engaging in any form of unprofessional or inappropriate communication with students (emails, letters, notes, text messages, phone calls, conversations).
    - Employees are expected to maintain professional employee-student boundaries based upon students' ages, grade levels and developmental levels for specific situations, including, but not limited to:
        - Transporting students;

        - Taking or possessing a photo or video of student(s); and
        - Meeting with students or contacting a student outside of the employee's professional role.
- Employees are mandated reporters and are required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/);
- Employees, students, parents and any third party can report prohibited behaviors and/or boundary violations to a CMS Board member, or any other CMS staff member the person feels comfortable reporting to; and
- Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law.

## Graduation Requirements:

Eighth grade students must be considered in good standing for all of their current classes. Also they must have completed their Semester Project and passed the Constitution and US Flag Display Test. Upon completing 8th grade, graduates will have:

- 3 years of English
- 3 years of Mathematics
- 3 years of History (covering World and US)
- 3 years of Science

Graduates will also have up to 3 years of the following:

- Spanish
- Art
- Drama
- Knitting/Sewing/Quilting
- Music
- Computer Science
- Physical Education

## Non-Discrimination Policy

It is the policy of Campus Middle School for Girls not to engage in discrimination or harassment against any person because of race, color, religion, national origin, primary language, hair styles and/or texture, immigration status, economic status, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the Campus Middle School for Girls programs and activities.

## Policy on drug use, firearms, and physical abuse

Campus Middle School for Girls will utilize resources of proper law enforcement agencies when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, firearms, or physical abuse. Campus Middle School for Girls school officials are to enlist the aid of local law enforcement to conduct reasonable searches of school grounds and lockers for illegal drugs or firearms if deemed necessary.

The Executive Director shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the Executive Director shall also immediately notify the student's parent or guardian. The Executive Director shall also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

The Executive Director shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. The Executive Director shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

The Executive Director shall immediately notify local law enforcement officials of **written** complaints from school personnel concerning instances of battery committed against school personnel; and upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The Executive Director shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS as they occur during the year by no later than August 1 for the preceding year.

## Missing Children Record Act Procedures

Campus Middle School for Girls, in compliance with the Missing Children Record Act, will store any flagged records in a separate location and in a red file folder. Should a flagged record be requested or we receive pertinent information regarding a missing person, we will immediately contact the Illinois Department of State Police, or our local Police Department.

"Upon notification by the Department of a person's disappearance, a school, preschool educational program, child care facility, or day care home or group day care home in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact that the record is that of a missing person. The school or other entity shall immediately report to the Department any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Department that the missing person has been recovered, the school or other entity shall remove the flag from the person's record."

## Verifying (Employee) Applicant Experience

In the event that a potential employee does not hold a bachelor's degree, Campus Middle School for Girls will determine if the applicant has adequate experience in the subject area to be deemed a professional in the field. CMS will determine adequate experience by looking at prior work history, recommendations provided by the applicant, and knowledge demonstrated during the interview process.

## CMS BULLYING AND HARASSMENT POLICY

*(approved 3/2026)*

Campus Middle School for Girls strives to provide all students, their families and staff with a safe school environment that facilitates learning. The CMS bullying policy is consistent with other school policies in place to meet our desire for all students to thrive in an atmosphere of respect for individual differences.

Bullying is contrary to state law. Policy is consistent with subsection (a-5) of this Section [free exercise of religion]. Nothing in this Section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

Any form or type of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment, and/or urges students or others to engage in such conduct is prohibited. Bullying and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, or through a school computer, network, or other school electronic equipment. The school will protect students, their families, and staff against retaliation for reporting incidents of bullying, intimidation, or harassment, including sexual harassment, and will take disciplinary action against any student who participates in such conduct. Bullying and harassment are prohibited under Illinois State law.

Typically the school becomes involved in external behavior of bullying and harassment when it interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

**Caveats**

It is important for students and parents to realize that all social conflict is not bullying or harassment *per se*, although it might definitely be inappropriate behavior that would be addressed by the school with education and consequences. In addition, bullying and harassment can be difficult to detect by staff, and all bullying and harassment can never be stopped in any school environment, no matter how diligent the school is. It is essential that students who are bullied, bystanders, parents, and teachers report bullying directly and clearly and in a timely fashion using proper procedures below to give CMS an opportunity to address problems. All teachers must intervene in any conduct they witness that approaches bullying and harassment and report significant instances of misbehavior as appropriate.

## Definitions and Examples of Bullying and Harassment

**Definition and Examples of Bullying**

Bullying means any severe physical or verbal act or conduct, including communications made orally, in writing, or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of

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

With bullying, there is a relationship between the student who bullies and the student who is bullied and typically a real or perceived difference in power between them. Bullying typically involves a pattern of negative behavior over time, and is typically intended to cause harm.

Bullying and similar prohibited conduct may include, without limitation, threats, intimidation, sexual harassment, stalking, physical violence, theft, public humiliation, teasing, social exclusion or social aggression/control, destruction of property, or retaliation for asserting or alleging an act of bullying.

- Name-calling, racist remarks, put-downs, hazing, or extortion may be considered bullying.
- Spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, taking, hiding, or destroying others possessions, may be considered bullying.
- E-mail, blogs, other computer transmission from school computers, signs, and graffiti may be considered bullying.
- "Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.
- Extreme or subtle relationship manipulation, reputation attacking, and using demeaning gestures may be considered bullying.

## Harassment

**Definition and Examples of Harassment**

Campus Middle School considers harassment to be, without limitation, intimidating, bullying, physical, or verbal conduct that is based upon actual or perceived race, color, religion, sex, national origin, ancestry,

age, marital or parental status, physical or mental disability, sexual orientation, unfavorable discharge from military service, gender-related identity or expression, association with a person or group with one or more of the aforementioned actually or perceived characteristics, or any other distinguishing characteristic. Behaviors of communication including, but not limited to, written or electronic means or distribution or display of printed material may constitute harassment. The school will not tolerate harassing conduct that interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

**Racial, Ethnic or Religious Harassment**

Racial, ethnic, religious, and sexual orientation harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel, or any action that show disrespect, intimidate, threaten, or cause injury on the basis of racial, ethnic, or religious origin or background or sexual orientation will constitute harassment.

**Sexual Harassment**

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is often defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Sexual harassment typically includes, but is not limited to, sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or her gender, appearance, or sexual orientation; sex-oriented verbal kidding, teasing, or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching, or brushing against another's body. With sexual harassment, behavior often persists despite objection by the person toward whom the conduct is directed.

As with bullying, sexual harassment may depend upon a power differential between the parties or depend upon repetition of occurrences, and not all of the behaviors listed above or below are sexual harassment.

While sexual harassment may take the form of adult-on-adult activity, policies in this document focus on sexual harassment situations that are teacher on student or student on student.

In addition to the behaviors described above, teacher-on-student sexual harassment may include requests for sexual favors, sexual advances, or other sexual conduct when

- submission is either explicitly or implicitly a term or condition for any education decision; or
- such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

**Examples of Sexual Harassment**

Examples of student-on-student conduct that are prohibited in the school's educational environment and that may constitute sexual harassment, in addition to the above behaviors, include but are not limited to

1. expressing sexual slurs, epithets, e-mail, or blogs that are sexually degrading or abusive, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or inappropriate sexual propositions;
2. engaging in graphic verbal comments about an individual's body, or overly personal conversation;
3. using sexual jokes, stories, drawings, pictures, e-mails, blogs, or gestures;
4. displaying sexually suggestive objects, software programs, or computer graphics;
5. spreading sexual rumors;
6. stalking a person—in person, by written or graphic means, or by Internet or phone;
8. displaying sexually suggestive objects in the educational environment;
9. making lists of "hot people" or rating or ranking people according to attractiveness or body parts; or
10. any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## Witnessing Bullying and Harassment

For bullying and harassment to be addressed, it is often crucial that witnesses and bystanders take action. Any teacher who sees inappropriate conduct must, on the spot, stop it, identify it, and remind students of the school's expectations. If the inappropriate conduct is bullying or harassment, including sexual harassment, the teacher must report the incident.

Student bystanders in a bullying or harassing situation are asked to refrain from joining in, to tell the perpetrator to stop his or her behavior, and report the incident to a trusted adult.

## Reporting Bullying and Harassment

Students who believe they are victims of bullying, intimidation, harassment, or sexual harassment, or have witnessed such activities, are encouraged to discuss the matter with any teacher, counselor, or administrator. Students may choose to report to a person of the student's same sex, and students may be accompanied by a parent/guardian, friend, or advisor in making such a report.

If students, families, or adults are not comfortable taking bullying or harassment complaints to any other source, they should rely upon the two designated intake persons of the school. They are

Tami Adams 344-8279 director@campusms.org

Eva Ginsberg 344-8279 eva.ginsberg@campusms.org

The school representative taking the report should ensure that the reporting form below is

completed, so that incidents are documented and investigated in a prompt and thorough manner.

# Reporting Form

**Bullying, Harassment, Sexual Harassment, and Other Aggressive Behavior**

Students _____ Incident date _____

Incident location _____ Incident time _____

Reported by _____ Reporting date _____

Reported to whom _____

**Aggressive behavior description:** *(Reporters, be specific and objective. List all pertinent information regarding the incident including: names of all parties present and involved, all witnesses, pertinent and/or precipitating acts or statements, description of injuries sustained and names of injured parties, etc. Use reverse if necessary).*

Accepted by the Executive Director:

_____ _____

Executive Director Date

## Investigating Bullying and Harassment

All reports are channeled to the Executive Director, who investigates incidents of bullying and harassment, including sexual harassment. Incidents identifying the Executive Director will be channeled to the Campus Middle School Board of Directors.

Consistent with federal and State laws and rules governing student privacy rights, the principles governing CMS' actions upon receipt of a report are the following:

- Complaints will be kept confidential *to the extent possible given the need to investigate*. Complete confidentiality cannot be guaranteed in an investigation.
- An investigation will begin promptly after a report form is received.
- The Executive Director will make all reasonable efforts to complete the investigation within 10 school days after receipt of the incident report.
- Communications to parents and students, both alleged perpetrators and victims, will be timely.
- The school will use due diligence to protect the alleged victim, alleged perpetrator, and witnesses during an investigation.
- The Police will be notified if laws have been violated.

In the course of the investigation, the Executive Director will interview alleged victims and perpetrators, both of whom may have parents/guardians present. The Executive Director will interview bystanders and any other witnesses necessary to determine whether bullying or harassment occurred. In the course of the investigation, the Executive Director may confer with University of Illinois resources.

After the investigation is complete, the Executive Director will convene the Bullying and Harassment Committee of three faculty members and the Communications Director, and present evidence uncovered during the investigation. The Committee will present a recommended outcome.

Recommendations will include restorative measures that:
-are adapted to the particular needs of the school and community,
- contribute to maintaining school safety,
-protect the integrity of a positive and productive learning climate,
-teach students the personal and interpersonal skills they will need to be successful in school and society,
-serve to build and restore relationships among students, families, schools, and communities, and
-reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.
- increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

## Consequences of Bullying and Harassment

Consequences for engaging in bullying and harassment, including sexual harassment, or falsely accusing another of such are severe. CMS prohibits reprisal or retaliation against any person who reports an act of bullying and the consequences and appropriate remedial actions for a person who engages in reprisal or retaliation.

Depending upon the behavior, circumstances, history, and other contextual factors, consequences including, but not limited to: restorative measures including social-emotional skill building, recommendation to community-based services, verbal or written reprimand, detentions, denial of privileges, and other penalties may be assigned; often suspension or expulsion from school are warranted.

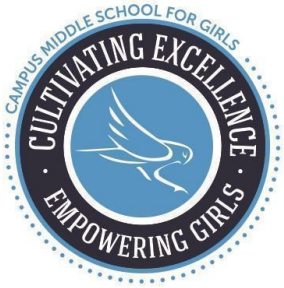
The Executive Director will notify parents of outcomes, and an intervention plan governing future behavior will be created.

Depending upon circumstances, the school will also meet some complaints of bullying and harassment with educational measures, such as training students on the differences between playful teasing and hurtful taunting.

## Policy Evaluation

As required by the Illinois State Board of Education, the policy will be evaluated and if necessary, revised every 2 years. CMS Staff will assess the policy utilizing data from incidences of bullying and harassment at the school (including factors such as frequency and location of bullying incidents, types of bullying behavior reported, and student/staff/family perceptions of safety at school).

The CMS bullying policy is available on the CMS website and is included in the Student and Family handbook and policy documents, and distributed annually to parents, guardians, students, and school personnel, including new employees.




**Compliance Policy**

Campus Middle School for Girls is recognized by the State of Illinois and as part will ensure general compliance with the following:

- Applicable sections of the Illinois School Code
- 23 Ill Adm. Code Part 425
- Relevant case law, including Plyler V Doe

**Eligible Student Applicant Policy**

Campus Middle School for Girls considers applications from any student identifying as female at the time of application.

**Policy on Recruitment at Campus Middle School for Girls**

While Campus Middle School for Girls is happy to forward information regarding information meetings, application timelines, open houses, etc. we do not allow schools or other entities to recruit at CMS. This includes, but is not limited to, information meetings, or other events held at Campus Middle School for Girls.

## Attendance and Tardy Policy

**Attendance:** The procedure for reporting an absence is for a parent/guardian to call or email the office, 344-8279 or office@campusms.org before 8:30 am. It may be necessary to leave a message on the voicemail depending on the time of your call.

An Excused Absence includes personal illness, observance of a religious holiday, family emergency or death in the family. Prior notice, when possible, is always helpful. Students will have twice the number of school days absent to complete missing work. Tests/quizzes/presentations over material covered during the excused absence will be scheduled upon timely completion of the missing assignments.

A Conditionally Excused Absence (missing school with parent permission but not because of illness or emergency) includes such reasons as vacations, appointments, and school related activities. This type of absence requires parents to notify the office (via email: office@campusms.org or calling 344 - 8279) prior to the absence in order to be conditionally excused. The student is responsible for obtaining assignments and making arrangements for tests/presentations before the absence. The homework assignments issued during the absence period are due on the day the student returns to school.

An Unexcused Absence/Truancy is serious and will result in the student receiving a zero for all assignments/tests due during the absence.

More than fourteen (14) absences (excluding school related ones) in any class in a single semester will result in the drop in one letter grade for that class. Extenuating circumstances resulting in extended absence need to be discussed with the Executive Director and may require written verification.

**Truancy:** According to Illinois State Law: A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

"Valid cause" for absence shall include the circumstances listed above as “Excused Absence” and “Conditionally Excused Absence”, as well as such other situations beyond the control of the student as determined by the Executive Director.

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. CMS will report chronic or habitual truants to the Illinois State Board of Education.

**Tardy**: All students arriving at school after 8:35am without a valid excuse will not be admitted to their first period class. Tardy students will remain in the office for the duration of the class period and will not be allowed to make up the work for the class period. Students will be responsible for any homework assigned during the missed class. **After a student receives five tardies, parents will be required to meet with the Director.**

Any student who is late due to a medical appointment must bring a doctor’s excuse with her in order to be admitted to class. Any student who is late due to bad weather or road conditions will be admitted to class upon arrival. As stated in the CMS Student and Family Handbook: Because there is no supervision available before school, students should not arrive before **8:15 a.m.** (unless the student has a scheduled appointment with a teacher.)

## Conflict Resolution Policy (reviewed: 2024)

At Campus Middle School for Girls, we work with parents as partners to provide a quality educational environment. In the event that a conflict arises between families and CMS staff, administration or board, the following procedure should be followed. The purpose of this procedure is to ensure the parent and the school a fair hearing of legitimate grievances.

**Level I: Staff Review**

*Nature of Concern*:
Disagreement at the classroom level (i.e. homework assignments, missing assignments, classroom behavior / discipline, grades, etc.)

*Review Procedure:*
We encourage parents to develop a relationship with their daughter's classroom teachers. Many conflicts can be resolved through conversation.

If conversation fails to resolve the conflict, the parent will make at least two written attempts to resolve the conflict with the teacher.

1. The parent will write a letter or email to the teacher. Within three working days of receiving the letter, the teacher will schedule a meeting by phone or in person.
2. If the parent is not satisfied with the resolution following the meeting, the parent will write a second letter or email to the teacher. The teacher will, within three working days, send a written response to the parent.

**Level II: Administrative Review**

*Nature of Concern:*
- Unresolved Level I disagreement.
- Allegations of unlawful or imprudent acts of a school employee or volunteer.
- Concerns about school procedure, execution of policy, or implementation of the school's mission that apply to specific students.
- Issues with school policy as written in the student handbook.
- Concerns about school procedure or execution of policy that apply to the entire student population.

*Review Procedure for Unresolved Level I Disagreement:*
The parent will send a letter or email to the CMS Executive Director who will, within three working days, schedule a meeting by phone or in person with the teacher and parent involved. Both letters to the teacher, the teacher's written response and the written request to the Executive Director will be available to all parties at this meeting.

The Executive Director will, within three working days of the meeting, provide a written response to the parent.

*Review Procedure for All Other Concerns:*
The complainant will send a letter or email to the CMS Executive Director who will, within five working days, schedule a meeting by phone or in person.

Meeting attendees will include an individual designated by the Executive Director to take minutes and may include other individuals at the Executive Director's discretion. The complainant will be notified of those attending when the meeting is scheduled.

The Executive Director will, within five working days of the meeting, provide a written response to the complainant.

**Level III: Board Review**

*Nature of Concern:*
- Unresolved Level II disagreement

*Review Procedure:*
The parent / complainant may send a letter or email to the Executive Director requesting a review by the Board. Within five working days of receipt of the letter, the president of the Board will convene a committee to review the complaint. The committee may consist of Board members and others with relevant expertise. All written documents must be available to the committee; the committee may, at its discretion, request to meet with any of the parties to the conflict.

The committee will render its decision within five working days of the meeting. The determination of the committee is final.

## Allergy Policy

Campus Middle School for Girls is **not** an allergen free school. Students are required to bring their own lunch and snack on a daily basis. Oftentimes we have parents prepare food to share for events and as part of the curriculum. While we make every attempt to avoid allergens in food, we cannot guarantee that trace particles are not present in food items.

**Social Media Policy**

Campus Middle School for Girls will not request or require any student to provide a password or other related account information in order to gain access to their account or profile on any social media platform (social networking website).

Campus Middle School for Girls may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary and/or technology policy.

Campus Middle School for Girls may require a student to share content in the course of such an investigation.

# Undesignated Medications

## Undesignated epinephrine auto-injectors:

Campus Middle School for Girls has on file an authorized standing order from a licensed health provider for one or more doses of epinephrine auto-injectors. All staff are trained on proper use of epinephrine annually. If an undesignated epinephrine auto-injector is used, CMS will immediately activate the EMS system and notify the student's parents, guardian, or emergency contact. Within 24 hours of administration, CMS will notify the physician, physician assistant, or advanced practice registered nurse who provided the standing protocol or prescription for the undesignated epinephrine auto-injector for its use. CMS will also report any administered undesignated epinephrine to ISBE as prescribed within 3 days.

## Opioid Antagonist:

Campus Middle School for Girls maintains a supply of an Opioid Antagonist in a secure location where an individual may have an opioid overdose, unless there is a shortage of opioid antagonists, in which case, the school shall make a reasonable effort to maintain a supply of an opioid antagonist.

## Undesignated Asthma Inhalers:

Campus Middle School for Girls currently does not hold a standing order for an undesignated asthma inhaler.

## Undesignated Glucagon:

Campus Middle School for Girls currently does not hold a standing order for undesignated glucagon.

**Cannabis Infused Product Administration Policy**

Students who are registered, qualified patients may self-administer (not self carry) a medical cannabis infused product under direct supervision of a trained administrator. (Training for administering cannabis infused products must be done annually). Parents, guardians, or other designated caregivers may also administer the product, assuming, in the opinion of the CMS administration, it will not create a disruption to the school's educational environment nor will it cause exposure of the product to other students.

Before allowing the administration of a medical cannabis infused product by a trained school administrator or a student's self-administration of a medical cannabis infused product under the supervision of a school administrator, the parent or guardian of a student who is the registered qualifying patient must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver). The written authorization must specify the times at which or the special circumstances under which the medical cannabis infused product must be administered. The written authorization and a copy of the registry identification cards must be kept on file in the office. The authorization for a student to self-administer medical cannabis infused products is effective for the school year in which it is granted and must be renewed each school year.

All medical cannabis infused products that are to be administered during the school day, must be stored in the main office at all times. CMS will not discriminate against any student who is administered a medical cannabis infused product by a parent or guardian or other individual or who self-administers a medical cannabis infused product under the supervision of a school administrator and will not deny the student's eligibility to attend school solely because the student requires the administration of the product.

# AI Use Policy for CMS Educators

## July 2025

**Introduction to Artificial Intelligence (AI):**

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically within our school.

**Policy Statement:**

This policy outlines the acceptable and unacceptable uses of AI in our educational environment. Our goal is to harness AI's potential to enhance educational outcomes while safeguarding our students' privacy, security, and well-being.

**Inappropriate Uses of AI in Education:**

**Violating Privacy and Data Security:**

AI must not be used to collect, store, or analyze student data without explicit consent and a clear educational purpose. It is inappropriate to use AI tools that infringe on students' privacy rights or fail to comply with data protection laws (e.g., FERPA, COPPA).

**Bias and Discrimination:**

Implementing AI systems that perpetuate biases or discrimination is prohibited. AI tools should be scrutinized for fairness and bias, ensuring they do not disadvantage any student group based on race, gender, socio-economic status, or ability.

**Replacing Human Interaction:**

AI should not replace essential human elements of teaching and mentoring. While AI can augment teaching, it must not substitute for the personalized and empathetic interaction between teachers and students.

**High-Stakes Decision Making:**

Using AI for high-stakes decisions, such as determining a student's academic progression, grading, or disciplinary actions, without human oversight is inappropriate. AI should support, not replace, the professional judgment of educators.

**Unvetted Educational Content:**

AI-generated educational content must be thoroughly vetted by educational professionals to ensure accuracy, relevance, and appropriateness. Relying solely on AI to generate and deliver instructional material is not acceptable.

**Unsupervised Use by Students:**

Allowing unsupervised use of AI tools by students, especially younger children, can lead to misuse, exposure to inappropriate content, or misinterpretation of information. Educators must guide and supervise AI interactions within the educational framework.

**Conclusion:**

AI presents significant opportunities for enhancing K-12 education but must be used with careful consideration to ethical, privacy, and educational standards. This policy will be reviewed annually to adapt to evolving technologies and educational needs, ensuring that AI remains a positive and powerful tool for learning and development in our schools.

# AI Use Policy for CMS Students

## July 2025

**Introduction to Artificial Intelligence (AI):**

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically within our school.

**Purpose:**

This policy outlines the principles and rules governing the use of Artificial Intelligence (AI) tools by students within the educational environment. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

**Policy Scope:**

This policy applies to all AI technologies and platforms accessed or used by students within the school premises, for school-related tasks, or through school-provided devices and networks.

**Responsible AI Use:**

**Educational Purpose:**

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

**Ethical Conduct:**

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in place of student work.

**Privacy and Data Protection:**

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

**Respectful Interaction:**

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

**Safety and Security:**

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

**Resource Responsibility:**

AI resources, such as software, chatbots, or assistants should be used responsibly and not abused for the ease of use in creating original content. Students should ensure that AI tools are used responsibly, without unnecessary ethical implications.

**Monitoring and Compliance:**

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

- 1st Offense: Forfeiture of grade on assignments and a teacher conference.
- 2nd Offense: Forfeiture of grade on assignments and a parent/teacher conference.
- 3rd Offense: Forfeiture of grade on assignments and an administrator conference.

The administration will handle all additional offenses.

**Review and Update:**

This policy will be reviewed and updated annually to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

**Conclusion:**

The responsible use of AI by students in the educational setting is essential for fostering a safe, ethical, and productive learning environment. By adhering to this policy, students will be better equipped to leverage AI technologies for their educational advancement while respecting

**Classroom Tardy Policy**

Students are expected to be on time for each of their classes. They will be considered tardy to class if they are not seated in their classroom, with the necessary supplies, when class is scheduled to begin.

Consequences for students who accumulate the following number of unexcused tardies to class (during passing periods) per week will be as follows:

- 1st tardy: Warning
- 2nd tardy: Warning
- 3rd tardy: 1 Lunch detention to be served the following school day, email to parents
- 5th tardy: 3 Lunch detention to be served consecutively
- 9th tardy: 5 Lunch detentions to be served the following week, meeting with parents

Subsequent tardies: Discipline may include but is not limited to loss of passing time, or additional lunch detentions.

Students who arrive to class late because a teacher kept them after class should have a pass from that teacher.

**Accumulated tardies re-set each week.**