

CHRISMAN ELEMENTARY

STUDENT/PARENT HANDBOOK 2017-2018

Mrs. Kelly Schluter

PRINCIPAL

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Approved by Board of Education

PRINCIPAL'S MESSAGE

Welcome to Chrisman Elementary School! Whether you are new to Chrisman Elementary or a returning family, our faculty and staff are looking forward to a great school year together.

Our staff is dedicated to do what's best for children. It is our goal to provide your child with academic, social, and emotional skills to be successful. As a staff, we highly encourage our parents to take an active role in their child's educational process. We welcome your participation and support.

This handbook has been prepared to make you aware of the Chrisman Elementary School policies and procedures. Please review and discuss this information with your child. If you have any questions, please call the school office at 217-269-2022

I am thrilled to be part of such an outstanding team at Chrisman Elementary School. I look forward to working with you and your children.

Sincerely,
Mrs. Kelly Schluter

MISSION STATEMENT

"Our mission is to empower all students to succeed in a changing world." The Chrisman School District staff believes that **ALL** students can learn and achieve mastery of essential skills to succeed in a changing world. We believe our school's purpose is to challenge **ALL** students to high levels of academic performance, while fostering growth in social / emotional behaviors, abilities, and enhancing the development of each individual's unique potential in the transition from kindergarten to elementary school to junior high school to high school.

FORWARD

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. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies.

CHAIN OF COMMAND FOR SOLVING SCHOOL-RELATED PROBLEMS

When problems arise that are student and school related, parents are urged to use the following procedure:

1. Every effort should be made to find a solution with the student's teacher.
2. If no satisfactory solution is found, appeal is to the building principal.
3. If no satisfactory solution is found, appeal is to the superintendent.
4. If no satisfactory solution is found, appeal is to the Board of Education. School board members have power to take action only when the Board of Education is in session.

SCHOOL RECOGNITION

Chrisman Community Unit School District No. 6 is fully recognized by the Illinois State Board of Education.

SCHOOL STRUCTURE

Established by Illinois School laws, Chrisman Community Unit School District No. 6 is governed by a seven member board, whose non-paid members are elected to four year terms. The board meets the second Monday of each month to transact the business and to establish the policy for conducting the school. The district covers approximately 130 square miles surrounding and including the towns of Chrisman and Scotland. All school-age students within this territory shall attend Chrisman schools unless they choose to pay their own tuition and attend a public, private, or parochial school elsewhere.

CHRISMAN ELEMENTARY PTO

Parent Teacher Organizations help build a bridge between home and school. All parents are encouraged to become active members of the Chrisman Elementary PTO. A good working relationship between parents and school personnel is essential to a child's growth and educational progress.

PHILOSOPHY AND OBJECTIVES OF CHRISMAN ELEMENTARY

The district's schools realize the important role they play in the development of this state and nation. We recognize the responsibility of religious groups, fraternal clubs and civic organizations within the school community for the molding of character, increasing the strength of moral fiber, and the implanting of civic pride in our students. The first

concern of the schools is to educate, to the full extent of their ability, each of our students to the full extent of his/her capacities to learn.

We attempt to meet the challenge of fostering wholesome development of virtues and character traits by providing to the best of our ability a well-rounded curricular and co-curricular program. The district's schools wish to establish rapport among parents, students, teachers, administrators, the school board, and the community at large.

Our schools recognize the importance of the influences parents, home life, and the elementary school have upon the students. The school, by diligent effort, hopes to assist its students in the development of a sound system of values.

We have an obligation to the citizens of the community to upgrade, whenever and wherever possible, the advantages a student may receive from attending our schools. We also believe that what is learned here is only a foundation upon which life-long learning experiences will be built.

It is our goal that graduates from this school district will be adequately prepared to successfully meet the challenges of life in the pursuit of college and career.

No pupil in the district is excluded from or segregated within any school based on color, race, nationality, sex, religious affiliation, or disability. The district does not discriminate on the basis of sex, nationality or disabilities in the provision of educational and extra-curricular programs, activities, services, and benefits.

BOARD OF EDUCATION

Mrs. Leslie Henry, President
Mr. Steve Rogers, Vice-President
Mr. Cory Chaney, Secretary
Mr. Mark Wyatt
Mr. Steve Lorenzen
Mrs. Karen Webster
Mr. Jim Ingram

ADMINISTRATION

Mr. Jim Acklin, Superintendent
Mr. Cole Huber, JH/HS Principal
Mrs. Kelly Schluter, Elementary Principal

SCHOOL HOURS

Students may not occupy the building or school grounds before 7:45am or after 3:20pm except when supervised by a school sponsor or a teacher. Students are considered tardy if they arrive after 8:10am. Students are considered absent ½ day if they arrive at school after 9:00am. **Regular school hours are 8:00am – 3:00pm. Early dismissal times are 11:40am or 1:50pm.** On early dismissal days, students may not be in the building unsupervised after the busses leave. The school grounds are closed to the public after 10:00pm except during school activities.

CLOSING OF SCHOOL-EMERGENCIES

If school is closed because of inclement weather or other natural disaster, an announcement will be broadcast on WCIA Channel 3 in Champaign, Channel 2 in Terre Haute, and WICD Channel 15 in Champaign. The Alert Now system will also be used to contact parents. The decision to close school due to inclement weather will be made by 6:00am. Please do not call the principal or teachers about school closings. If the weather deteriorates once school is in session, the decision for an early dismissal will be made by 12:30pm.

ADMISSIONS

No child shall be permitted to enter kindergarten at the start of a school year unless the child is five (5) years old on or before September 1st of the year in which admission is sought. A birth certificate shall be presented to verify the child's age. A copy of the birth certificate shall be retained in the student's permanent record. Students shall not be permitted to enter kindergarten or fifth grade unless the superintendent or designee is provided with proof of immunizations from disease as required by law, or a legally sufficient statement is submitted objecting to inoculations.

ATTENDANCE

The Illinois School Code contains the following statement regarding attendance: "Whoever has custody or control of any child between the ages of seven and seventeen years, shall cause said child to attend school in the district in which they reside, during the entire time it is in session during the regular school term."

ABSENCES

Absences

Paragraph 1: No Call

Regular attendance is an extremely important element of student success. In the event of an absence, the student's parent or legal guardian is required to call the school (269-2022) before 8:10 a.m. to indicate the reason for the absence. Upon request of the parent or legal guardian, the reason for an absence will be kept confidential. If no call is received by 8:10 a.m., the absence will be unexcused.

Paragraph 2: Three Absences

After three (3) absences of half or full days per quarter, further absences will be unexcused unless a doctor's note is presented at the time the student returns to school. Doctors may fax notes to 269-3222. It is the parent or legal guardian's responsibility to follow up and make sure the fax is received by the school.

Paragraph 3: Extended Illness

A properly excused extended illness will count as one (1) day toward the three (3) days. After an absence of three (3) or more consecutive days, a doctor's note must be presented at the time of the student's return for the absences to be excused. Late doctor's notes will not excuse the absences.

Paragraph 4: Extended Pre-arranged

Both the Office and the Teacher must be notified, individually in writing, of plans for an extended pre-arranged absence at least one week prior to the planned absence. This notification allows time for Principal approval of the pre-arranged absence and for homework assignments to be gathered and explained prior to the pre-arranged absence. Homework assigned for the missed days shall be due the day the student returns from the absence. After that date, grades on make-up work may be impacted. If notification is not made within this time frame, the absences will be unexcused.

This advance notice requirement will not apply to emergency situations such as a death in the family.

Three types of absences

Excused: If the student's absence is excused, the student shall make up missed work. The student shall be permitted the same number of days as he/she was absent to turn in the make-up work. For example: For an absence of three (3) days a student will have three (3) days to make up missed work. The day of return to school shall count as day number one (1) in this circumstance. Grades on

make-up work may be impacted by further delay in making up the missed work.

Unexcused: An absence is unexcused if

1. No parent contact is made with the school by 8:10 explaining the student absence (see Paragraph 1).
2. After three (3) absences of half or full days per quarter, a doctor's note is not presented at the time the student returns to school from any further absences (see Paragraph 2).
3. A doctor's note is not presented upon return from an absence of three (3) or more consecutive days (see Paragraph 3).
4. Notification of an extended pre-arranged absence is not made to both Mrs. Schluter (for approval) and to the Classroom Teacher (for homework) one week prior to the absence Paragraph 4).

Homework for absent students

Homework for absent students shall be placed on the bench in the front lobby by 2:00pm each day.

A.I.M.S.

After 5 unexcused absences or after a total number of absences equal to 5% or more of the past 180 school days with at least one of these absences being unexcused, the student's name shall be submitted to A.I.M.S. truancy program.

TRUANCY

A.I.M.S. is a program providing support services and resources to assist chronic truants in overcoming attendance problems and to help school districts with chronic truants. The A.I.M.S. program is funded by the Illinois State Board of Education and the services are provided by the Regional Office of Education.

TARDY POLICY

Students shall report on time to all scheduled classes. When a student arrives to class after the bell has rung, he or she shall report to the office for a tardy pass. If a student seeks entry to class late and

lacks a tardy pass, the student shall be sent to the office.

Students who ride the school bus and are late will not be marked tardy. If a student arrives at school after 8:10am and before 9:00am, the student will be marked tardy. After 9:00 am students will be marked ½ day absent.

ILLINOIS PUBLIC SCHOOL RECOGNITION SYSTEM

The State Goals for Learning provide the underlying framework for defining and assessing student learning outcomes and evaluating the school's improvement efforts.

Components- Three components operate independently to determine a school's designation for recognition: (1) compliance with facilities, staffing, and program specifications as specified by statute and rules; (2) evidence that all students meet performance standards and are served by a comprehensive school improvement plan; and (3) school results on the state assessment tests.

The first component of the designation reflects a school's compliance with the various specific provisions of the law and State Board of Education rules. The second component of the designation requires schools to provide evidence, over a period of time, of the extent to which students are learning and how well students are being served through a comprehensive school improvement system. The school must provide evidence that:

- learning outcomes are consistent with and as comprehensive as the State Goals of Learning;
- the achievement of outcomes is measured in a reliable and valid manner;
- appropriate performance levels (standards) are established;
- comprehensive results document what students know and are able to do;
- assessment information is interpreted according to local learning outcomes and standards of student performance;
- assessment results or other aspects of schooling meet the needs of all students in reaching specified outcomes.

Schools within a district must first meet the facilities, staffing and program criteria stated in the law and rules. If a school is found to be in noncompliance, the district will be given a specified length of time to correct any deficiencies.

Standards for the second component will be applied following the on-site quality review. A school will be evaluated according to specific performance and improvement criteria and assigned one of four possible classifications: Exceeds, Meets, Does Not Fully Meet, or Does Not Meet.

Standards for the third component will be applied when the school has an internal review. The state board uses the school's ISAT results from the previous year to apply this component of the designation. A school will receive an Exceeds, Meets (high, middle or low), or Does Not Meet classification for this part of the designation based on the performance of students in grades 3 and 4 for reading, mathematics, and of students in grade 4, for science. ISAT tests are administered during the month of March.

Each component will be rated independently and the resulting designation will contain three separate statements. For example, a school's designation might be Compliance-yes; State Assessment-Exceeds; Local Performance and Improvement-Meets. No school is eligible to receive recognition status without the presence of all three components; compliance, local performance and improvement, and school performance on the ISAT.

IN LOCO PARENTIS

The school code provides that "In the absence of parents, that all school certified personnel (teachers and administrators) stand in the relationship of parents and guardians to pupils at school and all athletic and extracurricular programs".

STUDENT APPEARANCE

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety and decency will be considered inappropriate. The Building Principal is the final authority for judging the appropriateness of a student's appearance.

The following are only samples of dress standards that relate to attire which are deemed inappropriate for school:

- 1) untied shoe string
- 2) chains on clothing
- 3) bandanas around head
- 4) hats in the building

- 5) see through tops or shirts or shirts showing undergarments
- 6) suggestive or derogatory slogans; improperly placed patches on clothing.
- 7) clothing advertising alcohol, tobacco products or drugs.
- 8) controversial symbols
- 9) short shorts
- 10) spaghetti strap tops
- 11) Flip Flop shoes
- 12) Outdoor shoes such as snow boots, etc.

The faculty and administration reserve the right to determine which slogans, patches, symbols or advertisements are appropriate at school.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 7:45 am. After 8:00, the East door will be locked. Students must then enter through the West front door. Classes begin at 8:10 am and students are dismissed at 3:00 pm each day. The following building rules shall apply:

1. Hats shall not be worn in the building.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
3. Students shall not write on walls, desks or deface or destroy school property.
4. Chewing of gum is not permitted in the school building.
5. Students shall walk to and from the school busses or to and from parent vehicles before entering or after leaving the building.
6. Skateboards are not permitted at school.
7. Water guns, play guns, and/or real guns are not permitted at school.
8. No radios, tape players, tape recorders, cam recorders, CD players or cameras are permitted without permission from the principal. No electronic devices such as IPODS or DS hand held games.
9. Cell phones must remain in backpacks and turned off.
10. Students shall stay off the grass between the drive and school building.
11. While students are in the hallways, they shall remain quiet.

TRANSPORTATION

The District shall provide a safe, efficient system of transportation for all students in the District. Transportation for special education students and non-public school students shall be provided in accordance with state law. Bus schedules and routes shall be determined by the Superintendent or his/her designee and shall be altered only with his/her approval and direction. In fixing the routes, every effort should be made to have the pickup and discharge points as safe and convenient for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration and in compliance with legal requirements and liability coverage requirements. Students shall be transported to and from school sponsored activities only in vehicles authorized by the administration. A transportation fee may be set by the School Board to defray costs. Every vehicle regularly used for the transportation of students must pass a safety inspection test at 6 months or 10,000 miles whichever occurs first. The test shall be given at a testing lane certified by the Illinois Department of Transportation. School bus drivers shall undergo and pass rigorous physical examination before being employed and once each year during employment. Bus drivers shall remain in the bus at all times when children are on board. There are two exceptions to this rule: a) in the case of an emergency and the bus driver must leave to get help; b) if there is a supervisor, aide, chaperone or other appropriate adult on the bus.

TRANSPORTATION- SCHEDULING AND ROUTING

The Superintendent or his/her designee shall study the student population in order to provide the safest, shortest routes which will get all children to school in the most economical way. Routes shall be arranged in such a way to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses.

In the rural area, students shall meet the bus at the end of their lane. In the rural areas, stops shall be scheduled at the home of students. Stops at other locations for the convenience of the parents will be considered only if a bus can be so routed without adding additional time or mileage to the route and space is available.

Students are expected to ride his/her assigned bus to his/her designated destination unless the

parents have made prior arrangements with the school and bus driver. The school must be notified through a note or parent phone call before 2 pm of any change.

BUS RIDER GUIDELINES

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the board of education designates another adult to supervise the riders. The following rules govern school bus riders:

1. Be on time at the designated school bus pick up point.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has come to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep your hands and head inside the bus at all times after entering and until leaving the bus.
8. Do not throw anything out of the bus windows.
9. Loud talking and boisterousness are prohibited; such behavior diverts the driver's attention and could result in an accident.
10. Be absolutely silent approaching and during required RR stops.
11. Never tamper with, damage or deface the bus or any of its equipment.
12. Assist in keeping the bus safe and sanitary at all times. Eating is not permitted on school busses.
13. Animals are not permitted on the bus.
14. Keep books, book bags, packages, band instruments, coats and other objects out of the aisle.
15. Do not leave books, lunches or other articles on the bus.
16. Be courteous to fellow students and the driver.
17. Help look after the safety and comfort of smaller children.
18. Do not ask the driver to stop at places other than regular bus stops; the driver is not

permitted to do this except with proper authorization from the transportation coordinator.

19. Observe safety precautions at the discharge point. When it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
20. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Obey the directions of the school chaperon.
21. Follow directions the first time they are given.
22. Do not move from seat to seat while the bus is in motion.
23. Keep hands, arms, legs and objects to yourself.
24. Students will list one pickup point and one drop off point.
25. Parents must call by 2 pm to change transportation arrangements.

Bus drivers shall post conduct rules in their buses and shall announce the rules to their riders. Video cameras may be active on buses to record student behavior. Discipline for bus misconduct may include withdrawal of bus riding privileges.

The district will maintain the current guidelines listed for bus behavior, but will emphasize the following five:

- 1) Follow directions the first time they are given.
- 2) Do not move from seat to seat while the bus is in motion.
- 3) Keep hands, arms, legs and objects to yourself.
- 4) Do not curse, swear or talk loudly.
- 5) Be at the pick-up point on time.

Progressive Bus Discipline:

1st Offense: Verbal Warning

2nd Offense: Written misconduct notice sent home to parent.

3rd Offense: Possible three day suspension from bus

Further Offenses: Escalating suspensions and possible removal from bus.

Bus suspensions will progressively increase from 3-10-30 days with BOE option to suspend for remainder of semester or year.

CODE OF CONDUCT-INTERVENTION

All disciplinary responses shall be directed toward protecting the welfare of the school community and helping the student develop self-discipline. When determining the response for a specific act of misconduct, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

INTERVENTION/DISCIPLINARY MEASURES

In addition to mandatory parent or legal guardian notification, the following intervention measures may include, but are not limited to:

- Training to enable staff, students, and families to identify early warning signs of aggression.
- Encouragement of all staff and other members of the school community to raise concerns about students who have demonstrated behaviors that put them at risk for engaging in aggressive behavior.
- Assembling a team of specialists trained in evaluating and addressing serious behavioral issues and referring concerns about a particular student's potential for aggression to that team.
- Programs that teach students alternative, socially appropriate behaviors.
- Placing families of potentially aggressive students in contact with community organizations that can teach them to reduce aggressive behaviors in their children.
- Referral of a child who has been identified as being at risk for aggressive behaviors for a special education evaluation, since this may be a sign that a child is disabled and therefore eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA).
- Adherence to all the federal/state guidelines governing students with disabilities. These policies/procedures are available at the principal and superintendent's office.

Disciplinary measures may include, but are not limited to:

- Personal counseling
- Withholding of privileges
- Seizure of contraband
- Suspension from school and all school-sponsored activities and events for up to ten (10) school days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges, provided that appropriate procedures are followed.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
- Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
- Notification of parent(s) / guardian(s)
- Removal from classroom
- In-school suspension. The building principal or designee shall ensure that the student is properly supervised.
- Detention provided the student's parent(s) / guardian(s) have been notified. The student shall be supervised by a certified teacher, building principal or designee.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

AGGRESSIVE BEHAVIOR "NO BULLYING"

The school board shall, in consultation with its parent-teacher advisory committee and other community-based organizations, include provisions in the student discipline policy to address students who have demonstrated behaviors that put them at risk for aggressive behavior, including bullying. The provisions shall include procedures for notifying parents or legal guardians and early intervention procedures based upon available community-based and district resources.

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating, and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapon possession, gang affiliation and/or prejudicial attitudes. A person is being bullied when he/she is exposed, intentionally and repeatedly, to negative actions on the part of one or more other persons. Examples of bullying include, but are not limited to: threats, put-downs, name calling, teasing, ridiculing, taunting, slapping, pinching, shoving, pulling, poking, tripping, ostracizing, and isolating others. When such behaviors or characteristics are demonstrated, parents will be notified by the building administrator of potential consequences that range from an administrative conference to suspension or expulsion. In addition, parents will be made aware of interventions that may include information on early warning signs of aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

PARENT-TEACHER ADVISORY COMMITTEE

The district has established a parent-teacher advisory committee to assist in the development of student guidelines and policies concerning discipline and administering medication in schools.

DISCIPLINE POLICY NOTIFICATION

The student handbook, including the District disciplinary policies and rules, is accessible on the district website enrollment. A paper copy is available upon request.

DETENTION

Teachers may assign students detention that shall be served during noon recess or after school. Serving a detention takes priority over all other school functions.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. No employee shall slap, paddle, require a student to assume a

physically painful position for a prolonged period of time nor shall any employee intentionally inflict bodily harm. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm. Physical restraint may be used when necessary to protect the student or other individuals and / or property from harm.

EXTERNAL SUSPENSION

A student may be suspended from school for a period not to exceed ten (10) days. Such students will be provided with educational materials and will be required to do homework. Credit will be given for adequately completed assignments, tests or quizzes while a student is serving an external suspension. A student shall not be eligible to participate in extra-curricular activities while serving an external suspension. Suspended or expelled students shall be excluded from all school activities and shall be denied access to school grounds.

WEAPONS

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for a least one (1) calendar year. The expulsion period may, however, be modified by the superintendent, and the superintendent's determination may be modified by the Board of Education on a case-by-case basis. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon defined by Section 921 of Title 18, United States code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile court system of any student who brings a firearm or weapon to school.

GANGS—GANG ACTIVITY IN DIST. #6 SCHOOLS WILL NOT BE TOLERATED

Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for memberships; requesting payment of dues, insurance, or other forms of protection from any

individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property.

Gang identifiers, which change periodically, may not be allowed to be displayed by anyone at CUSD #6 schools at anytime, including after-school events. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories which the administrator has designated as a gang identifier. Examples of gang identifiers include, but not limited to: Playboy Bunny insignia, a single glove, 5 or 6 pointed stars, arrows or pitchforks shaved into the hair or otherwise exhibited. The administration may add to this list of identifiers at any time.

IN-SCHOOL SUSPENSION

In-school suspensions shall be served at the elementary building from 8:10 am until 3:00 pm. There will be adult supervision. A student serving an in-school suspension shall eat lunch in the suspension room and shall remain in the suspension room for the entirety of the school day.

After serving three detentions, if a student is assigned a fourth, the penalty may increase to a one day in-school suspension.

During suspension time, students will remain in their seats until 3:00 pm. Students shall be required to study during this time.

1. A student serving an in-school suspension shall have all assignments, study materials, paper and writing implements with him or her.
2. The student shall not be permitted to leave the room during the day except to use the restroom. Permission to do so shall be at the discretion of the adult in charge. A faculty member shall escort the student to the restroom facilities.
3. Talking shall be prohibited.
4. Students shall remain awake and in an upright position.
5. Students shall sit properly at the desk with both feet on the floor at all times.
6. A schoolbook must be open at all times in front of the student. Further disciplinary action may be taken if the student fails to study or behave.
7. No drinks, food, candy, games, walkman, or writing of notes shall be permitted.

DISCIPLINARY OPTIONS

Teachers may, in addition to or in place of other disciplinary options, assign additional homework, written assignments, restrict students from recess, and/or contact parents or guardians to inform them of discipline problems.

DISCIPLINE

School officials will discipline students who do not conduct themselves in accordance with school rules and regulations and/or hinder the learning process for other pupils. Depending on the nature and severity of the events, school officials may request the assistance of law enforcement agencies. Section 10-22.6 of the School Code of Illinois (105 ILCS 5/10-22.6) gives the board of education the power to suspend or expel a student "guilty of gross disobedience or misconduct." It permits the board to authorize the building administrator to suspend students for a period not to exceed ten (10) school days for acts of gross disobedience or misconduct. The board may expel a student for more than ten (10) school days and up to two calendar years. Any student who is suspended or expelled from school is forbidden to attend any school function, take part in any extra-curricular activities, or be on school property until the suspension or expulsion has ended.

Any of the following may be cause for suspension or expulsion:

- A. Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program or school

athletic program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession;

- B. Possession, use control or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of United States Code, Firearm Owners Identification Act or use of weapon as defined in Section 24-1 of the Criminal Code or any other object if used or attempted to be used to cause bodily harm including but not limited to knives, brass knuckles, clubs, or look-alikes of any weapon is prohibited. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm:
- C. Fighting, assault or battery;
- D. Any act which can be interpreted as, or results in the disrespect of a school employee;
- E. Cheating;
- F. Theft, burglary, robbery;
- G. Intentional or negligent damage to property;
- H. Use or possession of cellular phones and pagers without written approval of school officials;
- I. Hazing or harassment; No initiations may be held outside of a school organization's regular meetings. Initiations held within meetings must be approved by the advisor and principal.
- J. Arson or false fire alarm;
- K. Bomb-explosion threat, bomb or explosion;
- L. Any conduct which would constitute an attempt at a violation of these rules;
- M. Any other behavior which disrupts the educational process or which threatens or causes damage to persons or property.

SEARCH AND SEIZURE

School authorities may conduct reasonable searches of school property and equipment. "School Authorities" include school liaison police officers. School officials may request the assistance of law enforcement officials to conduct searches using specifically trained dogs. School officials may search a student's person and/or personal effects in the student's possession (such as purses, wallets,

coats, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objective and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search shall be conducted as follows:

1. outside the view of others, including students;
2. in the presence of a school administrator or adult witness; and
3. by a certified employee or liaison police officer of the same sex as the student.

Following a search, a written report shall be prepared by the school authority who conducted the search and the report shall be delivered to the superintendent. The student's parent(s) / guardian(s) shall be notified of the search. If a search produces evidence a student has violated or is violating either the law or the school district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

POLICE INTERVIEWS AND INTERVENTION

The school district works closely with the Chrisman Police Department, Edgar County Sheriff's Department and the Illinois State Police. Students at Chrisman Elementary may be interviewed by law enforcement officials. In appropriate circumstances the principal will make an attempt to notify the parent or guardian of an interview. If the parent or guardian cannot be contacted, the principal will be present during the interview.

PROHIBITION OF TOBACCO ON SCHOOL PROPERTY

The use of tobacco on school property is prohibited when the property is being used for any school purposes. Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form, including smokeless tobacco which is any loose cut, shredded, ground, or powdered tobacco, without being smoked. School purposes include, but are not limited to all interscholastic or extracurricular, athletic, or other events sponsored by the school board or in which

students of the district participate. Groups requesting the use of district facilities shall be advised of this policy and shall be required to adhere to it.

CLOSED CAMPUS

The school campus is closed at noon. No student shall be permitted to leave the school grounds at lunch time for the purpose of eating lunch at home unless the student submits a permission slip each day signed by the student's parent or guardian.

HEALTH EXAMINATIONS, IMMUNIZATIONS AND LEAD SCREENING

Proof of a physical examination shall be required prior to enrollment of all kindergarten and out-of-state transfer students and within one year of enrolling in grades 6 and 9. All students and out-of-state transfer students shall be immunized against all communicable diseases as required by the rules and regulations of the Illinois Department of Public Health.

The school district maintains records for each student which reflect compliance with the examinations and immunizations prescribed by Section 27-8 of the School Code (105 ILCS 5/27-8) and the applicable rules and regulations of the Illinois Department of Public Health. The district shall exclude any student from school for failure to meet health examination and immunization requirements if such requirements are not met by the first day of the school year. Children whose parents or legal guardians object on religious grounds to immunization may be exempted from same upon providing to the superintendent a signed statement of religious objection which details the grounds for objection. A new statement for each child shall be presented prior to the opening day of each school year. If the physical condition of the child precludes immunization on medical grounds, an examining physician shall so indicate.

The school district requires that each parent or legal guardian of a child between the ages of six months through six years provide a statement from a physician or health care provider that the child has been screened for lead poisoning. This statement must be provided prior to the child's initial admission to school and subsequently in conjunction with required physical examinations. (The Lead Poisoning Prevention Act, 410ILCS 45/7.2)

Students entering kindergarten, 2nd, and 6th grades will be required to have an oral health examination

performed by a licensed dentist. Each child shall present proof of examination prior to May 15th of the school year. The dental examinations must have been completed within 18 months of the May 15th deadline. If a child in 2nd or 6th grade fails to present proof by May 15th, the school may hold the child's report card until the child presents proof of dental examination, presents a dental examination waiver form, presents an exemption based on religious grounds, or presents proof that dental examination will take place within 60 days after May 15th.

A vision exam is required for students entering kindergarten or any student enrolling in public school for the first time. The child shall present proof of having been examined within the previous year before October 15th of the school year or the school may hold the child's report card until the child presents proof of a completed eye examination or the child presents proof that an eye examination will take place within 60 days after October 15th. Vision screenings will be provided annually for all children in grades kindergarten, 2nd and 8th, and for teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a form indicating that an examination has been administered within the previous twelve months.

MEDICATION

Students shall not possess prescribed or over-the-counter medications of any kind (including aspirin or aspirin substitutes such as Tylenol) in any school buildings during the school day. Each student having or possessing any prescribed or over-the-counter medication shall, as soon as possible after entry into any school building, deliver the medication to the principal's office or nurse's office, where it shall be stored in a locked medicine cabinet during the school day. The principal or nurse shall monitor and observe the taking of the medication. Students will be evaluated on an individual basis regarding the need to carry emergency medication. There is a parent/teacher advisory committee that assists in the development of guidelines and policies for administering medication in Chrisman Elementary School. A copy of the policy shall be provided to parents or legal guardians during registration. Exception to this is for those students possessing prescribed inhalers who may need to have his/her inhaler with him/her at all times. The school does permit the self-administration of asthma medication provided that the parents of the student provide written certification from the physician that the student does have asthma and is capable of self-administration.

Parents must sign an acknowledgement that school district personnel incur no liability (except for willful and wanton conduct) for injury arising from self-administration.

ILLNESS DURING SCHOOL HOURS

A student who becomes ill at school shall report the illness to his or her teacher, who in turn shall direct the student to the school nurse, secretary, or principal as appropriate. If necessary, parents shall be notified in order that they may come to school and take the student home or to the doctor. Students leaving class without reporting to the nurse, secretary, or principal shall be treated as truant.

INFESTATION

The administration will observe applicable recommendations of the Illinois Department of Public Health regarding transmittable infestations. Faculty and or staff shall report to the school nurse any known or suspected case of a transmittable infestation involving a student attending any programs operated by the district.

The nurse or principal will notify parents/guardians if there is a concern following a head check. At that time, the nurse or principal will offer suggestions of treatment. Then, it is the parent's decision whether or not to pick their student up to begin treatment immediately or wait until the student finishes that school day.

ACCIDENTS

Accidents occurring at school or on the way to or from school shall be reported to the school nurse or the principal's office. First aid is provided at school and parents will be notified if the injury appears to be serious. At registration, parents shall provide emergency information listing a doctor and an adult to be notified in case of an emergency.

ELEMENTARY GRADING SCALE

The following grading scale is used in the district:

100-94=A	93=A-	92=B+
91-85=B	84=B-	83=C+
82-76=C	75=C-	74=D+
73-71=D	70=D-	69-0=F

HONOR ROLL CRITERIA

1. High Honors= All A's
2. Honor Roll = All A's and B's with at least 50% A's.

SEX EDUCATION

A parent may request that a student be excluded from sex education classes and from curriculum offerings regarding the recognition and avoidance of sexual abuse. When a student may be exposed to sex education, a letter requesting parental permission shall be sent home prior to the presentation. Parents may view the instructional material related to sex education upon request.

PLACEMENT EXAM

Any student enrolling in grades kindergarten through eight shall be accorded the opportunity for a placement examination. Placement decisions shall be made with input from teacher(s), the elementary principal, the guidance counselor, and the superintendent. In the event a parent or guardian of an entering student desires a hearing as to the grade placement examination, the board of education shall conduct a hearing for the purpose of rendering a final decision on grade placement of a child in grades K-8.

ACHIEVEMENT TESTS

Chrisman Elementary administers the AimsWeb achievement test which will be given three times during the year.

PARCC ASSESSMENTS

Chrisman Elementary administers the required Illinois State Tests in March. Students in grades 3-5 are tested in reading and mathematics.

BREAKFAST/LUNCH AND CAFETERIA RULES

Breakfast is offered to students from 7:50-8:10 in the mornings. Students may choose to eat breakfast. Students who have eaten at home may choose not to eat breakfast at school.

Lunch is also offered. Students may choose to bring a sack lunch from home or may choose to purchase a school lunch.

Students may qualify for free or reduced breakfast and free or reduced lunch prices.

The cost for breakfast is as follows:

Paid Breakfast: \$1.55

Reduced Breakfast: \$.30

Free Breakfast: No charge

. The cost for lunch is as follows:

Paid Lunch: \$2.55

Reduced Lunch: \$.40

Free Breakfast: No charge

The district participates in the National School Breakfast/Lunch Program. Meals are served every school day except when there are 11:40am early dismissals. Free or reduced price meals are available for qualifying students:

- If a family qualifies to receive food stamps or for Aid to Families with Dependent Children (AFDC), such children are eligible to receive free meals.
- If a family's total household income is at or below prescribed limits, such children are eligible to receive free or reduced price meals (\$.40 per meal)
- Foster children may be eligible for benefits regardless of household income.

Students shall walk to lunch and shall be orderly and quiet during the lunch hour. Trays shall be cleared by the student when the student has finished eating. Trays shall be stacked neatly after placing silverware in its proper container. Students shall remain seated during the lunch hour except to return to the lunch line or return trays. No food shall leave the cafeteria. **No soft drinks are permitted during lunch (this includes sack lunches).** Students shall be dismissed from the cafeteria by the lunch room supervisor.

Cafeteria rules:

1. Students shall sit in assigned seats.
2. Loud talking is prohibited;
3. Students shall not throw food, milk cartons or play with condiments;
4. Students shall not trade food;
5. Students shall remain in line before and after lunch in an orderly and quiet manner;
6. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.

CLASSROOM TREAT POLICY

Classroom treats supplied for holiday parties should be purchased pre-wrapped treats.

EMERGENCY DRILL PROCEDURES

Students shall be silent and comply with the directives of school officials during emergency drills.

FIRE DRILL PROCEDURES

Several times throughout the year students and staff shall practice emergency procedures to be used in the event of a structural fire. Each classroom has instructions posted defining its exit route. Teachers shall explain exit procedures to students early in the school year. Upon the sounding of the alarm, students shall pass quietly and quickly from the building using the designated exit route. Students shall stay with their teacher and shall not leave school grounds.

TORNADO DRILL PROCEDURES

Several times throughout the year students and staff practice emergency procedures to be used in the event of a tornado or severe weather. When the siren is sounded, students and staff shall pass quietly and quickly to the designated area on the charts posted in each classroom. Teachers and staff shall instruct classes on the procedures and routes. An evacuation plan shall be posted in each classroom next to the door.

INTRUDER DRILL PROCEDURES

During the school year, students and staff will practice emergency procedures to be used in the event of a building intruder. When the drill announcement is made, teachers shall take measures to protect the students under their care. Intruder drills will take place in conjunction with the local law enforcement officers.

STUDENT RECORDS

The district recognizes the right of parents, and under certain conditions students, to examine student records. The procedure for examination of records is set forth in school district policy. A policy manual is available in the unit office.

STUDENT RECORDS-MAINTENANCE

In compliance with state and federal law, the District shall maintain two sets of student records. These shall be: 1) a permanent record which shall include: basic identifying information, academic transcripts, attendance records, accident/health reports, and information pertaining to release of this record. Additionally the permanent record may include: honors/awards and activities/athletics. No other information shall be placed in the permanent record. The permanent record shall be maintained for a least sixty (60) years after the student has graduated, withdrawn, or transferred from the District. 2) A temporary record, which may include: family background, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to release of this record, and other relevant information not required to be in the permanent record. Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. The District shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than five (5) years after the student has transferred, graduated or permanently withdrawn from the District. However, the District may maintain indefinitely anonymous information for authorized research and planning. The Building Principal shall be responsible for the maintenance, retention or destruction of a student's permanent or temporary records in accordance with the District's established procedure. No student record shall be destroyed unless the written approval of the appropriate Local Records Commission is first obtained. Prior to expunging and destroying students' permanent and temporary records, the District shall notify the students' parents/guardian and the student of its impending action. A thirty (30) day notice shall be given in the local newspaper, as well as a notice sent home with each student. The parents/guardian or student shall be given the opportunity, within the thirty (30) day period, to copy the record and information proposed to be destroyed or deleted.

In the case of the handicapped student who graduates or permanently withdraws from the District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's handicapping condition.

An explanation of the usefulness of the records may be given to the parents/guardians or student by the District's appropriate student personnel services worker. The Superintendent shall be responsible for designating a records custodian who shall maintain student permanent records.

STUDENT RECORDS- ACCESS

The parents/guardian of a child under eighteen (18) or a designee of the parents/guardian shall be entitled to inspect and copy information in the student's records. A student shall have the right to inspect and copy his or her school student permanent record. The District shall notify students and the parents/guardian of such rights upon the initial enrollment or transfer of a student to the District. In cases of divorce or separation, both parents shall have this right unless a court order indicates otherwise. The District may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student's records. However, no individual shall be precluded from copying information because of financial hardship.

A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within fifteen (15) days of the District's receipt of such a request.

The parents/guardian or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Education Regulations on Student Records, 23 Ill. Adm. Code 375.90.

Before destroying or deleting information in the records, the Superintendent or his/her designee shall notify the parents/guardian and student and shall provide an opportunity for the parents/guardian or student to copy such information.

The District shall grant access to information included in student records to persons authorized or required by state or federal law, provided that:

1. the person submit to the District appropriate identification and a copy of the authorization papers;
2. the parents/guardian receive prior written notification of the nature and substance of the information to be released. The parents/guardian shall be given the opportunity to inspect, copy and/or challenge the information. When the release of information relates to more than 25 students, the

District may give prior notice through a local newspaper of general publication.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parent or student except that the District shall grant access:

1. to another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred;
2. pursuant to a court order. In such cases, the District shall notify the parents/guardian and student of the release of such information;
3. to an employee of the District or an employee or official of the State Board of Education with a current and demonstrable educational or administrative interest;
4. for research, if the superintendent's permission has been given and no student or parent can be identified from the information released and the individual seeking information signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

In case of emergency, to protect the health or safety of the student and others and within the regulations of the State Board of Education, student records or information contained therein may be released. Under emergency circumstances, the District shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency and the importance of acting quickly.

REPLACEMENT OF LOST OR DAMAGED TEXTBOOKS

At the beginning of the school year, students are loaned textbooks. Teachers shall assess the condition of the books before they are issued for student use each year and again at the end of the school year. Textbooks are the property of the school district. Lost or damaged books shall be paid by the student at replacement cost.

FINES, FEES AND CHARGES: WAIVER OF STUDENT FEES

The school board shall establish fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students shall not be denied educational services or academic credit due to the inability of his/her parent(s) or guardian(s) to pay fees or certain charges. Students whose parents are unable to afford student fees may receive a fee

waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent, guardian or a student who has been assessed a fee on an application form available from the principal's office. A student shall be eligible for a fee waiver when at least one of the following prerequisites is met:

1. The student is receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student is currently eligible for free or reduced price meals pursuant to regulations contained in the Illinois School Code.
3. The student's family is currently eligible under the guidelines of a family-size income level prescribed annually by the Secretary of Agriculture. Consideration for eligibility will be given by the building principal to additional factors such as: illness in the family, unusual expenses caused by natural disasters (fire, flood, storm damage, other emergency situations, e.g.).

COMPREHENSIVE NEEDS ASSESSMENT

The district conducts a yearly comprehensive needs assessment to determine the scope of pupil personnel services needs in the areas of guidance and counseling, psychological, social work and health services.

DOCTOR AND DENTAL APPOINTMENTS

Parents shall schedule doctor, dental and eye appointments after school or on Saturdays whenever possible. When an appointment occurs during the school day, the parent shall

1. Send a note to the teacher at least one day prior to the appointment

AND

2. Call (or send a note to) the office to request a pre-arranged absence.

This dual notification will insure homework from the classroom is ready and that the absence is properly recorded in the attendance records. Without this prior notification, students will remain in class until the current class session concludes. This will minimize disruption of instructional time in the classroom and allow the classroom teacher an opportunity to gather the necessary homework after

instruction has concluded. An approved pre-arranged absence preserves the student's eligibility to participate in extra-curricular activities that evening.

SCHOOL ACTIVITIES

Participation in school activities is a privilege. Misconduct shall result in a disciplinary response.

SCHOOL GUESTS

School guests shall report to the office when entering the school building. A student who desires to have a guest at school shall obtain the prior approval of the building principal. Visitors shall sign in the office and will be issued a "Visitor" tag to wear. At the end of the visit, the visitor shall sign out in the principal's office.

FIELD TRIPS

All school policies, rules and regulations shall be in effect on school-sponsored field trips. No student may participate in a field trip unless a parent permission form is signed.

PERMISSION TO LEAVE SCHOOL

Students who desire to leave school during the day shall obtain permission from the principal's office, preferably before the beginning of the school day. In no case shall a student leave during the day without a note signed by a parent or legal guardian. During school hours, teachers shall release students into the custody of a parent(s) or legal guardian(s) only. A student who leaves school without obtaining permission from school officials shall be subject to discipline.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Parents shall inform the school office in the event of a change of address or a change in telephone and cell phone numbers during the school year.

STUDENT SALES

Students shall not sell any item at school unless such item has been approved and is connected to an approved school-sponsored fund raising activity.

WALKERS AND BICYCLE RIDERS

Students who live on the West side of Route One and walk to school or an after school activity shall use the underpass to cross Route One. Bicycle

riders who live on the West side of Route One shall park his or her bicycle in the bicycle rack near the west underpass and shall use the underpass to cross Route One. Bicycle riders who live on the East side of Route One shall park his or her bicycle in the bicycle rack near the multi-purpose room. **Any student walking across Route One without using the underpass shall be subject to discipline.**

Students who walk or ride their bicycle home after school will sign out at the front door before leaving. These students will be released from the front door after busses have cleared the driveway.

WALKERS

All walkers should report to the front doors of the school before school starts. Walkers should not arrive on school property before 7:45am.

CAR RIDERS

Parents should drop off students at the EAST door between 7:45 and 8:00.

Parents should pick up students at the EAST door at 3:00. Students will be dismissed to the carline and will be held in line by school personnel until the student's vehicle is first in line.

RETENTION OF STUDENTS

In April, the principal shall notify in writing the parent or legal guardian of any student being considered for retention. Illinois law prevents a student's promotion to the next higher grade based upon age or any other social reason.

The decision to promote a student to the next grade level shall be based on:

1. Demonstrated grade level mastery of Benchmarks set by the Common Core Learning Standards
2. Performance, based on ISAT/PARCC/AIMSWEB testing results.

Retained students shall have the opportunity to attend summer school when provided. If the district cannot fiscally provide summer programs, we will assist parents in locating an appropriate summer remediation program at a minimal cost. We will provide additional services in the next school year to improve progress and insure success.

The final decision on promotion/retention will rest with the building administrator.

ADMINISTRATIVE PROCEDURES/CRITERIA FOR K-5 PROMOTION

Students must meet the following minimal criteria in order to be promoted:

Kindergarten

Student achievement in Language Arts, Reading, Writing, and Math is at or above grade level as measured by achievement of Benchmarks set by the Common Core Learning Standards.

Grades 1-5

Student achievement in Language Arts, Reading, Writing, and Math is at or above grade level as measured by achievement of Benchmarks set by the Common Core Learning Standards.

PARCC /AIMSWEB SCORES

Student achievement is at or above grade level in PARCC/AIMSWEB assessments.

Individual Education Program goals completion will be used as Benchmarks for special education students.

SCHOOL VISITATION RIGHTS ACT (820 ILCS 147)

The School Visitation Rights Act permits employed parent(s) or legal guardian(s), who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions.

SCHOOL- SPONSORED TRIPS

Any student missing class time for a school-sponsored trip or athletic event shall pre-arrange the absence with all teachers involved and shall make up work for the class missed. The work shall be submitted to the teacher before the trip.

1. A student may be denied participation in a field trip for disciplinary reasons;
2. Each student shall satisfy work requirements with each of his or her teachers or the student may be denied participation in a field trip;
3. A student may be denied participation in a field trip by a teacher whose class he or she is failing.

TRUANCY

Parents or guardians who knowingly and willfully permit a child to be truant may be convicted of a class C misdemeanor which carries a maximum penalty of thirty days in jail and/or a fine up to \$1,500.

AVOIDANCE OF ABDUCTION

The school district provides instruction, study, and discussion in grades K-5 covering effective methods by which pupils may recognize the danger of and avoid abduction.

HOMELESS STUDENTS

A homeless child, as defined by State Law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any School District's attendance area may attend that school. Transportation shall be arranged according to State Law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community. The Homeless Coordinator/Liaison for Chrisman C.U.S.D. #6 is Mrs. Cristie Keys.

SEX EQUITY POLICY

The district maintains a sex equity policy. No student shall, on the basis of his or her gender, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. The Superintendent shall appoint a coordinator for Nondiscrimination ("the Coordinator) for the School District. Students and parents/guardians shall be notified annually of the District's gender equity policy, of their right to initiate a discrimination grievance and the Coordinator to whom such grievances shall be directed. Chrisman C.U.S.D. #6 coordinator is Mr. Acklin, telephone (217) 269-2513. Co-coordinator is Mrs. Schluter, telephone (217) 269-2022.

Inquiries regarding compliance with the Illinois Sex Equity Rules and Title IX may be directed to the Coordinator for Non-discrimination for Chrisman C.U.S.D. #6.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated. Sexual harassment consists of sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature between supervisor-subordinate, faculty-student, employee-peer, student-student, or between any student or employee and a member of the public visiting our school when:

- a) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational development;
- b) submission to or rejection of such conduct by an individual is used as the basis for an employment or education decision affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment is a violation of state and federal law, and school officials will treat all such complaints or allegations seriously. Complaints may be filed with Mrs. Kelly Schluter or Mr. Jim Acklin.

SPECIAL EDUCATION

The education of exceptional children is an integral part of our total school program, and several special education programs are available. Some special education services are provided through the Eastern Illinois Area of Special Education (E.I.A.S.E.). Some Chrisman students attend special classes in Paris while others attend classes at E.I.A.S.E. programs in Mattoon, Kansas, or Charleston. E.I.A.S.E. services are also available in: psychology, social work, auditory concerns, physical therapy, visual impairment, hearing impairment, vocational education, Braille, early childhood, as well as programs for the severely/multiple handicapped and severely behaviorally disordered. The school district is also a member of the Central Association of Special Education that is located in Decatur. This agency provides services in auditory testing and consulting services to programs for the deaf and physically handicapped. The school district provides an intensive screening program in the spring for all children ages 3-5 as a method of identifying children that may have difficulty in school. Testing for hearing, vision, speech, motor and learning problems is performed. Before any child becomes eligible for a special education program, a case study evaluation

must be completed. Parents, teachers, administrators, persons having primary care and custody of the child, the Illinois State Board of Education and community service agencies may refer any child for such an evaluation. Prior to a case study evaluation, the parent or guardian shall be notified in writing of the procedures involved and a signed consent will be requested.

Additional information regarding the rights of handicapped children may be found in *A Parent's Guide: The Educational Rights of Handicapped Children and the Rules and Regulations to Govern the Administration and Operation of Special Education* which is available at the unit office, the office of the Regional Superintendent of Schools, from the building principal, and the director of special education.

TITLE I

Title I is a federal program offering assistance to students who are having difficulty in reading, math, language arts or study skills. Students who meet the selection criteria shall meet in small groups for approximately thirty minutes per day with the Title I teacher and aide. Students will be provided extra help in the subject area(s) for which they qualify. For further information, contact the school office at 217-269-2022.

DIABETES

"Chrisman Elementary will provide staff training in developing an awareness and understanding of the special needs of students being monitored with juvenile diabetes as coordinated by the school nurse per district policy."

FOOD ALLERGIES

"Chrisman Elementary will provide staff training in developing an awareness and understanding of the special needs of students being monitored with food allergies as coordinated by the school nurse and lunch supervisor per district policy."

SCHOOL COMMUNITY COMPACT

The partnership between parents and teachers is the key to creating a climate at home and school that is conducive to learning.

The improvement of reading, studying and responsible behavior is increasingly the focus of efforts among members of school communities. Compacts are written agreements among students, teachers, parents (families) that describe how all partners can help improve and encourage learning.

We, the Chrisman Elementary School community, establish this School Community Compact.

PARENT'S AND FAMILY'S RESPONSIBILITIES

WE WILL:

- make sure that our child attends school regularly and on time;
- read with or to our child several times a week;
- see that our child spends at least 10 minutes per grade level per day 2-3 times a week studying and completing homework at home (example: 3rd grader- 30 minutes);
- attend parent-teacher-student conferences and communicate frequently with our child's teacher, through notes and conversation, about how well our child is doing and what we can do to help;
- expect our child to behave responsibly and treat other people with respect.

STUDENT'S RESPONSIBILITIES

I WILL:

- come to school prepared and ready to learn;
- pay attention to my teacher, family and tutors, and ask questions when I need help;
- ask my family to read to me or with me 3-5 times per week (K-3);
- study at home in a quiet place at least 10 minutes per grade level per day, 2-3 days a week (example: 3rd grade- 30 minutes);
- complete my homework on time and in a neat manner;
- keep my parents informed about what I am doing in school;
- behave responsibly and treat other people with respect. **NO BULLYING!**

TEACHER'S RESPONSIBILITIES

I WILL:

- provide quality teaching and leadership to my students and their families;

- communicate frequently with families about their children's progress and show them how they can help;
- assign homework regularly, including reading assignments, and collect and return them in a timely manner;
- read to my class, provide time for student to read and encourage discussion about what has been read;
- hold at least one parent-teacher-student conference a year;
- encourage my students to behave responsibly and treat other people with respect;
- encourage a close connection among family, classroom, and school.

EQUAL EDUCATIONAL OPPORTUNITIES

School district classes are co-educational subject to the following conditions and limitations:

1. Students in physical education classes and activities may be grouped by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
2. Students may be separated by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball and other sports, the majority activity of which involves bodily contact.
3. Where use of a single standard of measuring skills or progress in physical education class has an adverse effect on members of one sex, appropriate standards shall be used which do not have such effect.
4. Portions of classes that deal exclusively with human sexuality may be conducted in separate sessions for boys and girls. Parents may request students be exempted from human sexuality classroom lessons.
5. Requirements based on vocal range or quality may result in a chorus or choruses of one or predominately one sex.

Except as indicated in these regulations, all extra curricular activities including intramural,

interscholastic, clubs, and any other before or after school activities, which may be offered shall be available to all regardless of sex.

No student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic club, or intramural athletic program and no school shall provide any such athletics separately on such basis. However:

- a. Separate teams for each sex may be operated for members of each sex in contact sports.
- b. Equal athletic opportunity shall be provided to members of both sexes.
- c. Selection of sports and levels of competition shall effectively accommodate the interests and abilities of members of both sexes.

Any student or parent of a student, who feels the student has been discriminated against because of sex shall be entitled to file a grievance with the Title IX Coordinator. Such grievances:

1. shall be in writing;
2. shall state the specific nature of the alleged discrimination; and
3. shall include the name, address and phone number of the grievant.

The coordinator shall investigate the alleged discrimination and shall, if he or she deems necessary, conduct a hearing to which all concerned parties shall be directed to appear. The hearing shall be held within ten days of receipt of the written grievance. The coordinator shall render a written decision within 15 days of receipt of the written grievance. If the grievant is not satisfied with the decision of the coordinator, a written appeal may be made to the board of education. Such an appeal must be made within ten days of receiving the decision.

The district's non-discrimination coordinator is Mr. James Acklin, 23231 IL HWY 1, Chrisman, IL 61924. Phone-269-2513

STUDENT GRIEVANCE PROCEDURE

Equal educational opportunities- gender equity. No student shall, on the basis of his or her gender, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. The Superintendent shall appoint a Coordinator for nondiscrimination (the coordinator) for the School

District. Students and parents/guardians shall be notified annually of the District's gender equity policy, of their right to initiate a discrimination grievance and the Coordinator to whom such grievances shall be directed.

Anyone wishing to present an allegation of gender discrimination shall contact the District Coordinator for Nondiscrimination (the Coordinator"). Within seven (7) calendar days of inquiry, the Coordinator shall send a copy of the District's gender equity policy 700.01, and grievance procedure to the inquiring individuals. Upon request of a written grievance, the Coordinator shall investigate the nature and validity of the grievance with the involvement of District personnel responsible for the program or activity cited by the grievant and others as necessary and appropriate. The Coordinator may seek advice from related state agencies or legal counsel. Within sixty (60) calendar days of receiving the grievance, the Coordinator shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the complainant, the staff person responsible for the program or activity cited, specific individual charged (if any) and the Superintendent.

If either the complainant or the party charged is not satisfied with the decision rendered by the coordinator, the decision may be appealed within fifteen (15) calendar days to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent. Copies of the grievance and the Coordinator's decision shall be forwarded by the Superintendent to the School Board. The School Board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within fifteen (15) calendar days of the date on which the grievance was heard.

If either the grievant or the party charged is dissatisfied with the School Board's decision, appeal may be made first to the Superintendent of the Educational Service Region and, finally, to the State Superintendent of Schools. Appeal outside the District should be made in a timely fashion.

The grievant is entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision. The Coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions.

The Coordinator for Nondiscrimination for Edgar County Community Unit School District #6 is Mr. Jim Acklin and may be contacted at Edgar County

Community Unit School District #6, 23231 IL HWY 1,
Chrisman, IL 61924.

**ABUSED AND NEGLECTED CHILD
REPORTING ACT
(MANDATED REPORTERS)**

Teachers, administrators and the school nurse are required by law to report suspected child abuse or neglect to the Department of Children and Family Services.

**AMERICANS WITH DISABILITY ACT
PUBLIC NOTICE**

The school district shall not discriminate on the basis of disability in admission to, or operations of its programs, services, or activities nor in its hiring or employment practices. This notice is provided as required by the Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints or requests for additional information regarding the ADA may be made to the ADA Compliance Coordinator:

Mr. Jim Acklin
Chrisman Community Unit School Dist. #6
23231 IL HWY 1
Chrisman, IL 61924

Individuals who need auxiliary aids for effective communication in programs and services shall make their needs and preferences known to the Compliance Coordinator. This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

ASBESTOS

This notice is in compliance with federal AHERA guidelines for the management of asbestos containing materials. The inspection report and management plan is on file for review at the superintendent's office. This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in the district. The Illinois Department of Public Health and the federal Environmental Protection Agency has determined that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials.

Materials containing asbestos have been found in the following buildings:

Chrisman Elementary School
Chrisman High School

Any evidence of disturbance or change in condition will be documented in the management plan as required by law. Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during his/her work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. Any concerns relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager, Ideal Environmental Engineering Inc., Bloomington, IL % Ronald L. Curry.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to his/her educational records. They are:

1. The right to inspect and review the student's educational records within 15 days of the day the school district receives a request for access. A parent / legal guardian or eligible student shall submit to the Records Custodian, principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The district official will make arrangements for access and notify the parent / guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the district official to whom the request was submitted, that official shall advise the parent / guardian or eligible student of the correct official to whom the request should be addressed,
2. The right to request the amendment of the student's educational records that the parent / guardian or student believes are inaccurate or misleading. A parent / guardian or eligible student may ask the district to amend a record that he or she believes is inaccurate or misleading. The objector shall write the district official responsible for the record, clearly identify the part of the record objected to and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent / guardian or eligible student, the District will notify the parent / guardian or eligible student of the decision and advise the parent / guardian or eligible student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent / guardian

or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personal identifiable information contained in the parent / guardian or eligible student's educational records, except to the extent FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the district has contracted (such as an attorney, auditor, or collection agent); or a person serving on the board of education. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent / guardian or eligible student notifies the Records Custodian or other official in writing before October of the current school year that he or she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

GENERAL PERSONNEL- EQUAL EMPLOYMENT AND MINORITY RECRUITMENT

Equal employment opportunities shall be provided to all persons regardless of his/her race, color, religion, national origin, alienage, sex, age, ancestry, marital status, physical or mental handicap unrelated to ability or unfavorable military discharge.

No person will be dismissed from employment or denied employment by Chrisman School District because of his or her race, color, religion, national origin, alienage, sex age, ancestry, marital status, physical or mental handicap unrelated to ability or unfavorable military discharge except where any of these conditions is a bona fide occupational qualification. The prohibition against discrimination on account of sex is also intended to bear sexual harassment in any form.

It is the policy of Edgar County Community Unit School District #6 to actively recruit and hire minority teachers, other certified employees and non-certified employees, including educational support personnel employees and teachers' aides.

Any employee who believes he/she have been discriminated against by any Supervisor or other employee may immediately notify his/her Supervisor or if the Supervisor is alleged to have discriminated, the next immediate Supervisor may be notified.

Such notice shall be in writing and contain a summary of the nature of the discriminatory conduct alleged. A copy of the notice should be sent to the Superintendent, or if the Superintendent is alleged to have discriminated, to the President of the Board of Education.

After receiving notice of discrimination, a hearing shall promptly be convened to ascertain the facts of such discrimination conduct. If the complaint is justified, appropriate disciplinary action should be recommended by the Board under the terms of its Discipline Policy (See School Board Policy 260 – A Uniform Grievance Procedure)

STRUCTURAL PEST CONTROL ACT (225ILCS 235/3.24)

Pesticides are normally applied once a month during the school year. Any application used is applied after school hours when no students are present. Parents are given a "Registration for Notification of Pesticide Application on School Grounds" to sign during student registration in August of each school year. This form gives the parent/guardian three choices:

- 1) no need to notify the parent/guardian each time pesticides have to be sprayed.
- 2) please notify the parent/guardian when pesticides will be applied while school is in session.
- 3) please notify the parent/guardian by first class mail or telephone the date(s) that pesticides will be applied any time during the school year.

EXTRA-CURRICULUM ACTIVITIES NON-DISCRIMINATION POLICY

The school district shall not discriminate on the basis of sex in its educational and extra curricular programs and activities as required by 20 U.S.C. 1681. Inquiries regarding compliance with the Illinois Sex Equity Rules and federal law may be directed to: The Coordinator for Non-discrimination for Chrisman Community School District #6, Superintendent of Schools, 23231 Illinois Highway 1, Chrisman, IL 61924.

VIDEOTAPING AND PHOTOGRAPHS

From time to time and provided you provide permission to do so, photographs of your child may be taken at school by school officials or others. Class photos, yearbook photos, photographs of club events, sports photos and class project photos are just some of the situations that arise. We seek your permission to allow photographic images of your child to be used for educational or school-related purposes. You should be aware that provided you give permission, the photos may be published, used in Internet postings and may be distributed in other ways when school officials deem appropriate.

1. Parents are given a "Parental Consent/Release for Photographic Images" statement to initial at registration in August or each school year.

LETTER TO PARENT(S) / GUARDIANS REGARDING STUDENT USE OF THE INTERNET

Dear Parent(s) / Guardian(s),

We have the ability to enhance your child's education through the use of the internet. The internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. *Your authorization is needed before your child may use this resource.*

The internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world;
- Information from government source, research institutions, and other sources;
- Discussion groups;
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Internet Access* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource.

The Edgar County Community Unit School District #6 takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s) / guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the Edgar County CUSD#6 supports and respects each family's right to decide whether or not to authorize internet access. Please read and discuss the *Authorization for Internet Access* with your child.

Parents are given a "Parental Authorization Form for Internet Access" to sign during student registration in August of each school year. This form gives the parent/guardian two choices:

1. I give parental permission
2. I do not give parental permission.

AUTHORIZATION FOR INTERNET ACCESS

All use of the internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource-sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure to any user to follow the terms of *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or legal action.** The signature(s) at the end of the document is legally binding and indicates the party has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

1. **Acceptable Use-** Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges-** The use of the District's internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke or suspend access at any time; his or her decision is final.
3. **Unacceptable use-** You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
 - a) using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b) unauthorized downloading of software, regardless of whether it is copyrighted or not;
 - c) using the network for private financial or commercial gain;
 - d) wastefully using resources, such as file space;
 - e) gaining unauthorized access to resources or entities;
 - f) invading the privacy of individuals;
 - g) using another user's account or password;
 - h) posting material authored or created by another without his/her consent;
 - i) posting anonymous messages;
 - j) using the network for commercial or private advertising;
 - k) accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate abusive, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - l) using the network while access privileges are suspended or revoked.

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

- a) Be polite. Do not become abusive in your message to others
- b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c) Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- e) Do not use the network in any way that would disrupt its use by other users.
- f) Consider all communications and information accessible via the network to be private property.

5. No Warranties-The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of information obtained via the internet is at your risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification-The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.

7. Security- Network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism- Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges- The District assumes no responsibility for any unauthorized charges of fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.