

**CHRISMAN HIGH SCHOOL**

**Home of the Cardinals**



**CHRISMAN-SCOTTLAND JUNIOR HIGH**

**Home of the Eagles**



# **2019-2020 STUDENT HANDBOOK**

*Come ye in to learn  
Go ye out to serve*

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TABLE OF CONTENTS

<b>CHAPTER 1 – INTRODUCTORY INFORMATION, GENERAL INFORMATION AND NOTICES</b>		<b>CHAPTER 3 – STUDENT ATTENDANCE</b>	<b>13-15</b>
School Board Members	3-8	Attendance	13
Administration	3	Student Absence – Excused/Unexcused	13
Mission Statement	3	Full Day Attendance for Extra-Curricular Activities	13
School Structure	3	Late Arrival	13
Illinois Public School Recognition	3	Pre-Arranged Absence	14
Non-Discrimination Policy	3	College Days & Job Shadowing	14
Philosophy & Objectives of CUSD #6	4	Vacation Leave	14
Board of Education Regulations	4	Illness at School and/or Leaving School Early	14
2019-2020 School Calendars	4	Tardy	14
Emergency School Closings	4	Truancy	14
Equal Educational Opportunities	4	Release Time for Religious Instruction & Observance	14
Visitors	5	Make Up Work	15
School Volunteers	5	Home and Hospital Instruction	15
Equal Opportunity and Sex Equity	5	<b>CHAPTER 4 – STUDENT FEES AND MEAL COSTS</b>	<b>16</b>
Videotaping & Photographing Policy/Procedure	5	Fees and Charges; Waiver of Student Fees	16
Video & Audio Monitoring Systems	5	School Breakfast & Lunch Program	16
N Loco Parentis	5	Cafeteria Rules	16
Accommodating Individuals with Disabilities	5	Use of Vending Machines	16
Students in the Building Before and After School	5	<b>CHAPTER 5 – TRANSPORTATION AND PARKING</b>	<b>17-18</b>
Avoidance of Abduction	6	Bus Transportation	17
Police Interviews and Intervention	6	Bus Dismissal Procedures	17
Homeless Students	6	Bus Conduct	17
Animals on School Property	6	Student Driving	18
Students with Food Allergies	6	Parking (HS)	18
Treats and Snacks (K-8)	6	Diesel Vehicles	18
Care of Students with Diabetes	6	<b>CHAPTER 6 – HEALTH AND SAFETY</b>	<b>19-20</b>
Invitations and Gifts (K-8)	6	Required Health Exams & Immunizations	19
Placement Exam (JH)	6	Eye Examination	19
Achievement Tests	7	Dental Examination	19
Class Schedule Changes	7	Exemptions	19
Comprehensive Needs Assessment	7	Student Medication	19
Change of Address or Telephone Numbers	7	Guidance and Counseling	20
Telephone Usage	7	Safety Drill Procedures	20
Announcements	7	Communicable Diseases	20
Valuables Brought to School	7	Head Lice	20
Illinois Career Pathways	7	Disabilities	20
Library Policy Statement for Selection of Instructional Materials for CUSD #6	7	Suicide and Depression Awareness & Prevention	20
Chain of Command for Solving School Related Problems	8	Health Education	20
Student Grievance	8	<b>CHAPTER 7 – DISCIPLINE AND CONDUCT</b>	<b>21-28</b>
<b>CHAPTER 2 – ACADEMICS, PROMOTION AND GRADUATION</b>	<b>9-11</b>	General Building Conduct	21
Grading and Promotion	9	School Dress Code & Student Appearance	21
Homework	9	Student Discipline	21
ZAP Program (JH)	9	Prohibited Student Conduct	21
Math Placement Criteria (JH)	9	When & Where Conduct Rules Apply	23
Exemption from PE Requirements (K-8)	9	Disciplinary Measures	22
Exemption from PE Requirements (HS)	9	Corporal Punishment	22
Credit for Proficiency, Non-District Experiences & Course Substitutions	10	Weapons Prohibition	23
High School Graduation Requirements	10	Gang & Gang Activity Prohibited	24
Class Rank (HS)	10	Student Detentions, Suspensions, Expulsions	24
Pass/Fail Classes	11	Detention	24
Online Classes	11	Short Term Suspension (1-3 days)	24
Class Status	11	Long Term Suspension (4-10 days)	24
Grade Check	11	In-School Suspension Procedures	24
GPA Calculation for Repeated Courses	11	Out-of-School Suspension Procedures	24
Grading Scale	11	Expulsion Procedures	25
Grade Point Average	11	Re-Engagement of Returning Students	25
Honor Roll	11	Prevention of and Response to Bullying, Intimidation, and Harassment	25
Retention of Junior High Students	12	Sexual Harassment	26
Report Cards	12	Teen Dating Violence	26
Student Semester Exam Waiver Policy for Attendance/Achievement	12	Making a Complaint: Enforcement	27
Driver's Education	12	Field Trips	27
		Access to Student Social Networking Passwords & Websites	27
		Study Hall	27
		Student Use of Electronic Devices	28
		Drugs and Safety	28
		Tobacco/Alcohol/Drug Use Policy	28

CHAPTER 8 – INTERNET, TECHNOLOGY & PUBLICATIONS	29-33	CHAPTER 12 – STUDENT RECORDS AND PRIVILEGES	44-46
Internet Acceptable Use	29	Student Privacy Protections	44
Privileges	29	Surveys by Third Parties	44
Unacceptable Use	29	Surveys Requesting Personal Information	44
Network Etiquette	29	Instructional Material	44
No Warranties	29	Selling or Marketing Students' Personal Information is Prohibited	44
Indemnification	29	Student Records	44
Security	29	Student Biometric Information	46
Vandalism	29	Military Recruiters & Institutions of Higher Learning (HS)	46
Telephone Charges	30	CHAPTER 13 – PARENTAL RIGHTS AND NOTIFICATION	47-49
Copyright Web Publishing Rules	30	Teacher Qualifications	47
Use of E-Mail	30	Standardized Testing	47
1-to-1 Handbook	30	Annual Report Card	47
Guidelines for Student Distribution of Non-School-Sponsored Publications	33	Homeless Child's Right to Education	47
CHAPTER 9 – SEARCH AND SEIZURE	34	Sex Education Instruction (HS)	48
Search and Seizure	34	Parental Involvement	48
School Property & Equipment as well as Personal Effects Left There by Students	34	English Language Learners	48
Students	34	School Visitation Rights	48
Seizure of Property	34	Pesticide Application Notice	49
CHAPTER 10 – ATHLETICS & EXTRACURRICULAR ACTIVITIES	35-42	Mandated Reporters	49
Extra-Curricular Athletic Eligibility Regulations	35	Unsafe School Choice Option	49
Illinois High School Association	35	Sexual Offender Notification Law	49
Absence from School on Day of Extracurricular or Athletic Activity	35	Violent Offender Community Notification	49
Travel	36	Environmental Protection Agency (EPA) Notice	49
Code of Conduct	36	PARENT/STUDENT SIGNATURE PAGE	50
Extra-Curricular Activities Non-Discrimination Policy	36	Parent/Guardian Handbook Acknowledgement	50
Drug Testing	37	Student Handbook Acknowledgement & Pledge	50
Philosophy/Purpose	37		
Definitions	37		
Consent Form	38		
Withdrawal of Consent	38		
Noncompliance	38		
Confidentiality	38		
Random Selection of Sport, Extracurricular, Organization, Class and Privileges Participant for Testing	38		
Notification of Participant Selection/Absence	38		
Student Transfer	39		
Program Details	39		
Financial Responsibilities	39		
Testing Negative	39		
Testing Positive	39		
Enforcement	39		
Expenses	39		
Drug, Alcohol, and Tobacco Abuse Consequences	39		
Imposition of Discipline	40		
Application and Conflict on Disciplinary Rules	40		
Disciplinary Suspension	40		
Disciplinary Dismissal of a Student	40		
Disciplinary Ineligibility for Further Competition or Participation	41		
Disposition of Penalty Pending Appeal	41		
Concussion Protocol	41		
Post-Concussion Management	41		
Return-to-Learn Protocol	41		
Return-to-Play Protocol	42		
Attendance at School-Sponsored Dances	42		
Extracurricular Activities Scheduling	42		
CHAPTER 11 – SPECIAL EDUCATION	43		
Education of Children with Disabilities	43		
Discipline of Students with Disabilities	43		
Exemption from Physical Education Requirement	43		
Certificate of High School Completion	43		
Request to Access Classroom or Personnel for Special Education Evaluation or Observation	43		

# CHAPTER 1 – INTRODUCTORY INFORMATION, GENERAL INFORMATION AND NOTICES

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.chrisman.k12.il.us](http://www.chrisman.k12.il.us) or at the District office, located at: 23231 IL Highway 1, Chrisman, IL 61924.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Leslie Henry, President, 217-269-2579  
Steve Rogers, Vice-President, 217-269-2159  
Cory Chaney, Secretary, 217-822-6711  
Steve Lorenzen, Member, 217-269-2803  
Karen Webster, Member, 217-269-3158  
James Ingram, Member, 217-822-2667  
Mark Wyatt, Member, 217-822-3123

The School Board has hired the following administrative staff to operate the school:

Mr. James Acklin, Interim Superintendent  
Mr. Cole Huber, Principal  
Mr. Derrick Zerrusen, High School Athletic Director  
Ms. Rose Hollingsworth, Junior High Athletic Director  
Mrs. Kelly Schluter, Transportation Director  
Mrs. Chris McDaniels, HS/JH Secretary, Registrar  
Ms. Kate Pillen, Guidance Counselor

## Mission Statement

Our mission is "**To Empower All Students To Succeed In A Changing World**". The staff believe that ALL students can learn and achieve mastery of essential skills. We believe that our purpose is to educate ALL students to high levels of academic performance, while fostering growth in social/emotional behaviors, abilities, and enhance the development of each individual's unique potential in the transition from primary to secondary school.

## 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 every month, usually a Monday, to transact the business and to establish the policy for conducting the schools. 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. Non-resident students will be assessed a tuition fee to attend Chrisman schools.

## Illinois Public School Recognition

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 (3) 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 (IAR).

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:

1. Learning outcomes are consistent with and as comprehensive as the State Goals of Learning;
2. The achievement of outcomes is measured in a reliable and valid manner;
3. Appropriate performance levels (standards) are established;
4. Appropriate expectations for improvement are established;
5. Comprehensive results document what students know and are able to do;
6. Assessment information is interpreted according to local learning outcomes and standards of student performance;
7. Assessment results or other aspects of schooling to meet the needs of all students in reaching specified outcomes.
8. Students are allowed distribution of non-curricular literature (unless slanderous) according to the First Amendment.

The third component of the designation will reflect school performance on the state assessment tests.

## Non Discrimination Policy

The school district shall not discriminate on the basis of sex, color, race, national origin, or disability in its educational and extracurricular programs and activities as required by 29 U.S.C. 1681. Inquiries regarding compliance with the Illinois Sex Equity Rules and federal law may be directed to the Coordinator for nondiscrimination for Chrisman Community School District #6, Superintendent of Schools, 23231 IL Highway 1, Chrisman, Illinois 61924

## Philosophy & Objectives of Chrisman School District #6

Our schools recognize the importance of the influences parents, home life, and the schools have upon the students, and 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 & 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 all our graduates will be adequately prepared to successfully meet the challenges of life in the pursuit of their chosen vocations.

No pupil in the district shall be excluded from or segregated within any school on account of his/her 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 extracurricular programs, activities, services and benefits.

## Board of Education Regulations

The Board of Education has delegated authority to enforce rules and regulations to administration, which, when appropriate, will delegate its authority to others. In the absence of parent, school certified personnel (teachers and administrators) stand in the relationship of parents and guardians to pupils at school and all athletic and extracurricular programs. School officials shall determine disciplinary consequences for students who misbehave.

All of the regulations and procedures that follow have been crafted to insure the safety and well-being of the Chrisman High School and Chrisman-Scotland Junior High student body and to facilitate the primary goal of the Chrisman School District which is to provide the best education possible for each student.

## 2019-2020 School Calendars

2019-2020 school calendars will be distributed to each student at registration. It will also be available on the district website.

## Emergency School Closings

If for any reason, Chrisman schools will be closed or operated under conditions other than normal schedule, an announcement will be broadcast on the following: **Radio Stations:** MIX 94.5, WIXY 100.3, CHIEF 92.5, EXTRA 99.1, WDAN 1490 am, and WDWS 1400 am; **TV stations:** WCIA Channel 3 (Champaign), Channel 2 (Terre Haute), WICD Channel 15 (Champaign), Channel 10 (Terre Haute) and WAND (Decatur). **An Alert Now notification** will also be sent out between 6:00 a.m. and 7:00 a.m. During the school day, should adverse weather conditions develop, an early dismissal from school announcement will also be broadcast from the above mentioned stations/system.

**With any early dismissal/cancellations due to severe conditions/ a weather emergency, all after school contests and practices, are cancelled.**

## Equal Education 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 major activity of which involves bodily contact;
3. Where use of a single standard of measuring skill 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 which 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; and
5. Requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one sex.

Except as indicated in these regulations, all extracurricular 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:

1. Separate teams for each sex may be operated for members of each sex in contact sports;
2. Equal athletic opportunity shall be provided members of both sexes; and
3. 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 that 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 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 (10) days of receipt of the written grievance. The coordinator shall render a written decision within five (5) days of the hearing. 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 (10) days of receiving the decision.

## **Visitors**

All visitors, including parents and siblings, are required to enter through the main entrance of the building and proceed immediately to the district or JH/HS office. Visitors should identify themselves and their reason for being at school prior to being granted entrance to the building since all exterior doors are locked at the beginning of the school day. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: James Acklin (217) 269-2513.

## **Videotaping & Photographing Policy/Procedure**

From time to time, and provided you have provided permission to do so, photographs and video of your child may be taken at school by school officials or others. Class photos, yearbook photos and candid shots, contest winners and scholarship recipient photos, photographs of club events, sports photos and class project photos are just to name a few situations that may arise. We seek your permission to allow photographic images and video of your child to be used for educational or school-related purposes. You should be aware that provided you give permission, the photos and video may be published, used in Internet postings, displayed on the Chrisman HS/JH social media page or may be distributed in other ways as school officials deem appropriate. If permission is not given, your student will be excluded when photographs are taken.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the start of school.

## **Video & Audio Monitoring System**

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

## **N 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."

## **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **Students in the Building Before and After School**

Students should not occupy the building before 7:30 a.m., unless students enrolled in English 410, or after 3:30 p.m. except when supervised by school personnel. On early dismissal days, students may not be present in the building unsupervised.

## **Avoidance of Abduction**

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

## **Police Interviews and Intervention**

The school district works closely with the Chrisman Police Department, Edgar County Sheriff's Department, & the Illinois State Police. Depending on the student's alleged violation of school or state law, the police may be called to the school to become involved in the students' alleged offense. The parent/guardian will be contacted & if possible both parent/guardian & principal will be present during the policy interview.

## **Homeless Students**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless, or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families include:

Contact Person: Mr. James Acklin, Superintendent, Ms. Kate Pillen, School Counselor  
Mrs. Ann Titus, School Psychologist, Mrs. Cristie Keys, School Homeless Liaison 217-269-2823

## **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 269-2823. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **Treats and Snacks (K-8)**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients **and nutritional information** on the packaging.

## **Care of Students with Diabetes**

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the healthcare provider whose instructions are provided in the Diabetes Care Plan.

For further information, please contact the building principal.

## **Invitations & Gifts (K-8)**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

## **Placement Exam (JH)**

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 building 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 of the child following the 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 High School and Chrisman-Scotland Junior High administers the following achievement tests throughout the school year.

- IAR achievement tests to JH students
- SAT achievement tests to HS students

## Class Schedule Changes

High school students have three (3) school days from the start of the semester to initiate a change in his/her schedule. After the third day, only the principal or guidance counselors can initiate a schedule change, and only then for a **valid** reason.

## 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.

## Change of Address or Telephone Numbers

Parents are asked to inform the school office in the event of a change of address or telephone number during the school year.

## Telephone Usage

The office telephone may be used by students with the permission of the office staff or administration. Only emergency or necessary messages will be delivered to students during the school day.

## Announcements

Announcements concerning school and student activities will be compiled in the daily student bulletin and posted on the bulletin boards outside the JH/HS office, library entrance, the cafeteria bulletin board and on the school website. In addition they will be read over the P.A. system. If additional information is obtained during the day it will be announced over the P.A. system or sent out as an Alert Now Message.

## Valuables Brought to School

**Students are discouraged from bringing valuable articles to school.** Cash in a student's possession should be limited to the amount needed for the day's school activities. If a student chooses to bring electronic valuables to school, the school will not be responsible/liable for lost or stolen items/ monies.

## Illinois Career Pathways

Career Pathways is developed to increase student communication skills in real-world work applications for an ever changing global economy.

DACC (Danville Area Community College) is developing this initiative through the following:

Career Awareness      Career Camp      Career Prep      K-8 Education Task Force  
Minority Teacher Identification and Enrich Program      21<sup>st</sup> Century Parents

If you are interested in one of the above see your counselor.

## Danville Area Community College

The Career Prep/Workforce Challenge Office located in Building 9, Room 103 to serve Community College District #507

## Library Policy Statement for Selection of Instructional Materials for CUSD #6

Chrisman C.U.S.D. #6 bases its selection policy for all instructional materials on the ALA School Bill of Rights which is defined: All staff members and students are encouraged to suggest materials to be added to the library collection. The ultimate responsibility for material selection rests with the librarian who uses the knowledge of curriculum and needs of the school and who consults professional journals and publications for recommendation of purchases. The librarian operates within the guidelines of policies determined by the administration and Board of Education. Materials are selected with the knowledge that the presentation and the subject matter must be suitable for the grade and the interest level at which they will be used.

Specific Criteria for Selection Printed and Non Printed Media:

1. educational significance
2. need and value to the collection
3. relation to the existing collection and other materials on the subject
4. price
5. degree of readability and/or comprehensibility
6. reputation and significance of the author
7. clarity and scope of text or audio-visual presentation

Gifts: The library welcomes books, other resource materials, and funds from individuals and organizations but reserves the right to refuse unsuitable materials. The materials to be acceptable must meet the criteria established for the selection of all library materials.

Procedure For Challenged Materials: If a complaint is made by the public despite the qualifications of the person who select the materials, the procedures are: all criticism shall be presented to the principal on the Complaint Request Form. The principal and librarian shall review the questioned material.



## **Chain of Command for Solving School-Related Problems**

When problems arise that are student and school-related, parents are urged to follow the 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.

## **Student Grievance Procedure**

A grievance is an allegation by a student or group of students involving the meaning, interpretation or application of established policies.

This procedure is not intended to limit the opportunities for the district and a grievant(s) to resolve any grievance informally. Any hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity to participate for all persons involved in the process.

The use of any local grievance procedure is not required if the grievant prefers to use other alternatives, such as the Office of Civil Rights or the courts. Due process shall be provided throughout the procedure by provision of the right to (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records (5) proceed without harassment and/or retention

More detailed information is available in the offices of the superintendent and the principal. Time limits refer to days when school is in session.

**STEP I** - The student and/or parents shall discuss the matter with the person directly responsible for the grievance issue within fourteen (14) days of the time the aggrieved knew or should have known of the event giving rise to the grievance. An oral response shall be written within five (5) days after the person responsible for the grievance is notified of the grievance and has had an opportunity to discuss it with the grievant.

**STEP II** - If the grievance is not resolved at Step I, the grievance shall be referred to the school principal. A meeting shall be scheduled within five (5) days from notification of referral to Step II, and an oral response shall be issued within five (5) days of the Step II meeting.

**STEP III** - If the grievance is still not resolved at Step II, the grievance shall be submitted in writing within ten (10) days to Dr. Steve Poznic, Superintendent of Schools. The facts underlying the grievance shall be described in detail. A meeting shall be scheduled within ten (10) days from notification of the referral to Step III, and a written response shall be issued within five (5) days thereafter

**STEP IV** - If a grievance is not resolved at Step III, the grievant shall appeal the grievance in writing to the school board within ten (10) days from the receipt of the superintendent's written response. The board shall consider the appeal within sixty (60) days, and a written response shall be issued to the grievant within ten (10) days of the board meeting at which the grievance was heard.

**STEP V** - Grievance decisions made at the local level may be appealed to the appropriate Educational Service Region Superintendent and, thereafter, to the State Superintendent of Education.

# CHAPTER 2 – ACADEMICS, PROMOTION AND GRADUATION

## Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students are expected to complete homework assignments following the deadlines given by the teacher. If a student repeatedly fails to comply with homework expectations, the teacher will notify the parents/guardians and the student may be subject to disciplinary action.

## ZAP Program (JH)

CSJH wants all students to achieve academically & believes homework is a necessary part of each student's education. We implemented a ZAP Program - Zeroes Aren't Permitted, designed to increase expectations of students who fail to complete & turn in homework assignments on time. Students who do not turn in their homework in class will fill out a "ZAP Homework Form." This identifies the class the homework was not completed in & identifies the assignment.

A member of the CSJH faculty or administration will contact parents/guardians during the day to ask if they want their child to stay after school in the ZAP program from 3:05-3:45 pm. If the student does not stay, they will not receive credit for that work. If the parent/guardian gives permission for their student to stay, but the student skips out, they will receive a detention.

Students who complete the work by 3:45 will receive partial credit. Assignments not turned in by then will be counted as zeros. Teachers may make exceptions for late assignments due to special educational needs, special class projects, or special assignments. ZAP is not intended as a form of punishment, but rather an opportunity to complete missing assignments for credit. Failure is not an option!

## Math Placement Criteria (JH)

8th grade students are eligible to take Math 1. The class will be taught by a high school teacher with high school students. Students will receive a grade on their JH report card and upon completion will be eligible to take Math 2 their Freshmen year.

To qualify, students must score higher than 70% when averaging their Placement Test and the grades of the first three quarters of their 7th grade Math class, or by recommendation of both 7th grade Math and Math 1 teachers. Students who qualify will then have the choice to take Math 1 or 8th grade Math.

## Exemption from PE Requirements (K-8)

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Chapter 11

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a licensed independent medical provider within their scope of practice, licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

## Exemption From PE Requirement (HS)

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

A student in grades 11-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Ongoing participation in an interscholastic athletic program;
  - If playing a fall sport, first semester PE may be waived. If playing a spring sport, second semester PE may be waived. If playing a winter sport, either first or second semester may be waived.

2. Enrollment in academic classes that are required for admission to an institution of higher learning; or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure. (Chapter 11)

A parent may request his or her child be exempted from some or all physical activities for one day without a doctor's note. However, the physical education teacher may still require the student to dress, and may give the student an alternative assignment. Any additional days will require a physician note with specific information as return to participation date. **On such occasions that a parent requests an exemption from part or all physical activities, the student cannot participate in any physical extracurricular activity during the time of the parent requested exemption.**

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

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

## Credit for Proficiency, Non-District Experiences and Course Substitutions

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep)
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

### Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

## High School Graduation Requirements

A Chrisman High School student will be awarded a diploma if the student:

- Has earned a minimum of twenty seven (27) credits (one-half of credit is awarded for the successful completion of each semester of school work including physical education which is now also one-half of credit per semester).
- Has completed these credit requirements:
 

English - 4 credits	Math - 3 credits
Science - 3 credits	Consumer Ed -1/2 credit
Health Ed -1/2 credit	Computer Ed -1/2 credit
- Physical Education - 3 credits (if driver's ed and health were taken or unless granted a waiver)
- Social Science - 2 credits, which must include 1 credit (2 semesters) of American History and 1/2 credit (1 semester) of Civics.
- One credit from among music, art, foreign language, or vocational education

On registration day, if possible, a student will be enrolled in the classes he/she has selected. Students must be enrolled in a minimum of six (6) academic classes plus physical education, unless exempt, and have not more than one study hall unless given approval by the principal.

## Class Rank (HS)

Class rank will be determined after each semester. All final class rankings (including valedictorian and salutatorian) will be determined after eight (8) semesters. Until such time, finalists will be classified as valedictorian/salutatorian candidates. Students who take classes outside of the school district will receive credit if the course(s) are approved by the principal or counselor, however, these courses will not be considered in determining class rank.

## Pass/Fail Classes

During a student's junior and senior years, they may elect to take one class per semester each year on a pass/fail basis. These classes cannot be one of the state required courses necessary for graduation. It is the school's hope that this will encourage students to try to take a more difficult class that they might otherwise not take if they would be assigned a letter grade. A student will have up until the end of six (6) weeks into the first quarter of each semester to decide whether or not they wish to take the class as a pass/fail class or a traditional letter grade assigned class. **The guidance counselor and office must then be notified of the intent to take a pass/fail class.** After the six week time-frame has passed, only the principal may grant pass/fail status.

## Online Classes

With the principal's authorization, junior and senior high school students may take a maximum of one (1) online class per semester. Students taking online classes must sign up for these classes by the mid-term of the 1<sup>st</sup> quarter for fall classes and sign up by the mid-term of the 3<sup>rd</sup> quarter for spring classes. All online classes must be completed by the end of the semester and only one (1) class per semester is allowed unless principal and guidance counselor approved. Exception to this rule will be considered on an individual basis by the principal.

## Class Status

Class status is the classification of a student. A student will be classified as a freshman, sophomore, junior or senior according to the following requirements:

- To be classified as a freshman one must have successfully completed junior high and have been promoted to the ninth grade.
- To be classified as a sophomore, a student must have earned at least six (6) credits and have no more than a .5 (1/2) credit of unsuccessful completion of all required subjects;
- To be classified as a junior, a student must have earned at least thirteen (13) credits and have no more than a .5 (1/2) credit unsuccessful completion of all required subjects;
- To be classified as a senior, a student must have earned at least twenty (20) credits and have no more than a .5 (1/2) credit unsuccessful completion of all required subjects.

## Grade Check

Beginning on Friday of the second full week of school, and every Friday of the school week for the remainder of the school semester, a grade check will be taken. Any student who is receiving a "D" or "F" in any class will be placed on the "D and F" list for that week. This list will be used to determine extracurricular eligibility.

## GPA Calculation for Repeated Courses

Final grades for all courses previously completed and passed will remain the only grades on the official transcript and those grades will be recorded on the official transcript at the end of each (quarter/semester) grading period.

Any high school course taken which resulted in a failing grade may be re-taken to earn course credit for meeting graduation requirements. The grade for the course being re-taken will be an additional entry to the official transcript. A passing grade will be added with the previous failing grade and the GPA. Both the previous failing grade and the re-taken class grade will be entered into the STI system to calculate the student's GPA.

## Grading Scale

The following grading scale is used in grades K-12:

100-94 = A	93 = A-	92 = B+
91-85 = B	84 = B-	83 = C+
82-74 = C	73 = C-	72 = D+
71-66 = D	65 = D-	64-0 = F

## Grade Point Average

Grade point average is computed by assigning each grade earned a numerical value:

A = 12	B- = 8	D+ = 4
A- = 11	C+ = 7	D = 3
B+ = 10	C = 6	D- = 2
B = 9	C- = 5	F = 1

## Honor Roll

The honor roll will be determined after each nine (9) week grading period. At the end of the second and fourth grading periods a semester honor roll will be determined (high school). To qualify for the honor roll a student must have earned as many grades of "A" as he or she has "B". Example: 3 "A"s and 3 "B"s = honor roll; 3 "A"s and 4 "B"s does not qualify. High honors will also be determined each honor roll period. To qualify for high honors a student must have grades of "A" or "A-"only. All classes, including physical education will be considered when determining the honor roll.

## Retention of Junior High Students

A student who fails two out of five core academic subjects shall be considered for retention. The core academic classes are mathematics, science, social studies, reading, and language arts.

Illinois law prevents a student's promotion to the next higher grade based upon age or any other social reason. Students shall be promoted based on demonstrated mastery of state-developed learning standards and report card grades.

To receive a passing final grade in a class, the student must achieve at least ONE of the following:

- Averaging all four quarter grades equally to be a 65% or higher AND has passed at least two of the four quarters
- On a four-point grading scale (A = 4, B = 3, C = 2, D = 1, F = 0), a student's quarter grades average above 0.75 AND has passed at least two of the four quarters.

The following steps will be used for all Junior High students who are in danger of academic retention:

- Parents/guardians and the student will be contacted at the end of each quarter when a student has failed multiple core classes.
- At the conclusion of the first semester, the parents/guardians will be informed in writing if the student is a candidate for retention and a conference will be scheduled with the parents/guardians, teachers, and the student to discuss the reasons for the student's educational concerns and the steps to be taken to correct the academic deficiencies.
- Within ten school days of the end of the year, parents will be notified as to the status regarding promotion and retention.

## Report Cards

Report cards are issued approximately every nine (9) weeks.

## Student Semester Exam Waiver Policy for Attendance/Achievement (HS)

**\*\*REMINDER - SEMESTER EXAM WAIVERS ARE A PRIVILEGE - NOT A RIGHT. \*\***

As a way of increasing attendance and decreasing absences and tardies, this incentive program will be offered to students as an opportunity to earn one or more waivers to opt out of semester exams. These waivers must meet the following guidelines and are at the discretion of the principal.

### Semester Exam Waivers – All Waivers Will be Issued by the Office

- Students that maintain Perfect Attendance (no more than half a day absent) and receives no more than two tardies to school for the semester will qualify to waive three semester exams if he/she maintains a grade of "B" in the class to be waived.
- Students that are absent no more than one day and a half and receives no more than **three** tardies to school in a semester will qualify to waive two semester exams if he/she maintains a grade of "B" in the class to be waived.
- Students that are absent no more than two days and a half and receives no more than **four** tardies to school in a semester qualify to waive one semester exam if he/she maintains a grade of "B" in the class to be waived.
- Students that receive any unexcused absences during the semester **or more than four tardies to school** will be automatically disqualified from receiving any waivers.

**Absence is defined as any reason to miss school – excused or unexcused.**

**College days **and/or job shadowing days** do not count against the attendance record.**

### \*\*\*Seniors 2<sup>nd</sup> Semester Only

- **If you would have been eligible to waive three exams – you can waive ALL if meet grade requirements**
- **If you would have been eligible to waive two exams – you can waive four if meet grade requirements**
- **If you would have been eligible to waive one exam – you can waive two if meet grade requirements**

## Driver's Education

In order for students to be eligible to participate in the behind the wheel portion of the Driver's Education curriculum, students need to be in good academic standing, passing all classes.

# CHAPTER 3 – STUDENT ATTENDANCE

## Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

## Student Absences – Excused/Unexcused

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's **mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (grades 6-12)**, or other reason as approved by the principal. All other absences are considered unexcused.

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

Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 217-269-2823 before 8:15 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence **by the following morning**. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. If the explanation is reasonable and justified, the absence will be "excused".

If a student is absent three (3) or more consecutive days due to illness, a physician's note will be required upon his/her return or the absence will be "unexcused".

## Full Day Attendance For Extra-Curricular Activities

In order to participate in a scheduled contest on a particular day, the student must attend school for a **full day** on the day of the contest or activity. Exceptions may be made for pre-arranged absences (e.g. appointments or an emergency such as death in the family or other cause approved by the principal). See section on Pre-Arrange Absence for compliance.

In order to be eligible to participate in a contest or activity, the student must be in attendance by 7:40 am, if the student is enrolled in English 410, or by 8:30 a. m. for all other high school students.

**A student whose absence is unexcused will not be able to participate or attend any after-school activity that a grade is to be awarded for in a particular class, and will not earn any credit for that assignment.**

Students under the Return-to-Learn Concussion Protocol at either Phase 1 or Phase 2, in which they are not attending full school days, are not to attend extracurricular events after school. This includes practices, games, or events. Once moving to Phase 3 and attending school for full days, they may resume attending extracurricular events.

## Late Arrival

If a student arrives at school late, the student shall report to the office before going to class. Each student is to be in his/her assigned classroom by 8:00 am. After 8:00 am, students shall be marked tardy. On a full-attendance day, students reporting to school after 9:06 am and before 11:49 am will be charged with a half (1/2) day absence. A full-time student reporting to school after 11:49 am will be charged a full day absence.

On a full-attendance day, if a student misses any more than an hour during the middle or at the end of a school day, they will be charged with a half (1/2) day or more absence.

Co-op students and Health Occupation students arriving to school after 8:30 am are not allowed to go to work or attend Health Occupational classes in the afternoon. Pre-arranged appointments are excluded from this rule.

## Prearranged Absence

A pre-arranged absence requires a note or phone call from the student's parent/guardian stating the reason for the absence. Such absences may be treated by school officials as either excused or unexcused depending upon the reason. **Doctor/Dental appointments and other necessary business should however, be arranged outside school hours whenever possible** When a pre-arranged absence is approved (not necessarily excused) the student will receive a prearrange form from the office.

All pre-arrangements **must be made one (1) day in advance**. Each teacher will determine whether work needs to be completed prior to the absence. All pre-arranges require signatures from each teacher involved in the absence. Students must obtain signatures from teachers at appropriate times, i.e., beginning or end of a class period, during the teacher's planning time, at breakfast or lunch, or before or after school. The student shall return the prearrange form to the office prior to the absence; failure to return it may result in an unexcused absence. When the pre-arranged absence is for a medical or dental appointment, an appointment card should be presented or parent are required to call the office prior to the appointment. If no appointment card is submitted prior, then a doctor's proof of visit is required upon the student's return.

## College Days & Job Shadowing

All high school students are entitled to 2 pre-arranged absences per year for the purpose of visiting college campuses **or shadowing someone in a future career** (which will not affect their semester exam waivers). In order to arrange for this, the student must: (1) meet with the guidance counselor, (2) **fill out the school paperwork and have it signed by a parent or guardian**, (3) obtain a pre-arranged form to be signed by all of the teachers, and (4) **return within 3 days the school paperwork signed by an Admissions Officer or Employer**.

**Students requesting to Job Shadow may not shadow a member of their family nor can they shadow a place of current or past employment.**

## Vacation Leave

Students are allowed to make an application to the principal for an approved vacation leave with written notification. Pre-arranged form must be obtained in the office and returned at least one week prior to the absence. **Students will be expected to obtain assignments before leaving and turn in completed work upon return to classes. While this absence is excused it still counts towards the number of days a student misses and may eliminate them from receiving some rewards or attending some school function, i.e., senior trip.**

## Illness at School and/or Leaving School Early

A student who becomes ill at school shall report the illness to his/her teacher, who in turn shall direct the student to the school nurse, secretary, or principal as appropriate. Each student who wishes to leave school during the day due to illness shall report to the office, and the school nurse shall be called to determine if the student's request to go home is warranted. The student, if determined by the nurse to be allowed to go home, must sign out. **STUDENTS ARE NOT TO CALL HOME TO ASK PARENTS TO COME AND PICK THEM UP UNLESS IN THE OFFICE AND DIRECTED BY STAFF.** If proper check-out procedures are not followed, the absence will be treated as unexcused. If the student is ill, the office shall inform the student's parent before the student is released.

## Tardy

Students who arrive at school late or are late to any class are considered tardy. There are two types of tardies – tardy to school and tardy to class. When a student arrives to school late (during Homeroom) the student should report to the office. If a student is tardy to any class after arriving at school, the student should report directly to their classroom where the teacher will issue the tardy slip. Excessive tardiness to school will not be tolerated. Any student tardy to school 3 times in a 9 week period, shall be assigned a detention. In addition, a detention will be issued after every three (3) additional tardies received. If a student exceeds three detentions, further discipline may follow at the discretion of the principal, including but not limited to: referral to truancy officer, in-school suspension, parent meeting, etc.)

## Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss **more than 1% but less than 5%** or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered truant. **Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants.** Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). **Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.**

## **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students whose absence is considered unexcused will not be allowed to make up missed work.

If a student is scheduled for a test or has been given an assignment before an absence occurs, then the student must take the test or turn in the assignment on the day that the student returns.

## **Home and Hospital Instruction**

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

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

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



# CHAPTER 4 – STUDENT FEES AND MEAL COSTS

## Fees & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities, including but not limited to registration, technology, laboratory, athletic participation, parking, and Driver's Education fees.

Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is 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. In addition, a fee waiver does not exempt a student from fees for Driver's Education, parking, and athletic participation.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- **Unemployment**;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

## School Breakfast & Lunch Program

Breakfast is served every school day **7:56-8:10 am (JH) and 8:20-8:34 am (HS)**. Lunch is served every school day from **11:34-12:04 pm (JH) and 12:19-12:49 pm (HS)**, except when there is an early dismissal. No lunch is served on 11:50 dismissal days.

The district participates in the National School Lunch Program. Beginning with the 2014-2015 school year, food from outside vendors could not deliver to students as per CUSD #6 Board of Education policy. Immediate family members may bring food to their children, a student may bring a sack lunch from home or may purchase lunch at school (milk is included in the price).

Free or reduced price meals are available for qualifying students. To qualify, a student must either have direct certification status through the State of Illinois or submit an application to the school office. Foster children or students designated as homeless by the school homeless liaison officer automatically qualify for benefits. **All families that feel they may meet the qualification to receive these free or reduced benefits are encouraged to apply. If families are unsure, contact Stephanie Mitchell, the school free/reduced program coordinator, at 217-269-2022.**

A student may purchase breakfast for \$1.65. Breakfast may be purchased on a weekly basis for \$8.25. A student may bring a sack lunch from home or may purchase a school lunch for \$2.75 and/or milk for \$.35. Lunch may be purchased on a weekly basis for \$13.75. Free or reduced price meals are available for qualifying students. (All prices are subject to change before the start of the school year)

A la carte/Extra Servings - A la carte items, as well as extra servings, may be purchased, when offered, for a nominal fee.

## Cafeteria Rules

- No student is permitted to leave campus during breakfast/lunch.
- All students are to remain in the cafeteria unless other arrangements are made with the supervisor or principal.
- Everyone at each table is responsible for cleaning up after themselves.
- Keep voices at a conversational level and discuss appropriate topics.

## Use of Vending Machines

There are two vending machines available on campus. The use of the vending machines is limited to before and after school.

# CHAPTER 5 – TRANSPORTATION AND PARKING

## Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Kelly Schluter @ 217-269-2022.

## Bus Dismissal Procedure

JH/HS students will exit through the main entrance doors to load the buses. Buses pick up at the Elementary School first and proceed to the JH/HS building.

## Bus Conduct

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

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

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

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

## Student Driving

Students are assigned a designated parking space, pay an annual fee of \$10.00 and receive a parking tag to be displayed in their vehicle at all times. There is also a \$5.00 additional fee assessed at the end of the school year for any lost parking passes. Students who drive to school are subject to the following regulations:

- The student must provide a valid driver's license and adequate personal liability and property damage insurance. Both documents will be copied for the student file.
- The student will observe state and local traffic laws, including restrictions placed on drivers who are under 18 years old, speed limits and safe driving procedures.
- As part of the yearly registration process the student and parent must initial the student driver permission form indicating they have read and fully understood all regulations for student drivers.
- At dismissal, no private vehicles shall leave until the busses have loaded and departed unless directed to do so by the person in charge of dismissing the parking lot.
- The first rows on the south side of the parking lot and the front row will be designated for work study, occupational health and/or English 410 students.
- Students are not permitted to access their cars during the school day without permission from the office;
- Students who request permission to drive to/from school agree to submit to any random drug testing if selected to do so.
- **Students are not permitted to park in any space other than their own assigned space.**
- **Failure to abide by district policy will result in loss of driving privileges for a predetermined amount of time.**

## Parking (HS)

Students must park their vehicles in the designated lot and space assigned. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 5 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Repeated failure to follow parking rules can result in revocation of a parking privilege. **Students observed driving recklessly in the parking lot may be subject to disciplinary action.**

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

**Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.**

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## Diesel Vehicles

Student driving diesel vehicles that require plugging into an electrical outlet during the winter months will be designated parking spots next to the red barn. These students will mark this intention in their registration paperwork and pay a \$25 fee. Students are to provide their own cable.

# CHAPTER 6 – HEALTH AND SAFETY

## Required Health Examinations & Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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

Failure to comply with the above requirements by the first day of school will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. If the student is unable to complete the physical and/or immunizations by the 1<sup>st</sup> day of school, documentation of an appointment must be provided in order for your child to start school. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

## Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

## Dental Examination

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

## Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## Student Medication

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

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

## Self-Administration of Medication

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*,

*Medical cannabis infused product* includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

### **Safety Drill Procedures**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Communicable Disease**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Parents of an infested student will be notified and recommend the student be removed from school until student is lice-free.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

### **Disabilities**

The school district does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities, nor does it discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA). Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the district's designated ADA Compliance Coordinator: Mr. James Acklin, Chrisman Community Unit School District #6, 23231 Illinois Highway 1, Chrisman, IL 61924. Individuals who need auxiliary aids for effective communication in programs and services are invited to make the needs and preferences known to the Compliance Coordinator. This notice is available in large print, on audiotape, and in Braille from ADA Compliance Coordinator. Disability accommodations are available at all parent conferences, school programs, and school board meetings.

### **Suicide and Depression Awareness & Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is available from the district office.

### **Health Education**

All HS and JH students receive a semester of Health Education as part of CUSD #6 curriculum.

# CHAPTER 7 – DISCIPLINE AND CONDUCT

## General Building Conduct

Students shall not arrive at school before 7:30 a.m. Upon arrival, HS students should report to the HS gym. JH students should report to the cafeteria until the bell rings. Classes begin at 8:00 a.m. and students are dismissed at 3:05 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline. Students are expected to respect and follow general building and classroom rules including but not limited to:

- Students are expected to be respectful of other students and staff.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is at teacher discretion.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No electronic devices are permitted without permission from the principal.
- Music in study hall – no electronic devices
- HS Cell phone usage - used during breakfast, lunch only.
- JH Cell phone usage - must be powered off and maintained in hallway lockers during school hours.
- NO CELL PHONES ALLOWED IN ANY LOCKER ROOM.
- For the health, well-being, and safety for everyone, no backpacks will be allowed into classrooms or other instructional areas. Backpacks and purses must be stored in student lockers during school hours.
- No soda or food in classrooms except during Home Room.
- NO DRINKS IN THE COMPUTER LABS.
- Coats are to be stored in lockers.
- Students should not be in the hallways during class periods without a hall pass.
- Students should use restrooms during passing periods and will not be excused from class except in an emergency.
- Students are to be in the cafeteria area during breakfast and lunch and not in any other area without staff supervision.

## School Dress Code & Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats (including sweatshirt hoods), coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, and tears above the mid-thigh, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school, including shirts with cut out/gaping sides.
- The length of shorts or skirts must be appropriate for the school environment – mid-thigh in length.
- Appropriate footwear must be worn at all times.
- Shoulder straps wide enough to cover bra (undergarments) are not shown. There shall be no low cut or plunging necklines.
- Leggings or yoga pants may be worn ONLY if covered by a shirt of appropriate mid-thigh length.

Student whose dress causes a substantial disruption to the educational process, school functions or endangers the health and/or safety of the student, other students, staff or others may be subject to discipline, including but not limited to being requested to change their inappropriate clothing, notification of parents to provide appropriate attire. Continued disregard for the policy will result in detention/in-school suspension. If there is any doubt about dress and appearance, the building principal will make the final decision.

## Student Discipline

### Prohibited Student Conduct

When disciplinary measures are indicated, consequences will be determined on an individual/case-by-case basis. Students may be disciplined for insubordination, disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, hashish, **unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law**).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited **unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.**
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent/truant without a recognized excuse.
- 17. Being involved with any public school fraternity, sorority, or secret society.
- 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

### **When & Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.



## Gang & Gang Activity Prohibited

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

## Student Detentions, Suspensions, and Expulsions

To ensure that all students are not excluded from school unnecessarily, CUSD #6 will consider all forms of remediation. External suspension/expulsions will be utilized when all these forms of remediation have been exhausted or the infraction warrants an immediate suspension/expulsion. Please see the CUSD #6 policy manual for further clarification.

### Detention

A student may be assigned a detention for a violation of school rules. A student who fails to attend an assigned detention without being properly excused will be assigned two detentions which are to be served the next two scheduled detentions. If the student fails to serve the assigned detention, then the student may receive an in-school suspension. **Serving a detention takes priority over all other school functions.**

- **Minor Detentions (3:05-3:45)** will be issued as a result of minor infractions or first-time offenses
  - Examples may include (but are not limited to): tardies, missing assignments, minor classroom disruptions
- **Major Detentions (3:05-4:30)** will be issued as a result of major infractions and repeat offenses
  - Examples may include (but are not limited to): cheating, insubordination, repeat offenses of Minor Detentions

Detentions will be served on Tuesdays and Wednesdays until time designated, unless special arrangements have been made by the principal. On a limited basis, some lunch detentions may also be served per teacher and/or principal determination. If a student receives a detention, an Alert Now message will be sent home, as well as a written disciplinary notice.

### Short Term Suspension (1-3 days)

Suspensions of three days or fewer will be allowed only if a student's presence at school would pose a threat to others or "substantially disrupt, impede, or interfere with the operation of the school.

### Long Term Suspension (4-10 days)

Suspensions longer than three days, expulsions, or disciplinary transfers to alternative schools may only be used if a student poses a threat, or significant disruption to the learning environment and other options, such as restorative practices, have been exhausted.

### In-School Suspension Procedures

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension Procedures

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - Depending upon the length of the out-of-school suspension, include the following applicable information:
    - For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - A threat to school safety, or
      - A disruption to other students' learning opportunities.
    - For a suspension of 4 or more school days, an explanation:
      - That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - That the student's continuing presence in school would either:
        - Pose a threat to the safety of other students, staff, or members of the school community, or
        - Substantially disrupt, impede, or interfere with the operation of the school.

- For a suspension of 5 or more school days, the information listed in section 4. e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

## **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

\*No special education student shall be expelled if the student's act of gross disobedience or misconduct is a manifestation of his/her disability.

## **Re-Engagement of Returning Students**

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

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

#### **Complaint Managers:**

Mr. James Acklin, Interim Superintendent 23231 IL Hwy 1 Chrisman, IL 61924 217-269-2513 jacklin@chrisman.k12.il.us	Mr. Cole Huber, HS/JH Principal 23231 IL Hwy 1 Chrisman, IL 61924 217-269-2823 hubercm@chrisman.k12.il.us
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

## **Sexual Harassment**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

## **Teen Dating Violence**

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

## **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Nondiscrimination Coordinator:**

Cole Huber  
23231 IL Hwy 1, Chrisman, IL 61924  
217-269-2823  
hubercm@chrisman.k12.il.us

### **Complaint Managers:**

Mr. James Acklin, Interim Superintendent  
23231 IL Hwy 1  
Chrisman, IL 61924  
217-269-2513  
jacklin@chrisman.k12.il.us

Mr. Cole Huber, HS/JH Principal  
23231 IL Hwy 1  
Chrisman, IL 61924  
217-269-2823  
hubercm@chrisman.k12.il.us

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

## **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **Study Hall**

The media center, which includes the computer lab and library, has been designated as the study hall location for HS students; JH study halls are usually located in the individual teacher's rooms.

Study Hall is for the purpose of working and studying for classes. It is designed to be a quiet environment so as not to disrupt students. To maintain this integrity, the following rules must be obeyed:

- No food or drinks allowed.
- No personal electronic devices allowed.
- No phones or music allowed.
- All students will come to study hall prepared to work on subject material, read or study.
- Students will not use the computers for personal use. They are only to be used for classwork, college preparation, or other work specifically assigned by a teacher.

Students are subject to disciplinary action if disruptive or fail to follow the above stated rules.

When a teacher removes a student because of disruptive behavior, the student shall report directly to the office. The student shall confer with the principal and the teacher and the student's parents shall be informed of the misbehavior. If a second removal from a class occurs, a conference shall be held which shall be attended by the principal, the teacher, and the student's parents.

## Student Use of Electronic Devices Policy/Procedure

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

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

High school students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's breakfast and lunch period.

Junior high students are not to use their electronic devices at any time during the school day. Devices are to be powered off and maintained in their hallway lockers.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). **The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.**

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## Drugs and Safety

Copies of the schools' safety plans are available in the district unit office. **Any student may be subject to a random drug test.**

## Tobacco/Alcohol/Drug Use

The use of tobacco on school property is prohibited by the State of Illinois. 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. This also shall include the use of electronic cigarettes.

The use of drugs and alcohol on school grounds by students is illegal and will not be tolerated. In cases of suspicion, the local law enforcement will be contacted.

# CHAPTER 8 – INTERNET, TECHNOLOGY AND PUBLICATIONS

## Internet Acceptable Use

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

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

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

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

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

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**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.

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

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

**Use of E-Mail** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

## 1-to-1 Handbook

1. Receiving Your Chromebook
  - All parents/guardians and students are required to attend an Orientation Meeting and sign the CUSD #6 Chromebook Agreement before a Chromebook can be issued to the student. This includes new students who transfer midyear.
  - Each student will be provided a Chromebook and a protective case. Any additional accessories will be at the student/family's expense to provide, including a mouse, earbuds, etc. Some may be available for rental from the school for individual class assignments.
2. Returning Your Chromebook
  - End of Year
    - At the end of the school year, students must turn in their Chromebook and charger. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the Chromebook and charger. The District may also file a report of stolen property with the local law enforcement agency.
  - Transferring/Withdrawing Students
    - Students who transfer out of or withdraw from CUSD #6 must turn in their Chromebook and charger to their school's Main Office on their last day of attendance. Failure to turn in the Chromebook and charger will result in the student being charged the full replacement cost of the Chromebook and charger. Unpaid fines of students leaving CUSD #6 may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.
3. Taking Care of Your Chromebook
  - Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher and then to the Technology Coordinator. Students must provide any information they may have as to why the device does not work properly. A damage report can then be submitted as soon as possible for a replacement. District-owned Chromebooks shall never be taken to an outside computer service for any type of repairs or maintenance. Students shall never leave their Chromebooks unattended. Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook.
  - General Precautions
    - Food or drink should not be next to a Chromebook.
    - Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
    - Chromebooks and chargers should not be used or stored near pets.
    - Power cords must not create a tripping hazard.
    - Chromebooks must remain free of any writing, drawing, stickers, and labels with the exception of the district barcode.
    - Heavy objects should never be placed on top of Chromebooks.
  - Carrying Chromebooks
    - Never lift a Chromebook by its screen.
    - Never carry a Chromebook with the screen open.
  - Protective Case
    - Each student will be provided with a protective case. This is a "stay-in case," so the Chromebook must remain in its case at all time. It is designed to better protect the Chromebook in case it is dropped or bumped. There is no case that can protect from abusive handling.
    - This is the only 'bag' that will be allowed to be carried during school hours to classes. Carrying the Chromebook in a padded backpack is acceptable outside of school hours provided the backpack is handled with care. For example, you should not toss the bag or drop the bag if the Chromebook is inside.
  - Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
  - Do not put pressure on the top of a Chromebook when it is closed (ex: pressing down, stacking books on top of it).
  - Do not store a Chromebook with the screen open.
  - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils or flash drives).
  - Only clean the screen with a soft, dry microfiber or anti-static cloth.
    - Do not use window cleaner or any type of liquid or water on the Chromebook/Device.
  - Asset Tags/Serial Number/Barcodes
    - All Chromebooks will be labeled with a District tag. This label may not be modified or tampered with in any way.
    - Students may be charged up to the full replacement cost of a Chromebook for tampering with a District label or turning in a Chromebook without a District label.
  - Personalization
    - Chromebooks and cases must remain free of any permanent decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Edgar County CUSD #6. Spot checks for compliance will be done by the administration or tech support at any time.
4. Using Your Chromebook at School
- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. Failure to bring the Chromebook to school each day will result in disciplinary action.
  - Charging Chromebooks
    - Students should charge their Chromebooks every evening. If the Chromebook is taken home, they should be charged there. If left at designated charging stations during 8th hour, they should be plugged in and charged there. There will be charging stations available in most classrooms and during PE; however, charging during class time is at the teacher's discretion.
  - Devices Left in Unsupervised/Unsecured Areas
    - Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds, cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.
    - Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.
  - Backgrounds and Themes
    - Students may set school appropriate backgrounds and themes for their Chromebook.
    - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.
  - Sound
    - Sound must be muted at all times unless permission is obtained from a teacher.
    - Headphones/earbuds may be used at the discretion of the teachers.
    - Students should have their own personal set of headphones/earbuds for sanitary reasons.
  - Camera
    - Chromebooks have a built in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.
  - Printing
    - Students will be encouraged to digitally publish and share their work with their teachers and peers through Google Classroom, Google Docs, etc.
    - If a student needs to print, he/she may share the document with a teacher who can print for them. Also, the HS computer lab and Business classroom will have printers accessible through regular desktop computers that students are free to use with teacher permission.
    - Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home (a wireless home network is required for this). Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
  - Logging into a Chromebook
    - Students will log into their Chromebooks using their school-issued Google Apps for Education account.
    - Students should never share their account passwords.
  - Managing and Saving Your Digital Work With a Chromebook
    - The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.
    - The District will not be responsible for the loss of any student work. Students are encouraged to maintain backups of their important work on a portable storage device.
5. Using Your Chromebook Outside of School
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use. Some applications (such as Google Docs) can be used while not connected to the Internet. All students and parents/guardians will be shown how to do this at orientation.
    - Students are bound by the CUSD #6 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document wherever and whenever they use their Chromebooks.
6. Operating System & Security
- Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.
  - Updates



- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
  - Virus Protection
    - Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
    - There is no need for additional virus protection.
  - Malicious Use
    - Students are bound by the CUSD #6 Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.
7. Content Filter
- The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA).
    - All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District.
    - If a website is blocked in school, then it will be blocked out of school.
    - If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
8. Software
- Google Apps for Education
    - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
    - All work is stored in the Cloud.
  - Chrome Web Apps and Extensions
    - The CUSD #6 Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student.
    - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
    - Students are responsible for the web apps and extensions they install on their Chromebooks.
    - Some web apps will be available to use when the Chromebook is not connected to the Internet.
9. Chromebook Identification
- Each protective case will be labeled with the student’s name. This label may not be removed, written on, or tampered with in any way.
  - Records
    - The District will maintain a log of all Chromebooks, which includes the Chromebook serial number and name/ID number of the student assigned to the device.
10. Repairing/Replacing Your Device
- Technology Coordinator
    - All devices in need of repair must fill out a Damage Report and be brought to the Technology Coordinator as soon as possible.
    - The Technology Coordinator will analyze and fix the problems they can and escalate the issues they cannot fix to the manufacturer and/or insurance company.
    - Students who are found to repetitively break the Chromebook, accidentally or otherwise, can have privileges revoked at the discretion of the administration, such as disciplinary action, restriction to using the Chromebook only at school, no access to a loaner device, or all Chromebook access being revoked.
  - Insurance
    - Chromebook Insurance is available to every student for \$25 on an annual basis. This will cover all accidental damage done to the Chromebook during the school year at no further cost to the student while the device is in the school-issued case.
    - After any damage (accidental or intentional) or any problems arise from the Chromebook, a damage report must immediately be filled out and turned into the Technology Coordinator. For example, if there is a small crack but can still be used without a problem, it should still be reported right away.
    - Devices will NOT be repaired without an explanation of the cause of the damage. If a student is proven to have put false information on the damage report, disciplinary action will follow such as revoking access to the Chromebook, detention, or suspension. A copy of the damage report will be sent to the parent/guardian.
  - Fines
    - Insurance offered by the school will NOT cover any intentional damage or blatant misuse of the Chromebook or lost/stolen Chromebook or accessories or damage that occurs when the device is NOT in the school-issued case. These will be the responsibility of the student and parents/guardians, and the replacement cost must be paid to the school. Each damage report filed due to one of these instances will result in a \$25 fine and a lost/stolen Chromebook will require the full replacement charge of \$276. Families may have the option to make monthly payments on the assessed fines if needed. Contact the district office to discuss this option.
    - If a student and his/her parent/guardian choose not to purchase the insurance, they will be responsible for any damage, accidental or otherwise, done to the Chromebook. Each damage report filed will result in a \$25 fine. Any damage that results in the Chromebook being totalled or if the Chromebook is lost will require the full replacement charge of \$276. Families may have the option to make monthly payments on the assessed fines if needed. Contact the district office to discuss this option.
  - Loaner Chromebooks
    - During repair
      - Loaner devices may be issued to students when their Chromebook requires repair.
      - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned Chromebook.
      - Any Chromebook on loan to students having theirs repaired may be taken home.

- The Technology Coordinator will contact students when their Chromebook is repaired and available to be picked up.
  - The student does not bring Chromebook to school
    - If a student does not bring his/her Chromebook to school, the student must pick up a loaner device from the Technology Coordinator during Home Room or Breakfast.
    - A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
    - The Technology Director will document the number of times a loaner is issued to each student for not having his/her own device at school and will send reports to the building principal's office, which may result in disciplinary action.
    - The students that obtain a loaner will be responsible for returning the borrowed device to the Technology Coordinator by 3:30 pm, or a report will be submitted to the principal for discipline.
11. No Expectation of Privacy
- Anyone using a District-owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.
  - Monitoring Software
    - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.
12. Appropriate Uses & Digital Citizenship
- District-owned Chromebooks are to be used for educational purposes and students are to adhere to the CUSD #6 Acceptable Use Policy and all of its corresponding administrative procedures at all times.

### Guidelines for Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

# CHAPTER 9 – SEARCH AND SEIZURE

## Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

# CHAPTER 10 – ATHLETICS AND EXTRACURRICULAR ACTIVITIES

## Extracurricular and Athletic Activities Code of Conduct, Requirements for Participation in Athletic Activities

### Extra-Curricular Athletic Eligibility Regulations

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Preparticipation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian upon receiving IHSA Sports Medicine Acknowledgement & Consent Form.
6. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy (applies to HS only)
7. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### To maintain eligibility to participate:

1. Students shall be passing all his or her subjects and meet local and IHSA/IESA eligibility standards. Students who receive one F or more than two D's shall be ineligible. In addition, to be eligible to participate in extracurricular or athletics, the student must have had to have a passing grade in all subjects for the previous quarter.
2. Students must have had a passing grade in all subjects for the previous quarter. Failing one subject for a quarter or semester will result in the student not eligible to play the next quarter. The student may still practice with the team, with the coach's permission.
3. The student shall not have graduated from any four (4) year school or its equivalent

The building principal shall be responsible for the administration of all scholastic requirements for eligibility for all students in his/her building.

If a student fails to meet eligibility requirements, he or she shall not participate in any co-curricular activities for one (1) week. Grades shall be checked on Friday, and the student's ineligibility begins on the following Monday morning and continues until the next Sunday morning.

- For the first time that a student is ineligible for a sport or activity, he/she cannot participate in the activity, but he/she may continue to practice and travel with the team or activity.
- If a second period of ineligibility occurs during the sport or activity, then the student is ineligible to participate in the sport or activity, AND shall not practice or attend contests in that sport or activity. During the second week, practice and travel may resume if eligibility standards are met, but participation in contests shall not resume until the second week is complete.
- If a third week of ineligibility occurs, then the student shall be removed from the sport or activity for the remainder of that sport or activity's duration.
- \*In any week of ineligibility, a student-athlete may not miss any class time to leave for a meet or game.

**HS:** Grades will be calculated on a cumulative semester basis to determine academic eligibility.

**JH/Fifth Graders:** Grades will be calculated on the nine week grading period to determine academic eligibility.

### Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### Absence from School on Day of Extracurricular or Athletic Activity

In order to participate in a scheduled contest on a particular day, the student must attend school for a full day on the day of the contests or activity. A student who is absent from school after 8:32am (7:40 am for English 410 students) is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved by the principal. Exceptions may include: 1) a pre-arranged, or unexpected medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

## Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Students cannot drive home from away games with anyone other than an adult relative or another player's parent/guardian with written parental consent given to the coach prior to the game.

## Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

### The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

## Extra-Curricular Activities Non-Discrimination Policy

The school district shall not discriminate on the basis of sex in its educational and extracurricular 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 IL Highway 1, Chrisman, IL 61924.

## Drug Testing

### Philosophy/Purpose

The Chrisman Board of Education believes that the use of prohibited substances, or illegal drugs by students who participate in extracurricular activities (sports, cheerleading, student council, and academic honor society), drive automobiles to school, are enrolled in a driver's education class that requires them to operate a motor vehicle, and are enrolled in a class that operates power equipment presents a particular hazard to the health, safety, and welfare of the student and those who interact with that student. The school board encourages students to participate in these above mentioned activities, but believes the opportunity to try out for and to participate in school sponsored activities is a privilege and not a right. To be eligible to tryout for, or to participate in any of the above mentioned activities, privileges, or classes, students must agree to submit to testing for the use of prohibited substances, if selected, in accordance with this policy.

The Chrisman School District recognizes that there is a high incidence of drug and tobacco abuse by students nationwide, which is epidemic in proportion. The district also recognizes that some CUSD #6 students, and in particular, participants in extracurricular activities, organizations, drivers, and classes have or will experiment with illegal drugs during their school years. Because participants in extracurricular activities and organizations are especially respected and look up to by the student body, they are expected to be good examples of conduct, sportsmanship, and training, which include abstaining from the use of drugs and tobacco. Moreover, participants in extracurricular activities and those operating vehicles and power tools can be a danger to him/her or others, both in and out of the extracurricular activity and classrooms.

In order to provide for the health and safety of the individual participant or vehicle operator and other extracurricular and class participants, as well as, provide a legitimate reason for the students to say "NO" to drug and tobacco use, and to provide an opportunity for those taking drugs or using tobacco to receive help in locating programs which can provide assistance, the school district is conducting a random drug testing program for the above mentioned student groups. The program's goal is not punitive. It is designed to prevent drug and tobacco usage, to educate student group participants as to the serious physical, mental, and emotional harm caused by drug and tobacco use/abuse, to create and maintain a safe, drug free environment

The focal purpose of this policy is to deter the use of prohibited substances, not to provide a means in which the district may use to punish a student. Accordingly, the results of any drug test administered under this policy shall be used for determination of the eligibility to try out for and to participate in extracurricular activities and organizations, for vehicle driving privileges, enrollment in classes using power equipment, and/or to receive other school privileges and not for other disciplinary purpose.

### Definitions:

- A. **Extracurricular Activities**  
School sponsored activities outside the regular school day, conducted by and representing CUSD #6 where participation is voluntary, no academic credit or grade is awarded, and are competitive in nature in grades 6-12.
- B. **Extracurricular Participant**  
Any student who is trying out for or participating in any school sport, cheerleading, as well as trying out for or participating as a member of the Chrisman High School Academic Honor Society and the Chrisman High School Student Council where membership is chosen based, in part, by citizenship and leadership and whose members are a direct reflection and representation of the school.
- C. **Student Drivers**  
Any student who is granted a driving permit to or from school or any student who is enrolled in driver's education class.
- D. **Power Tool Class Students**  
Any student who is currently enrolled in a class that requires the students to use and to operate power tools.
- E. **Illegal Drugs**  
Any substance considered illegal or controlled by the Food and Drug administration.
- F. **Self-Referral**  
The process of a student coming forward, voluntarily, seeking help for a problem with an illegal drug, alcohol, or tobacco. This is done by the student notifying staff or administration before a random drug test is conducted on the student.
- G. **Testing Frequency**  
Time period for random tests determined by CUSD #6 and/or the testing organization. No student will be given advance notice or early warning of the testing.
- H. **Dilute Specimen**  
Specimen with a specific gravity of less than DOT guidelines.
- I. **Testing Organization**  
Organization selected by the Chrisman Board of Education to conduct the random drug-testing program and all required testing activities and/or tasks.
- J. **Provable Consumption**  
Positive results on a random drug, alcohol, or tobacco screening test. Additionally, statements from reliable, authoritative Sources or witnessing said behavior may be provable use or possession. No hearsay sources.

### **Consent Form**

To try out for or to participate in any school sponsored sport activity, cheerleading, to participate as a member of the Chrisman or Student Council, Chrisman-Scotland Activities Club, or the Chrisman Academic Honor Society, or to obtain permission to drive a vehicle to or from school, be enrolled in a driver's training class, or a class that will be operating power tools, the student must read this policy and sign a consent form by which the student agrees to consent in the drug testing program outlined in this procedure. The consent form must also be signed by the student's parent(s) and/or guardian(s). Signatures must be witnessed by another adult, not a member of the student's family. Signature of consent will remain valid for the entire school year unless a written withdrawal of consent, meeting the outlined conditions, is received from the student's parent(s) and/or guardian(s).

Students deciding to participate in any of the above paragraph mentioned activities after the sign-up deadline, will be required to be tested after the signed consent form is returned, at the student's parent(s)' or guardian(s)' expense. This testing will occur on the next random drug test, or at the time the principal designates, and the student will then remain eligible for random testing for the remainder of the school year.

### **Withdrawal of Consent**

Consent for participation may be withdrawn under the following conditions:

1. Student fails to make the team/activity under tryout procedures outlined
2. Any student who has never tested positive to a random drug test during a period of one year prior to the withdrawal date, and will not be participating in any qualified extracurricular activities for the remainder of his/her school year.
  - Parents must submit written request for withdrawal of consent indicating intentions of #2 above
3. Withdrawal of consent must be sent to the appropriate building principal who will verify the student is no longer participating in any qualified activity or class and has not tested positive to a random drug test for a period of one calendar year previous to the withdrawal date.

Should the student elect to resume participation in any qualified activity or class again in his/her school career, the student will be required to be tested on the next scheduled test date prior to activity tryout or participation at the student's or parent(s)/guardian(s) expense.

### **Noncompliance**

If the extracurricular participant or his/her parent(s) /guardian(s) refuse to sign the consent form, the student will not be permitted to be a member of the stated extracurricular sports, activities, organizations, classes, and or to be granted privileges to drive a vehicle to or from school until such consent form is signed. Also, if the student participant refuses to be tested or does not complete the test as instructed or complete the test in the time frame outlined by the testing company, the participant will be considered in violation of this policy and automatically will be considered to have tested positive.

### **Confidentiality**

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extracurricular, sport, organization, class, or driving participant, his/her parent(s) or guardian(s), and school officials designated by the Chrisman School Board. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification provided for in the Athletic Rules and Regulations Policy. The test results will not be part of the student's permanent record, but will be kept by the testing facility. The results for testing, negative or positive will be kept until the student graduates. At that time all results/records of this policy, related to by the testing facility, for each student will be purged.

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

### **Random Selection of Sport, Extracurricular, Organization, Class, and Privileges Participant for Testing**

At the beginning of each school year, each participant shall be assigned a number. The selection numbers will be made by the school designee. The numbers will then be used to make a computer generated designation of students to help with staffing needs from the testing organization.

Students will be eligible for random testing throughout the school year. Students who recently have or currently display signs or actions of "reasonable suspicion" so noted by police interaction or arrest, school staff observations, or credible witnesses, may be included in the next scheduled random drug testing.

### **Notification of Participant Selection/Absence**

The selected random drug testing participants will be notified to report to a holding room once the mobile testing unit has arrived. From this room, the student will be escorted to the test site.

If a student is absent from school, and the absence is unexcused, the student will be ineligible to practice or compete, retain active membership in an organization or class, or to receive privileges until the next testing date, and then will automatically be tested on that date.

If the absence is excused, the student will remain eligible for practice, competition, organization and class membership, and retain driving privileges, but will automatically be tested on the next date. After testing, a participant's number will be returned to the testing population and subject to re-selection during the next testing cycle. Participants will be subject to random testing throughout the school year.

## Student Transfer

A student transferring to CUSD #6 schools grades 6-12 will be provided a copy of this policy. Transfer students and parent/guardians will be given a reasonable period of time (not to exceed five (5) school days) to determine whether or not the student intends to participate in extracurricular sports, activities, organizations, classes, or designed privileges. If, within the period of time given, the consent form is signed appropriately, the student's name will be added to the random list. If a decision is made to participate after the original timeline for consent, the student will automatically be tested on the next scheduled test date, prior to activity membership, class enrollment, activity tryout or participation of extracurricular activity or sport.

## Program Details

Testing procedures, chain of custody, and testing results will be implemented according to the procedures outlined by the policy Manual of the Testing Organization selected by CUSD #6.

## Financial Responsibility

1. Under this policy, the CUSD #6 will pay for all initial drug tests requested by the school district
2. A request for another test of a "positive" urine specimen is the financial responsibility of the student's parent/guardian. **Any test given by another testing facility will not be admissible or acceptable as proof of a negative test. A second test is run only on the already collected sample. The original sample is held for the purpose of running another test if the parent/guardian wishes to do so.**
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

## Testing Negative

The parent(s) or guardian(s) of any random tested student who tests negative, will be notified by mail as soon as practical, of the district's receipt of the information.

## Testing Positive

If a student/participant's test results are positive, the student/participant will be considered in violation of CUSD # 6 Athletic, Organization, Class and Special Privileges Rules and Regulations Policy Random Drug Testing Plan, Athletics & Extracurricular Activities. Consequences will be administered as outlined there, including notification of the student and parent(s)/guardian(s) as soon as practical.

## Enforcement

The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline in extracurricular activities.

## Expenses

Funding for this program will be by Chrisman School Board of Education action.

## \*\*\*\*SPECIAL NOTE\*\*\*\*

The student who elects to enroll in a school board approved drug/alcohol abuse counseling program, will automatically be tested at the school's discretion and expense for a period of one year after the student's first positive test to alcohol or drugs. All costs associated with the evaluation, including counseling and/or subsequent treatment programs will be the responsibility of the parent(s)/guardian(s). The school shall assume no financial responsibility for any portion of the evaluation, diagnosis, and treatment.

## Drug, Alcohol, and Tobacco Abuse Consequences

The Alcohol, Tobacco, and Drug Abuse Policy shall apply to every Chrisman Extracurricular Participant, a student driver or enrolled in driver's education class, or enrolled in a class that operates power equipment.

The student's education cannot be impacted, but their voluntary participation in activities can be impacted. Consequences are intended to deter students from any potential second positive test.

Extracurricular Participants frequently participate in summer camps or summer leagues. Therefore, the consequences of this policy will apply 365 days a year. Students will sign a commitment to abide by policies at the time of school registration. Student violation of this policy in the off season will suffer the consequences at the time the sport season begins (i.e., officially sanctioned sport event practices). Students may not pick up an extra sport with the sole purpose of satisfying consequences of violation of this policy. If a student is caught at the end of the season, they would serve their suspension for the remainder of that particular season and the balance of the suspension, if any, will carry over into the next sport.

A system shall be established between coaches, athletic director and principal so that the consequence of a violation is served and fulfilled that will be recorded by a coach in a temporary file. Provable consumption of illegal drug, alcohol, tobacco, or nicotine is defined as a positive result on a random drug, alcohol, tobacco, or nicotine screening test. Additionally, statements from reliable, authoritative sources or witnessing of said behavior, or police interaction may be cause for provable use or possession.

The consequences for the use of alcohol, tobacco, and illegal drugs are:

### A. **DUI Charge for Alcohol or Illegal Drug:**

- 90 day suspension from sport competition, cheerleading team (can still practice with the team, but cannot compete or attend games) academic honor society, and cannot attend or participate in any extracurricular activities except those that are academically related, must not drive to school, and cannot operate power tools in class. If in Driver's Ed class, must take the class next semester and must complete a school approved counseling program. Failure to receive this approved counseling program will increase the suspension days to 180 days.



**B. Provable consumption or possession of alcohol/illegal drugs:**

30 day suspension from all sport competitions, cheerleading team (can still practice with the team but cannot compete or attend games), academic honor society, and cannot attend or participate in any extracurricular school activities except those that are academically related, must not drive to school, or if enrolled in Driver's Ed class must take it next semester, must not operate power tools in class, and must complete a school approved counseling program. Failure to receive this counseling program will increase the suspension to 60 days. The suspension begins with the day the results of the random drug test are received or date of proof.

If a second offense occurs during a student's career, the above penalties will be doubled.

If a third offense occurs during a student's Jr. or Sr. High School career, suspension of all extracurricular activities and driving privileges for the rest of their Jr./Sr. School career.

**C. Provable consumption or possession of tobacco or nicotine, including e-cigarettes:**

While it is legal to consume tobacco products upon reaching the age of 18, this policy will continue to be in force for those students as listed above regardless of age.

First offense: suspension for 15 calendar days (can still practice, cannot dress for games) – begins day of official notification

Second offense: suspension for 30 calendar days (cannot practice or dress for games)

Third offense: suspension for one (1) calendar year (cannot practice, dress for games or participate in school sponsored summer teams/camps)

Fourth offense: suspension for rest of career

## **Imposition of Discipline**

Coaches and school officials shall impose disciplines appropriate to the offense committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and other school officials.

### **Application and Conflict on Disciplinary Rules**

In the instance of violation of school policies, rules, or regulations or this code by a student, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under this code and classroom academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provided however, the due process rights of the student shall be protected in so doing.

### **Disciplinary Suspension**

The coach or sponsor, upon consultation with and upon approval of school administration, may suspend a student from participation for violation of the code, training rules, or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the student from participation in one (1) or more practices, games, meets or other activities but less than dismissal for the balance of a season or school year. The following procedures shall apply to disciplinary suspensions:

1. Prior to suspension, the student shall be provided an explanation of the charges against him or her.
2. The student shall be given an opportunity to present his or her version of the incident to the suspending school official;
3. Upon request, the student may appeal his or her disciplinary suspension to the principal, who shall have final and binding authority to determine the appropriateness of the suspension. Disciplinary suspensions may be imposed pending dismissal proceedings.
4. The parent/guardian of the student shall receive written notification by certified mail of the disciplinary action against the student and the rationale.

### **Disciplinary Dismissal of a Student**

The coach or sponsor, upon consultation with and upon approval of school administration, may dismiss a student from participation in an activity for violation of the code, training rules, or other appropriate policies, rules and regulations of the school district. Dismissal is defined as removal of the student from participation in one (1) or more practices, games, meets, or other activities in an activity for the balance of a season. The following procedures shall apply to disciplinary measures:

1. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official;
2. The parent of the student shall receive written notification by certified mail of the charges against the student, which notice shall include notice of the right to request a hearing before the principal and a copy of this code. An appeal may be filed upon written request by the parent or student whereupon the principal shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension;
3. If the student is dissatisfied with the conclusions reached by the principal, the student may submit a written request for a hearing before the school board, which shall schedule a hearing for its next regularly scheduled meeting unless the request for hearing is received within seven (7) calendar days of a regularly scheduled board meeting in which case the hearing shall be scheduled for a date with forty (40) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her expense, and may call witnesses, and may present evidence in his or her defense. The decision of the school board shall be final and binding.

### **Disciplinary Ineligibility For Further Competition or Participation**

The school administration may declare a student ineligible for further competition in any activity for violation of the code, training rules, or other appropriate policies, rules and regulations of the school district. Ineligibility for further competition or participation in any activity is defined as removal of the student from participation in any sport or activity for the balance of his or her high school eligibility. The following procedures shall apply to disciplinary ineligibility:

1. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official;
2. The parent of the student shall receive written notification by certified mail of the charges against the student, which notice shall include notice of the right to request a hearing before the principal and a copy of this code. An appeal may be filed upon written request by the parent or student whereupon the principal shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension;
3. If the athlete is dissatisfied with the conclusions reached by the principal, the athlete may submit a written request for a hearing before the school board which shall schedule a hearing at its next regularly scheduled meeting, unless the request for hearing is received within seven (7) calendar days of a regularly scheduled board meeting, in which case the hearing shall be scheduled for a date within forty (40) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses, and may present evidence in his or her defense. The decision of the school board shall be final and binding; and
4. In any case of a finding of ineligibility for further competition, the school board shall schedule a review hearing to consider the reinstatement of the student at the beginning of each subsequent school year the student is enrolled in school and otherwise would have remaining eligibility.

### **Disposition of Penalty Pending Appeal**

Whether or not a student shall be reinstated pending appeal of a penalty by the student shall be at the sole and exclusive discretion of school officials.

### **Concussion Protocol**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

As required by the IHSA, CUSD #6 has established a Concussion Oversight Team (COT) and Concussion Protocol. All athletes and parents/legal guardians will be provided concussion information, then signed and returned to the Athletic Director, prior to participation in athletics. The Athletic Director, officials, and all coaches will complete online concussion awareness and education program developed by the IHSA every two years. All athletes will have a baseline examination at the beginning of the year to establish baseline data.

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by a physician licensed to practice medicine in all branches in Illinois or Indiana and Certified Athletic Trainers.

### **Post-Concussion Management:**

A student removed from practice or competition may not be permitted to practice or compete again until:

1. The student has been evaluated by a licensed physician or an athletic trainer
2. The student has successfully completed each requirement of the return to learn protocol
3. The student has successfully completed each requirement of the return to play protocol
4. The treating physician or athletic trainer has provided a written statement indicating it is safe for the student to return AND
5. The student and the student's parent or guardian have signed a consent form (IHSA Post-Concussion Consent Form) indicating that the person signing:
  - a. Has been informed concerning and consents to the student participating in returning to play in accordance with RTP and RTL protocols
  - b. Understands the risks associated with the student with returning to play and learn and will comply with any ongoing requirements
  - c. Consents to the disclosure to appropriate persons, consistent with the federal HIPAA Act
  - d. And if any, written statement from physician or athletic trainer indicating RTL and RTP recommendations.

### **Return-to-Learn Protocol**

To initiate the return-to-learn protocol, the student must be evaluated by a licensed healthcare professional and documentation must be provided to the school.

- The protocol allows the student to participate in school in a modified fashion so as not to worsen symptoms.
- The student should be granted time to complete missed academic work based on the amount to time needed for complete recovery. Teachers can reduce anxiety by alleviating the volume of work until he/she is medically cleared to resume a full academic load.
- The student should report to the case manager daily in order to monitor symptoms.
- Students I at either Phase 1 or Phase 2, in which they are not attending full school days, are not to attend extracurricular events after school. This includes practices, games, or events. Once moving to Phase 3 and attending school for full days, they may resume attending extracurricular events.

**Phase 1: No School/Complete Cognitive Rest:** In this phase, the student may experience high levels of symptoms that at best prohibit the student to benefit from school attendance. Many students are unable to tolerate being in the school environment. Students at this phase are not to attend extracurricular events.

**Phase 2: Part-Time Attendance with Accommodations:** In this phase, the student's symptoms have decreased to manageable levels. Student can do cognitive activities but only for very short periods of time (5-15 minutes) so need frequent breaks to rest. Students at this phase are not to attend extracurricular events.

**Phase 3: Full-Day Attendance with Accommodations:** In this phase, the student's symptoms are decreased in both number and severity. Symptoms may still be exacerbated by certain activities.

**Phase 4: Full-Day Attendance without Accommodations:** In this phase, the student may report no symptoms or may experience mild symptoms intermittent.

**Phase 5: Full School and Extracurricular Involvement:** In this phase, student is consistently tolerating full school days and typical academic load without triggering any symptoms

### **Return-To-Play Protocol**

#### **Baseline: Back to School First**

- Athlete is back to their regular school activities: is no longer experiencing symptoms from the injury when doing normal activities.

#### **Step 1: Light Aerobic Activity**

- Begin with light aerobic activity, about 5-15 minutes on exercise bike, walking, or light jogging. No weight lifting.
- If symptom free for next 24 hours, then move to next step. If symptoms return, then continue to rest.

#### **Step 2: Moderate Activity/Sports Specific Exercise**

- Continue with activities to increase an athlete's heart rate. This includes moderate jogging, brief running, stationary biking, and weightlifting.
- If symptom free for next 24 hours, then move to next step. If symptoms return, then return to previous step.

#### **Step 3: Heavy, Non-Contact Training Drills**

- Add heavy non-contact physical activity, such as sprinting, high-intensity stationary biking, & weight lifting routine, non-contact sport-specific drill.
- If symptom free for next 24 hours, then move to next step. If symptoms return, then return to previous step.

#### **Step 4: Practice and Full contact**

- May return to practice and full contact in controlled practice.
- If symptom free for next 24 hours, then return to play. If symptoms return, then return to previous step.

The full Concussion Protocol is available in the unit office. For any questions regarding concussions, see Mr. Cole Huber, Principal.

### **Attendance at School-Sponsored Dances**

**High School** - Attendance at school-sponsored dances is a privilege. These dances are for CHS students and their guests. Students who wish to bring a guest must obtain and turn in a request form located in the office. Guests must be at least in 9th grade and under 21 years old. Only 1 date per CHS student will be allowed. All school rules, including the school's discipline code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately. The school may also impose other discipline as outlined in the handbook. Students who leave the site of the dance will not be allowed to return.

Attendance at school-sponsored dances is conditional upon achievement in the classroom. If a student is failing classes, they may have their rights to attend the dance withheld.

### **Extracurricular Activities Scheduling**

Except when Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) directives dictate otherwise, all home or away extracurricular activities scheduled on a day when school is not in session because of adverse weather conditions or on a day school has been dismissed because of adverse weather conditions will be postponed; When games, activities or practices are postponed because of adverse weather conditions, they will be rescheduled at a later date, if possible.

### **Practices and Contests**

Games or activities may be scheduled on Saturdays or holidays with the exception of Thanksgiving, Christmas and New Year's Day.

When there are conflicts regarding a student's practicing or participating in a program or contest, the priorities shall be as follows:

1<sup>st</sup> - Contest, 2<sup>nd</sup> - Program, 3<sup>rd</sup> - Practice

# CHAPTER 11 – SPECIAL EDUCATION

## Education of Children with Disabilities

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

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

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

## Discipline of Students with Disabilities

### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### Discipline of Special Education Students

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

### Exemption From PE Requirement (3-HS)

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

### Certificate of High School Completion (HS)

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

### Request to Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

# CHAPTER 12 – STUDENT RECORDS AND PRIVILEGES

## Student Privacy Protections

### Surveys by Third Parties

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

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

### Surveys Requesting Personal Information

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

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### Instructional Material

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

### Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

### Student Records

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

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of Attendance in school

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.***

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

9. **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, SW  
Washington DC 20202-4605

This section is only applicable to high schools.

### **Student Biometric Information**

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

### **Military Recruiters & Institutions of Higher Learning (HS)**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

# CHAPTER 13 – PARENTAL RIGHTS AND NOTIFICATIONS

## Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- Illinois Assessment of Readiness (Junior High) - English Language Arts and Math
- Illinois Science Assessment (8th Grade & Biology) - Science
- PSAT 8/9 (Freshmen) - Reading, Writing & Language, Math
- PSAT 10 (Sophomores) - Reading, Writing & Language, Math
- SAT (Juniors) - Reading, Writing & Language, Math
- AimsWeb (Grades 6-11) - Math, Reading Literacy, Reading Comprehension

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

## Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.chrisman.k12.il.us](http://www.chrisman.k12.il.us).

## Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

Assistance and support for homeless families includes:

Educational organizations and schools

Food bank and meal programs

Local service organizations (Goodwill, Salvation Army, etc.)

Family shelters

Medical services



## Sex Education Instruction (HS)

Public Act 98-0441 mandates the instruction of comprehensive sexual education taught in health classes. HS Health, which is required to graduate from CHS, uses curriculum that covers the following:

Sexuality Unit: Understanding reproductive anatomy and related issues; preventing sexually transmitted infections (diseases) and pregnancy; the benefits of abstinence; recognizing healthy and unhealthy relationships; birth control, handling sexual abuse and assault, being safe, including internet safety.

When a student will be exposed to sex education, a letter informing parents and guardians will be sent home prior to the presentation. Parents or guardians may examine the instructional materials to be used during the sexuality unit of the course. A parent/guardian may choose to exclude their child from parts or all of the unit. If so, they they will be given alternative instructional materials to be completed on their own.

## Parent Involvement

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

- Athletic Boosters Club
- Academic Boosters Club
- Band Boosters Club

Please contact the school for contact information

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Cole Huber, Principal at 217-269-2823. Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Mr. James Acklin, Interim Superintendent at 217-269-2513.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

## English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Cole Huber, Principal at 217-269-2823.

## School Visitation Rights

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

## **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Denise Porter, District Secretary  
23231 IL Hwy 1  
Chrisman, IL 61924

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

## **Sex Offender Notification Law**

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

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

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

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

## **Violent Offender Community Notification**

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

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

## **Environmental Protection Agency (EPA) Notice**

The school buildings have been inspected for friable (easily crumbled) materials that contain asbestos. Friable asbestos containing materials are present in the Chrisman High School building. A record of the inspection, a diagram of the location of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in the unit office. This notice is a requirement of the Environmental Protection Agency and Illinois Department of Public Health.

## 2019-2020 Parent Handbook Acknowledgment

Dear Parent/Guardian,

Please complete the following form and return to the office by September 2nd, 2019.

Cole Huber, Principal

(1) \_\_\_\_\_ (2) \_\_\_\_\_

From: The

Parent/Guardian of:

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_

To: Chrisman High School/Chrisman Scotland Junior High:

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## 2019-2020 Student Handbook Acknowledgment and Pledge

Name of Student: \_\_\_\_\_

(PRINT NAME)

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date