

**CHRISMAN HIGH SCHOOL**

Home of the Cardinals



**CHRISMAN-SCOTTLAND JUNIOR HIGH**

Home of the Eagles



# **2015-2016 STUDENT HANDBOOK**

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

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# Part I: Welcome/Introduction

We would like to welcome all students and families to the CUSD#6 school community. This handbook is provided in order to acquaint you with information you will need to know and remember throughout this school year. It is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The policies and procedures contained in this handbook have been approved by the Board of Education and are subject to change as situations arise. Complete policies governing the school district are available to the public at the District #6 office located at:

Chrisman Community School District #6 Unit Office  
23231 IL Hwy 1  
Chrisman, IL 61924

The School Board governs the school district, is elected by the community and is fully recognized by the Illinois State Board of Education.

## 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.

## Board of Education Members

Steve Lorenzen...269-2803	Cory Chaney...822-6711	Karen Webster..269-3158	James Ingram.....822-2667
Steve Rogers .....269-2159	Leslie Henry....269-2579	Mark Wyatt.....822-3123	

## 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 and wherever possible, the advantages a student may receive from attending our schools. We also believe that what is learned here is only a foundation upon which life-long learning experiences will be built.

It is our goal that 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 extra-curricular programs, activities, services and benefits.

## 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.

## Mission Statement

Our mission is "**To Empower All Students To Succeed In A Changing World**". The staff believes 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.

## **Non Discrimination Policy**

The school district shall not discriminate on the basis of sex, color, race, national origin, or disability in its educational and extra-curricular 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 non discrimination for Chrisman Community School District #6, Superintendent of Schools, 23231 IL HWY 1, Chrisman, Illinois 61924

## **Mandated Reporters**

Teachers and Administrators are required by law to report observed child abuse or evidence of child abuse.

### **Staff and Administration**

<b>Mr. George Atkinson</b>	<b>Mrs. Shannon Ellis</b>	<b>Mrs. Trisha Brinkley</b>
<b>Mr. Mickey Hoult</b>	<b>Ms. Billy Chapman</b>	<b>Mr. Eric Dixon</b>
<b>Mrs. Nancy Dalenberg</b>	<b>Mrs. Julie Eddy</b>	<b>Mrs. Gloria Henry</b>
<b>Mrs. Tami Frailey</b>	<b>Mr. Jeremy Hudson</b>	<b>Mrs. Cristie Keys</b>
<b>Mrs. Katie Watters</b>	<b>Ms. Katie Langan</b>	<b>Mr. Greg Lientz</b>
<b>Mrs. Jody Kirby</b>	<b>Mr. Cole Huber</b>	<b>Mr. Chad Porter</b>
<b>Mrs. Jennifer Lorton</b>	<b>Mrs. Chris McDaniels</b>	<b>Mrs. Nicolle Shay</b>
<b>Mr. Jeffrey Nelson</b>	<b>Mrs. Mary Phipps</b>	<b>Mrs. Ann Titus</b>
<b>Mrs. Denise Porter</b>	<b>Mrs. Kelly Schluter</b>	<b>Dr. Steve Poznic</b>
<b>Mrs. Angel Templeton</b>	<b>Mr. Ben Zuber</b>	<b>Mr. Andy Ruff</b>
<b>Ms. Callie Lankford</b>	<b>Mrs. Sunny Hughes</b>	<b>Dr. Vicki Rigger</b>
<b>Mr. Chance Typer</b>		

## **Transportation Personnel**

Mrs. Kelly Schluter – Transportation Director  
Bus Drivers - Jason Boots, Eric Dixon, Jami McNulty, Tim McNulty

## **Teacher Qualifications**

Chrisman CUSD#6 will provide upon request information regarding the qualifications of classroom teachers and paraprofessionals serving the district.

## **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 (PSAE and ISAT tests)

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

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;
- and
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.

## PART II: POLICIES

### Videotaping & Photographing Policy/Procedure

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

### Internet Usage Policy/Procedure.

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

Please read and discuss the *Authorization for Internet Access* with your child. If you agree to allow your child to have an Internet account, a one-time *Authorization* form must be signed by the student, the parent and/or guardian and returned to the school. It will be maintained in the student's permanent file.

### Authorization for Internet Access

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

### Terms and Conditions:

1. **Acceptable Use-** Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges-** The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use-** You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
  - a. using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. unauthorized downloading of software, regardless of whether it is copyrighted or not;
  - c. using the network for private financial or commercial gain;
  - d. wastefully using resources, such as file space;
  - e. gaining unauthorized access to resources or entities;
  - f. invading the privacy of individuals;
  - g. using another user's account or password;
  - h. posting material authored or created by another without his/her consent;
  - i. posting anonymous messages;
  - j. using the network for commercial or private advertising;
  - k. accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - l. and using the network while access privileges are suspended or revoked.
4. **Network Etiquette-** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite
  - b. Do not become abusive in your messages to others.
  - c. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - d. Do not reveal the personal address or telephone numbers of students or colleagues
  - e. 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.
  - f. Do not use the network in any way that would disrupt its use by other users
  - g. Consider all communications and information accessible via the network to be private property.

- 5. No Warranties-** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of information obtained via the Internet is at your risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6. Indemnification-** The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
- 7. Security-** Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
- 8. Vandalism-** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9. Telephone Charges-** The District assumes no responsibility for any unauthorized charges of fees, including telephone charges, per-minute surcharges, and/or equipment or line costs.

### **Cell Phone Policy**

In the Junior High – Cell phones are to be powered off and remain in the student's lockers all day. With the consent of a staff member, the student may retrieve and use their phone in the office to make a phone call.

In the High School – Cell phones and similar electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission for use - for educational purposes only; (b) a staff member has given their consent to make a phone call in the office or in the presence of the teacher or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.

High School students are allowed to utilize their phones during breakfast and lunch breaks only.

**See discipline referral procedures for consequences of cell phone violations.**

### **Tobacco/Alcohol/Drug Use Policy**

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. **See discipline referral procedures for consequences of tobacco use violations.**

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. **See discipline referral procedures for consequences of drug and/or alcohol use violations.**

### **Student Driver Policy**

Students must obtain permission to drive motor vehicles to/from school. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly checked and may be searched by administration and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. 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 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 pre-determined amount of time.

## **Dress Code/Appearance Policy**

Students are expected to wear clothing in a neat, clean, and well fitting manner while at school and/or in attendance at school sponsored activities. Students are not permitted to wear apparel that causes a substantial disruption in the school environment. Students will be asked to change inappropriate clothing and **repeated offenses will be considered insubordination and dealt with under the discipline referral procedures.**

- Student dress (including accessories and tattoos) may not advertise or picture alcoholic beverages, illegal drugs, or other inappropriate images. No clothing/accessories shall display the Confederate Flag, German Swastika or other symbols that are associated with hate.
- Hats, coats, hoods, bandanas, and sweatbands may not be worn during the school day.
- Clothing with holes, rips, tears, etc., must not be worn if holes, rips, tears, etc... are above mid-thigh. Shorts and skirts must be at mid-thigh length.
- Shoulder straps wide enough to cover bra (undergarments) are not shown. There shall be no low cut or plunging neck lines.
- Leggings or yoga pants are not suitable attire because of their revealing nature. However, they may be worn ONLY if covered by a shirt of appropriate mid-thigh length.
- Appropriate footwear must be worn at all times-no house slippers.

## **Student Semester Exam Waiver Policy for Attendance/Achievement**

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 two 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 two 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.

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

## **Citizenship Rating Code and Co-Curricular Policy/Procedure**

The co-curricular code applies to **all** extracurricular activities. The Citizenship Rating applies to all extracurricular school activities which require a citizenship rating to be in place in order to participate in those extracurricular activities.

### **Citizenship Rating**

The citizenship rating is prerequisite for participation in those school activities that exist under state or national charters which require citizenship ratings and for election or selection to positions such as those of class officers, student council officers, academic honor society, kings, queens, and courts of athletic events, and school-selected representatives for community recognition, and other school activities as designated by the school principal/designee. The student must possess the rating to qualify for these selected honorary positions. To serve in the above elected positions, the student must possess the rating the entire semester of election and the semester prior to election, and while serving in the position.

A student shall lose his or her citizenship rating by reason of:

1. receiving a suspension or expulsion from school either during the present or previous semester;
2. receiving a three or more day in-school suspension either during the present or previous semester;
3. receiving any second in-school suspension either during the present or previous semester;
4. having three or more unexcused absences within the current school year and
5. having been convicted for any illegal drug or alcohol related incident anytime or anywhere either in the present semester or the previous semester. Granted court supervision does not nullify the conviction.

A student's citizenship rating may be restored by the principal after the student appeals to the principal and satisfactorily completes an approved community service project during the grading period the student loses the citizenship rating.

### **Extra-Curricular Sport Eligibility Regulations**

To maintain eligibility to participate:

1. The students shall be passing all his or her subjects and meet local and IHSA/IESA eligibility standards. Students who receive an F or more than 3 Ds shall be ineligible;
2. The student shall not have graduated from any four (4) year school or its equivalent; and

3. High School Students: If a student fails to meet eligibility requirements, he or she shall not participate in any co-curricular activities for one (1) week of school beginning the Monday following the day he or she becomes ineligible. Grades shall be checked on Friday, and the student's ineligibility begins on the following Monday morning and continues until at least the next Monday 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 with the team or activity. If a second period of ineligibility occurs during the sport or activity, then the student is not only ineligible to participate in the sport or activity, but he/she must also not practice in that sport or activity during that second week until the grade or grades are all passing—at which time he/she may resume practicing, but not participate on the team or activity 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. For the first two weeks of the semester grades shall be an average of both weeks grade. Beginning with the third week and continuing up until the end of the semester, grades will be calculated on a cumulative semester basis to determine academic eligibility.
4. Junior High Students and Fifth Graders: Each student subject to academic eligibility determinations for participation in athletics shall have his/her academic progress checked on Friday of each week beginning with the first full week of school. To maintain eligibility, a student shall be passing all subjects and meet school and, when applicable, IESA standards. Students who receive an F or more than 3 Ds shall be ineligible to participate. Ineligibility shall begin on the Monday morning following Friday's grade check and continues until at least the next Monday 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 with the team or activity. If a second period of ineligibility occurs during the sport or activity, then the student is not only ineligible to participate in the sport or activity, but he/she must also not practice in that sport or activity during that second week until the grade or grades are all passing—at which time he/she may resume practicing but not participate with team or activity until the second week of ineligibility is complete. For the first two weeks of the term, grades shall be averaged on a weekly basis. From the third week to the ninth week of each quarter, grades will be calculated on a cumulative basis. The nine week grade will be used for that week's grade check. If a student is ineligible three times in a quarter, he/she will be ineligible for the remainder of the quarter.

The building principal shall be responsible for the administration of all scholastic requirements for eligibility for all students in his or her building. An incomplete is same as an F.

### **Practices and Contests**

Practices may be held before school with the permission of a school administrator. No practice shall be held on Sundays, or major holidays (Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, or Memorial Day). Practices may be held on Mondays following a holiday that falls on Sunday. Practices held on non-school days should be held between 8:00am and 6:00pm., when possible. 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

In the event of school being cancelled on any given day because of inclement weather or an act of God, no practice or school activity or sporting events can be held for the rest of that day. The exception to this policy is a state scheduled activity, (i.e. sporting regional or sectional competitions).

### **Extra-Curricular Activities Non-Discrimination Policy**

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

### **Rules for Activities**

Rules or regulations proposed by head coaches or activity sponsors shall be approved in advance and in writing by the principal.

### **Attendance on Day of Contest**

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. Exceptions may be made for pre-arranged absences or excused absences such as death in the family, doctor's or dentist's appointments, or other cause approved by the principal. Students must be in attendance by 7:45 a. m., if the student is enrolled in early bird class or by 8:30 for all other junior and senior high school students to be considered a full day's attendance.

### **Tobacco, Drugs and Alcohol**

The use by an athlete of tobacco, alcohol, or performance altering substances not prescribed by a physician for medicinal purposes for the patient who is using them in the manner in which they were prescribed is prohibited. There are other specific prohibitions relating to tobacco, alcohol and or performance altering substances contained in additional sport participation rules in addition to the above. The use of these items by a student who participates in athletics, cheerleading, extra-curricular activities, or drives a vehicle to school, or operates a power tool in class presents a hazard to the health, safety and welfare of the student, as well as those with whom the student participates or competes.



Participation in athletics and extra-curricular activities or driving a vehicle to school is a privilege available to qualified students. Those who participate in athletics and extra-curricular activities have a responsibility to favorably represent the school and community. Student participants are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school district. Strict adherence to the rules and policies set forth in the code is a responsibility which accompanies the privilege of participation. If a student fails to comply with the terms of this code, the privilege to participate may be lost in accordance with the terms of this code.

### **Definitions**

#### **1. Athlete**

Athlete means a boy or girl enrolled in grades five (5) through twelve (12) at Chrisman High School and Chrisman-Scotland Junior High, or who otherwise has authorized administrative permission to participate and who is participating and/or intends to participate in an interscholastic athletic activity sponsored by the school district.

#### **2. Activity**

Activity means any tryout, practice, game, event, meet, meeting, contest, competition, tournament, match or recreation connected to the conduct of a sport or extra-curricular activity, including school-sponsored weight training, summer league, camp or open gym.

#### **3. Sport**

Sport means any interscholastic sport sponsored by Chrisman Community Unit School District No.6

#### **4. Privilege**

Privilege of driving a vehicle to school and parking it on school property or the privilege of taking a non-required class which operating power equipment is a part of the curriculum.

### **Affiliation**

Chrisman High School is a member of the Illinois High School Association (IHSA) and Chrisman-Scotland Jr. High is a member of the Illinois Elementary School Association (IESA). Eligibility of student athletes is governed by the rules and regulations of the IHSA and IESA, the board of education, the athletic directors, the principals and the coaches of the various sports offered by the Chrisman School District.

### **When Co-Curricular Code is in Effect**

The rules set forth in this code are in effect throughout the school year beginning from the first official practice session for any sport or the first day after the selection of the dance team or cheerleading squad until the day of that sport or squad's banquet or honor ceremony. Grade eligibility will start with the first official day of practice but will end with the last official competition or performance. The rules set forth in this code are in effect for driver's ed class and any class operating power tools from the first day of that class until the last day of that class. The rules set forth in this code are in effect for any student who drives a vehicle to or from school from the first day that the student drives to school until the last day of school. The rules set forth in this code are in effect for any student council member from the first day that the student becomes a member until the student's membership is completed. (For those members who are selected for multi-year membership, the code will be in effect 365 days a year until the student graduates from high school). The rules set forth in this code are in effect for any student who is elected to the Chrisman Academic Honor Society from the time of their entry into the membership 365 days a year until he/she graduates from high school.

### **Policy Conflicts**

In the event of conflict between any school board policy, rule or regulation and rules contained in this code, the rules contained in this code shall exclusively apply and prevail. In the event there is uncertainty as to whether this code is in conflict with or is meant to be in addition to school board policies, rules and regulations, this code shall be deemed to be in addition to school board policies, rules or regulations.

### **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office wherein the athlete is in attendance before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete to be physically able to participate;
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian;
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the code, understand the terms of the code and agree to abide by its terms and conditions.

### **Practice Sessions**

All practice sessions shall be appropriately planned by the staff to ensure the safety of, and maximize instructional value for the participating students.

### **Sportsmanship**

Coaches and sponsors shall require good sportsmanship of their participants. Coaches and sponsors shall establish rules of deportment for their students and their teams and activities which encourage good sportsmanship and require appropriate behavior. This also applies to coaches and sponsors.

### **Use of Profanity**

Coaches and sponsors shall require their student participants to refrain from the use of profanity. This also applies to coaches and sponsors.

### **Chain of Command**

Assistant coaches shall be responsible to the head coach. The head coach shall be responsible to the athletic director. The athletic director shall be responsible to the building principal.

### **Eligibility**

Eligibility shall be governed by the rules of the IHSA and IESA, the conference and all applicable school board policies, rules, and regulations. In some cases, Chrisman High School and Chrisman-Scotland Junior High eligibility rules may be more stringent than IHSA/IESA or conference rules, in which case the Chrisman District's policies, rules and regulations, whichever is appropriate, shall apply. Students who receive an F or more than 3 Ds shall be ineligible to participate.

### **Proof of Insurance**

Before any student athlete shall be permitted to practice for, or compete in any athletic event, and before any athletic equipment is issued to the athlete, the athletic equipment is issued to the athlete, the athlete must:

1. Be currently enrolled in, and have paid the current premium for the school district's health insurance plan; or
2. Provide proof of coverage for athletic injuries by a private insurance carrier in the form of a certificate from the insurance carrier and have on file with the school district a signed insurance waiver

### **Report of Injury**

The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by athletic competition to the head coach of the sport in which the athlete is competing. No athlete shall be permitted to participate in a practice or athletic event if the nature or extent of an injury to the athlete dictates that the athlete should be withheld. When doubt exists as to the ability of the athlete to practice or compete, competent medical advice shall be solicited

### **Medical Release to Return to Competition**

When there is any question of an athlete's medical fitness to practice or compete, coaches or school officials may require the athlete to provide a release to participate, signed by a physician licensed to practice medicine, before allowing the athlete to engage in further athletic activity. In each instance when an athlete has been directed by a coach or other school official to seek medical examination or treatment, the athlete shall provide a release to participate, signed by a physician licensed to practice medicine, before the athlete is allowed to engage in further athletic activity.

### **Dress and Grooming**

Rules regulating the dress or grooming of athletes or extracurricular participants may be developed by the coach, sponsor or principal of each respective sport or activity. Team uniforms and equipment shall be required for participants in sports activities.

### **Use and Return of Equipment**

Athletes shall be responsible for the care and maintenance of all athletic equipment issued to them. Each athlete issued athletic equipment shall return the equipment in the condition in which it was received, normal wear and tear expected, to the athletic department within one (1) week of completion of the athletic season for which the equipment was issued, or within one (1) week of the end of the athlete's participation in sport for the season, whichever comes first. If an athlete fails to return equipment as required, or returns it in damaged condition, the athlete may be charged for replacement or repair, or otherwise disciplined as appropriate

### **Travel**

All participants shall travel to events and return home from events with the team on which the student competes by use of school-approved means of transportation. A written waiver of this rule may be issued to a coach, sponsor or administrator upon advanced oral request of a participant's parent or guardian and provided the parent or guardian accepts custody of the student. Coaches, sponsors, or administrators shall always have the choice as to whether or not they will allow a student/athlete to not accompany the team to or from a competition.

### **Attendance at Practices, Meets, Games and Athletic Events**

For the protection of the health and safety of athletes and participants, and to protect the integrity of the team, team members shall all be required to attend all regularly scheduled practices, meets, games and events of the team or activity. Failure to attend by a team member may result in discipline, including suspension or dismissal from the team.

### **Athletic Department and Conduct**

Behavioral misconduct by student athletes shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

1. Insubordination;
2. Any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage;
3. Any behavior which disrupts the appropriate conduct of a school program or activity;
4. Hazing or harassment of any kind;
5. Use of profanity;
6. Exhibition of bad sportsmanship; or
7. Violation of the code, training rules, or any other school policies, rules or regulations.

### **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; and
3. Upon written 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.

### **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 with 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.

### **CUSD # 6 Athletic, Organizational, Class, Co-Curricular Activities, and Special Privileges Rules and Regulations Policy - Random 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 try out 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 for not 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 Chrisman-Scotland Student Council or the Chrisman Academic Honor Society, or to obtain permission to drive a vehicle to or from school, or to 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 that as a condition of participation in a sport activity, cheerleading, academic honor society, CHS or CSJHS Student Council, or condition of enrollment in a driver's education class or condition of obtaining the privilege of driving a vehicle to or from school, or operating power tools in a class, he/she will consent to the drug testing program outlined in this procedure. The consent form must be signed also by the student's parent(s) or guardian(s). Signatures must be witnessed by another adult, not a member of the student's family.

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. Senior student 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 additional qualified extracurricular activities or be receiving any school privileges for the remainder of his/her school career
3. Parents must submit written request for withdrawal of consent indicating intentions of # 2 above
4. 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 creditable 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 (usually the multi-purpose 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 Chrisman School District 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 the **CUSD # 6 Athletic Organization, Class, and Special Privileges Rules and Regulations Policy**. The student and parent(s)/guardian(s) will be notified as soon as practical. The consequences of this violation are outline in the **CUSD # 6 Athletic, Organizational, Class, and Special Privileges Rules and Regulations Policy**.

## **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.

**TIMING IS EVERYTHING IN CONSEQUENCES**, but that is the chance anyone takes to be tested on any given day. If a student is not participating at the time or at all, that individual would obviously have less consequence than someone in many activities. 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.

## **Drug and Alcohol Abuse Consequences**

The Chrisman School Board adopted the following policy in regards to alcohol or drug abuse on April 10, 2006.

The Alcohol / Drug Abuse Policy shall apply to every Chrisman who is: a sport participant, a cheerleader, a member of the academic honor society, a student driver to or from school or enrolled in driver's education class, or enrolled in a class that operates power equipment.

The consequences for the use of alcohol / illegal drugs are:

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

90 day suspension from sport competition, cheerleading team (may still practice with the team, but may not compete or attend games) and may not 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 (may still practice with the team but may not compete or attend games), academic honor society, and may not 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.

**Tobacco Abuse Consequences for Athletes/Cheerleaders**—Also refer to drug and alcohol related policies for further definitions.

The following consequences policy was updated in July 2010. Prior policy editions are therefore obsolete.

The Tobacco Abuse Consequences Policy applies to every Chrisman student who is: a sport participant, a dance team member (when applicable), or a cheerleader. 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. Student athletes, dancers, and cheerleaders 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 for athletes, dancers and cheerleaders 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). Student athletes may not pick up an extra sport with the sole purpose of satisfying consequences of violation of this policy. If a student is caught with tobacco 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 tobacco, illegal drug, or tobacco is defined as a positive result on a random drug, alcohol, or tobacco screening test. Additionally, statements from reliable, authoritative sources or witnessing of said behavior, or police interaction may be cause for provable use or possession.

Students who violate this policy and their parents will be notified in writing.

First offense: suspension for 15 calendar days (required to practice, may not dress for games) – begins day of official notification

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

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

Fourth offense: suspension for rest of career

## Part III General Information

### 2015-2016 School Calendars

2015-2016 school calendars will be distributed to each student at registration. It will also be available on the district website.

### Students in the Building

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.

### 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.

- PARCC achievement tests to identified student groups.
- Discovery Education – grades 6-11
- Explore Achievement Test – grade 9
- PLAN Achievement Test - grade 10
- Prairie State Achievement Exam – grade 11
- ACT – grade 11

### 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.

### 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: Dr. Steve Poznic, Superintendent – Mr. Ben Zuber, Tech Coordinator, Mrs. Ann Titus, School Psychologist, Mrs. Christie Keys, School Homeless Liaison 217-269-2823

### Sex Equity Policy

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

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



### **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.

### **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."

### **Corporal Punishment**

Corporal punishment is prohibited. No employee shall slap, paddle, require a student to assume a physically painful position for a prolonged period of time nor shall any employee intentionally inflict bodily harm.

### **Police Interviews and Intervention**

The school district works closely with the Chrisman Police Department, Edgar County Sheriff's Department, and 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 and if possible both parent/guardian and principal will be present during the police interview.

### **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.

### **Fines/Fees/Charges – Waiver of Student Fees**

The school board shall establish fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students shall not be denied educational services or academic credit due to the inability of parents or guardians to pay fees and charges. Students whose parents are unable to afford student fees may receive a fee waiver. A fee waiver does not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the principal's office. A student shall be eligible for a waiver when at least one (1) of the following prerequisites is met:

- The student receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children)
- The student is currently eligible for free or reduced price meals pursuant to regulations contained in the Illinois School Code;
- The student's family is currently under the guidelines of a family-size income levels prescribed annually by the Secretary of Agriculture

Consideration for eligibility will be given by the building principal to additional factors such as: illness in the family, unusual expenses caused by natural disasters (fire, flood, storm damage, other emergency situation)

### **Breakfast/Lunch Program**

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. Parents/Guardians may bring food to their **own** child, a student may bring a sack lunch from home or may purchase lunch at school (milk is included in the price). No lunch is served on 11:50 dismissal days.

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 Tracey Rademacher, the school free/reduced program coordinator, at 217-269-2022.**

#### **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.

#### **Study Hall Rules**

- The media center has been designated as the study hall location for HS students; JH study halls are usually located in the individual teacher's rooms.
- The media center for HS study halls includes the computer lab and the library.
- All students will come to study hall prepared to work on subject material, read or study.
- Students will not use the computers unless written authorization has been received from a teacher to work on a specific project.
- All students will remain productively occupied and quiet for the duration of the study hall.
- Students are subject to disciplinary action if disruptive or fail to follow the above stated rules.

## **Library Requirements**

All students in grade 6-12 are required to have a coded library card, (JDH), which is necessary for use of the automated library. A single permanent card is issued to each student for their use from grades 6-12. If the Library Card has been lost, the replacement fee is \$1 (one dollar) for the first lost card. The second time the card is lost, the fee will be \$2 (two dollars), and the cost will increase accordingly for each additional replacement card.

Fines occurred on borrowed materials from other libraries must be paid by the borrower. The cost of lost materials from any library must be paid by the borrower by the end of the quarter.

All borrowers must sign a technology permission form. All passwords are monitored through the technology department.

## **Library Patron Confidentiality Policy**

The privacy of all K-12 students will be protected by a random dynix number from the Illinois Heartland Library System. These cards are prepared by the librarian with the student receiving one part and the library retaining the other part of the bar code.

No one except the Librarian or building principal will have access to these numbers.

In accordance with the Privacy Act, no overdue material book notices will be posted. The student will be handed an overdue slip by the library staff member.

A Challenge Materials Form, Selection Policy, and Library Bill of Rights are available from the library upon request.

## **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.

## **Announcements**

Announcements concerning school and student activities will be compiled in the daily student bulletin. These announcements will be read/posted on the high school bulletin board outside the main library entrance, on the cafeteria bulletin board and on the school website. These announcement will be read and otherwise posted. Additional information may also be made over the P.A. system or through the Alert Now Telephone System.

## **Sexual Harassment**

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

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational development;
2. Submission to a rejection of such conduct by an individual is used as the basis for an employment or education decision affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational

performance or creating an intimidating, hostile or offensive work environment. Sexual harassment is a violation of state and federal law, and the school officials will treat all such complaints or allegations seriously. Complaints may be filed with Dr. Steve Poznic, Mrs. Kelly Schluter, or Mrs. Nancy Dalenberg.

### **Search and Seizure**

School authorities may conduct reasonable searches of school property and equipment. "School authorities" includes school liaison police officers. School officials may request the assistance of law enforcement officials to conduct searches using specifically trained dogs. School officials may search a student's person and/or personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence that the student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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

### **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.

### **Valuables**

**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.

### **Trips**

**Field trips are a privilege not a school requirement.** A student may be denied participation in a field trip due to failing grades and/or behavior concerns. A permission form received from a teacher/sponsor shall be completed by a parent or guardian prior to any school-sponsored trip, except athletic events. Any student missing class time for a school sponsored trip or an athletic event shall pre-arrange this absence with each teacher and shall make up homework for the class missed. **The principal shall have the final decision as to whether the student may or may not go on a school sponsored trip.**

### **Visitors**

All visitors shall report to the office upon entry into a school district building to sign in on the sign in/out sheet and/or to receive a visitor's pass. Parents, graduates and others who are not students or staff are visitors. Unauthorized trespassing on school property is strictly prohibited.

### **Activities**

Most activities at Chrisman High School are conducted under the rules and regulations of the Illinois High School Association. Most activities at Chrisman-Scotland Junior High are conducted under the rules and regulations of the Illinois Elementary School Association. Both boys and girls teams compete in conference competition. Boys compete in basketball, cross country, baseball, golf (high school only), and track; girls in cross country, basketball, volleyball, golf and softball (high school only), and track. Students are encouraged to become active members in school organizations such as student council, cheerleading, mathletes, computer club, art club, Spanish club, scholastic bowl, WYSE team, ECO team and school and class-sponsored educational trips

### **School Visitation Rights Act (820 ILCS147)**

The School Visitation Rights Act permits employed parent(s) or guardian(s) who are unable to meet with educators because of a work conflict, the right to take time off from work under certain conditions to attend necessary school functions such as parent teacher conferences.

### **Extracurricular Activities Scheduling**

1. 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;
2. Games or activities may be scheduled on Saturdays or holidays;
3. When games or activities are postponed because of adverse weather conditions, they will be rescheduled at a later date, if possible.

### **Student Records**

The procedure for examination of records is outlined in school district policy manual. A policy manual is available in the principal's office, the high school library and the unit office. Photo copies of the policy may be obtained in the superintendent's office.

## **Part IV: Student Conduct**

**General Student Conduct and Responsibilities** – The following general rules shall apply to all students.

Failure to abide by the rules may result in discipline:

- Sunglasses, safety glasses, hats, hoods and bandanas shall not be worn in the building. Any of those items are to be stored in the student's locker.
- Students shall walk and talk quietly in the hallways, and respect each other's space without making physical contact.
- Students should respect individual and school property (damage to or defacing of school property will not be tolerated).
- Profanity, name calling and defiant language will not be tolerated.
- Bullying, aggressive behaviors or the encouraging of these behaviors will not be tolerated.
- Teachers are in charge of their classrooms. Students should act and speak in a manner that follows classrooms rules and is respectful.
- Teachers are to be referred to as Mr., Mrs. or Ms. at all times and not simply referred to by their last name.
- Students are to be in his/ her assigned classroom by 8:02 a.m., and shall be on time for each period throughout the day.
- Students in the hallway during class periods must have a corridor pass signed by a faculty member.
- Students are not allowed to eat/drink in the classrooms or hallways (without permission of the principal).
- Vending machines may not be used during scheduled class times or passing periods.
- No gum chewing in the buildings is permitted.
- Purses and bookbags are to be stored in the student's locker at all times, with the exception of breakfast and lunch breaks.
- Students shall give the same courtesies and respect to the office, bus, and custodial staff as they do the teaching and administrative staff.
- The lockers are the property of the school and subject to searches, as deemed necessary. Students will be issued a lock for their locker at no charge; however, the student will be responsible for paying for a new lock if assigned one is damaged or lost. **Lockers may not be shared or changed without consent of the office.**
- Displays of physical affection (such as kissing) are prohibited.
- Academic dishonesty, plagiarizing or cheating will not be tolerated. Student consequences will be determined by their individual teacher's policies and procedures; however if the evidence supports the accusation of academic dishonesty, in addition, to other possible discipline, students will not be given credit for work submitted.
- Littering in or around the school building is prohibited.
- Students are expected to adhere to the dress code policy as stated above.
- Electronic devices are to be stored in the student's locker but realize if you are bringing such devices into the building you are doing so at your own risk. The school assumes no liability.
- Students guilty of defacing or damaging any school property shall be required to restore to original condition or pay in full for all damages. Disciplinary action will be at the discretion of the School Board.

**Discipline Referral Procedure – these consequences apply to the entire student body; however, students participating in extra-curricular activities must also abide by the extra-curricular code consequences outlined in that section of the handbook.** School officials will discipline students who do not conduct themselves in accordance with school rules and regulations and/or who hinder the learning process for other pupils. All disciplinary responses shall be directed toward protecting the welfare of the school community and helping the student develop self-discipline. When determining the response for a specific act of misconduct, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

Depending on the nature and severity of the events, school officials may request the assistance of law enforcement agencies. Section 10-22.6 of the School Code of Illinois (105ILCS 5/10-22.6) gives the Board of Education the power to suspend or expel a student "...guilty of gross disobedience or misconduct." It permits the Board to authorize the building administrator to suspend students for a period not to exceed ten (10) school days for acts of gross disobedience or misconduct. The Board may expel a student for more than ten (10) days and up to two (2) calendar years. Any student who is suspended or expelled from school is forbidden to attend any school function, take part in any extracurricular activities, or be on school property until the suspension or expulsion has ended.

### **Disciplinary Policy Notification**

The student handbook, including the District disciplinary policies and rules, shall be made available via the district website at the beginning of the school year or a student's enrollment. If a family does not have internet access, a paper copy will be provided.

### **Interventions/Disciplinary Measures**

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

Training to enable staff, students, and families to identify early warning signs of aggression. Encouragement of all staff and other members of the school community to raise concerns about students who have demonstrated behaviors that put them at risk for engaging in aggressive behavior.

Assembling a team of specialists trained in evaluating and addressing serious behavioral issues and referring concerns about a particular student's potential for aggression to that team.

Programs that teach students alternative, socially appropriate behaviors.

Placing families of potentially aggressive students in contact with community organizations that can teach them to reduce aggressive behaviors in their children.

Referral of a child who has been identified as being at risk for aggressive behaviors for a special education evaluation, since this may be a sign that a child is disabled and therefore eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA).

The schools/district will adhere to all the federal/state guidelines governing students with disabilities. These policies/ procedures are available at the principal and superintendent's office.

Disciplinary measures may include, but are not limited to:

Personal counseling

Withholding of privileges

Seizure of contraband

Suspension from school and all schools sponsored activities and events for up to ten (10) school days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

Suspension of bus riding privileges, provided that appropriate procedures are followed.

Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.

Notification of parent(s) / guardian(s)

Removal from classroom

Detention provided the student's parent(s) / guardian(s) have been notified. The student shall be supervised by a certified teacher, building teacher, building principal or designee. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

### **Aggressive Behavior-“No Bullying”**

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

## Weapons

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

## Gangs-Gang Activity

Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for memberships; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property. Gang identifiers, which change periodically, may not be allowed to be displayed by anyone at CUSD #6 schools at anytime, including after-school events. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories which the administrator has designated as a gang identifier. Examples of gang identifiers include, but not limited to: Playboy Bunny insignia, a single glove, 5 or 6 pointed stars, arrows or pitchforks shaved into the hair or otherwise exhibited. The administration may add to this list of identifiers at any time.

**Conduct Consequence Sequence Chart**

<b>Conduct</b>	<b>1<sup>st</sup> Consequence</b>	<b>2<sup>nd</sup> Consequence</b>	<b>3<sup>rd</sup> or More Consequences</b>
Use, purchase, possession or sale of drugs or controlled substance on school property.	Notify parent/guardian Notify police 10-day OSS Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion		
Possession of tobacco on school property.	Notify parent/guardian 1-day OSS	Notify parent/guardian 3-day OSS	Notify parent/guardian 5-day OSS
Possession of alcohol on school property.	Notify parent/guardian 3-day OSS	Notify parent/guardian 10-day OSS Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion.	
Student suspected as "being under the influence" of drugs or alcohol on school property	Notify police to test student Notify parent/guardian Further consequences depending on outcome.	Notify police to test student Notify parent/guardian Depending on outcome possible referral to Board of Education for further disciplinary action.	
Use, possession, control of a firearm, "look-alike" firearm, knives, other weapons or objects attempted or used to cause bodily harm. <b>-Section 921 of Title 18 of United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act - Section 24-1 of the Criminal Code.</b>	Confiscation of weapon or firearm Notify local and state police if a firearm Immediate 10 day-OSS and Referral to Board of Education for expulsion for one year up to two years. Letter to parent explaining due process.		
Fighting/Assault or Battery	Notify police Notify parent/guardian 3 day-OSS	Notify police Notify parent/guardian 5-OSS	Notify police Notify parent/guardian 10-day OSS Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion

Intimidation or threat to another staff or student.	1-day OSS Notify parent/guardian Notify police	5-day OSS Notify parent/guardian Notify police	10-day OSS Notify parent/guardian Notify police Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion
Harassment – Verbal/Written Electronic	Detention Notify parent/guardian Notify police	3-day OSS Notify parent/guardian Notify police	10-day OSS Notify parent/guardian Notify police Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion.
Sexting-sending, receiving, possessing inappropriate or sexually explicit pictures or images.	Detention Notify parent/guardian Notify police Notify DCFS	3-day OSS Notify parent/guardian Notify police Notify DCFS	10-day OSS Notify parent/guardian Notify police Notify DCFS Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion.
Bullying, hazing, aggressive behavior, or encouraging such behaviors	Detention Conference with school principal, counselor and parent/guardian.	3-day OSS Conference with school principal, counselor and parent/guardian.	10-day OSS Referral to outside social service agency and referral to Board of Education for further disciplinary action, not limited to, and including, expulsion.
Involvement in gang or gang like activity, including displaying symbols.	Conference with school principal, counselor and parent/guardian.	1-day OSS	3-day OSS mandatory appointment with outside social service agency.
Gross disruption of the educational environment.	Detention	Detention Conference with parent/guardian.	1-day OSS for 3 <sup>rd</sup> offense and Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion for gross misconduct.
Insubordination-defying staff directives, using disrespectful language or profanity.	1-day OSS	3-day OSS	10-day OSS Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion
Using/Hearing a cell phone, I-pod, etc, during classroom time or passing periods.	Confiscation Contact parent/guardian to pick up device.	Confiscation Contact parent/guardian to pick up device. Pay \$5 fine.	Confiscation Contact parent/guardian to pick up device. Pay \$10 fine for 3 <sup>rd</sup> occurrence Pay \$15 fine for 4 <sup>th</sup> occurrence Pay \$20 fine for each additional occurrence
Provable theft.	Notify police Pay restitution 1-day OSS	Notify police Pay restitution 3-day OSS	Notify police Pay restitution 10-day OSS Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion
Vandalism or damaging school or other person's property.	Notify police Pay restitution 1-day OSS	Notify police Pay restitution 2-day OSS	Notify police Pay restitution 3-day OSS

Leaving class without permission.	Detention	Detention	1-day OSS for 3 <sup>rd</sup> offense 2-day OSS for 4 <sup>th</sup> offense 3-day OSS for 5 <sup>th</sup> offense Referral to Board of Education for further disciplinary action, not limited to, and including, expulsion.
Tardiness to class during the school day.	Students will serve time before or after school with the teacher to whose class they were tardy.	Students will serve time before or after school with the teacher to whose class they were tardy. See teacher classroom rules.	Students will serve time before or after school with the teacher to whose class they were tardy. See teacher classroom rules.
Tardiness to school.	1 <sup>st</sup> – Warning	2 <sup>nd</sup> – Warning	3 <sup>rd</sup> – detention Repeated offenses will result in a detention for every 3 <sup>rd</sup> tardy. After every 3 <sup>rd</sup> detention, a Saturday school will be issued. Referral to truancy officer.

### Dismissal from Class or Study Hall

When a teacher removes a student from class 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.

### 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 school days. If a student fails to serve both of these days, the student will then be assigned a Saturday school. If the student fails to serve the Saturday school, then the student will be issued an out-of-school suspension and will receive zeroes for all class work. Serving a detention takes priority over all other school functions. Detentions will be served on Tuesdays and Wednesdays until 4:30 pm, unless special arrangements have been made by the principal. **No lunch detentions will be served.** If a student receives a detention, an Alert Now message will be sent home, as well as a written disciplinary notice.

### External Suspension

A student may be suspended from school for a period not to exceed ten (10) school days. The school administration shall decide whether or not missed schoolwork during an external suspension will be allowed to be made up. A student shall not be eligible to participate in extra-curricular activities while serving an external suspension. Suspended or expelled students shall be excluded from all school activities and shall be denied access to school grounds.

### 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.

### 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.**

### Attendance/Truancy

The Illinois School Code requires that children between the ages of seven (7) and seventeen (17) attend school and requires parents to make sure their children attend. The law permits parents to be penalized for allowing their children to be truant.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C Misdemeanor, which carries a maximum penalty of 30 days in jail and/or a fine of up to \$1,500.



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 5% (9 days) or more of the prior 180 school days without valid cause are considered 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 truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

### **Full Day Attendance**

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 or excused absences such as death in the family, doctor's or dentist's appointments or other cause approved by the principal. In order to be eligible to participate on a certain day, the student must be in attendance by 7:45 a. m., if the student is enrolled in English 410, or by 8:30 a. m. for all other high school students.

### **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 or her assigned classroom by 8:02 am. After 8:02 am, students shall be marked tardy. Students reporting to school before 10:49 am will be credited with a half (1/2) day absence unless excused by the administration. A full-time student reporting to school after 10:49 am will be credited a full day 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.

### **Absences**

In the instance of any absence, the student's parent or guardian is required by law to call the school (high school/junior high -269-2823/269-3980 before 8:15 a.m. to provide the reason for the absence. The reason for the absence must be identified. If the explanation is reasonable and justified, the absence will be classified as an "excused absence". If a student is absent three (3) or more consecutive days due to illness, a physician note will be required upon his/her return or the absence will be "unexcused". Each circumstance may be examined individually by the principal to determine the nature of the illness and any permissible reason for a lack of a doctor's involvement.

**In addition, after more than three (3) excused absences due to illness per quarter, each absence will be considered "unexcused" unless a physician's note is presented. (A multiple/consecutive day illness would count towards one excused illness.) Failure to do so shall result in an unexcused absence. Reason for any absence will always be kept confidential or on a need-to-know basis.**

Upon the return from any absence in which the parent or guardian did not call the school on the day of absence, as required, a note explaining the reason for the absence must be submitted to the office prior to school. At that time, a determination will be made as to whether the absence will be considered excused or unexcused. If no note is submitted, the absence will be considered unexcused.

**Excused Absence:** An excused absence indicates a legal absence from school with parental/guardian and school permission. Examples of excused absences are: student illness or serious family illness; medical and dental appointments; death of a relative, close friend, or fellow student; unavoidable accident; religious holidays or occasions; field trips or school business trips; and pre-approved college visits (**limited to 2 per year**).

### **Unexcused Absence:**

An unexcused absence indicates the student is absent from school with or without the consent of the parent(s) /guardian(s) but for a reason which is not acceptable to the school or the State. **A student will receive no credit when absence is deemed unexcused.** In addition, appropriate disciplinary actions may be applied to the student. Although not a complete list, some examples of unexcused absences are: oversleeping; car problems/missing the bus; duties at home of a non-emergency nature and/or personal business.

The following services or consequences may be utilized to assist the student and his family to increase attendance rate: alternative education programs; counseling; removal from extracurricular activities; suspension of driving privileges; and detention, after school tutoring (study session), or Saturday school.

Absences are recorded through the STI attendance system and on the student's permanent record. Upon the third and each succeeding unexcused absence within the current school year, the student will lose their citizenship rating.

### **Pre-arranged 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 pre-arrange form from the office.

All pre-arrangements **must be made at least two (2) days 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 pre-arrange 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 before the visit, then a doctor's proof of visit is required upon the student's return.

### **College Days**

All high school students are entitled to 2 pre-arranged absences per year for the purpose of visiting college campuses. In order to arrange for a college visit, the student must:(1) meet with the guidance counselor(2) bring a written request from a parent or guardian(3) obtain a pre-arranged form to be signed by all of the teachers.

### **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.

### **Truancy**

TIPS or Truancy Intervention/Prevention Service is a program established by the Illinois State Board of Education and implemented by the Regional Office of Education to provide supportive services and resources to assist chronic truants in overcoming their school attendance problems and to help school districts with chronic truants. Parents or guardians who knowingly and willfully permit a child to be truant may be convicted of a Class C Misdemeanor which carries a maximum penalty of thirty (30) days in jail and/or a fine of up to One Thousand Five Hundred and 00/100 Dollars (\$1,500.00).

### **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 1<sup>st</sup> class of the day) the student should report to the office. Excessive tardiness to school will not be tolerated (if a student continues to be tardy to school, there will be a referral made to the truancy officer). 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. Upon receiving their 4<sup>th</sup> detention, whether it be for tardies, other infractions, or a combination of both, the student will be issued a Saturday school. Subsequent Saturday schools will be issued for every four detentions received per semester.

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 consequences. The consequences require the student to make up time missed before or after school with that teacher within two days of the tardiness. Failure to serve the time with that teacher will result in further disciplinary action.

### **Discipline Oversight Committee.**

A student may appeal a discipline related to an extracurricular activity or trip exclusion to the Discipline Oversight Committee. This committee will be made up of one student from each class, a board member, two teachers, and an administrator. The District has established a parent-teacher advisory committee to assist in the development of student discipline guidelines.

## **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 building 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.

## **Bus Riders**

All students within the district are eligible to ride a school bus to and from school regardless of the distance their home is from school. School bus riders, while in transit, are under jurisdiction of the school bus driver unless the Board of Education designates another adult to supervise the riders. The following rules govern school bus riders:

1. Be on time at the designated bus stop;
2. Stay off the road at all times while waiting for the bus;
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop;
4. Do not leave your seat while the bus is in motion;
5. Be alert to a danger signal from the driver
6. Remain in the bus in the event of a road emergency until the driver gives instructions;
7. Keep your hands and head inside the bus at all times after entering and until leaving the bus;
8. Do not throw anything out of the bus windows;
9. Loud talking and boisterousness are prohibited; such behavior diverts the driver's attention and could result in an accident;
10. Be absolutely quiet when approaching a railroad crossing stop;
11. Never tamper with, damage or deface the bus or any of its equipment;
12. Assist in keeping the bus safe and sanitary at all times. Eating or drinking is not permitted on the bus unless authorized by the bus driver or riding supervisor;
13. Animals are not permitted on the bus;
14. Keep books, book bags, packages, coats and all other objects out of the aisles;
15. Do not leave books, lunches or other articles on the bus;
16. Be courteous to fellow pupils and the driver
17. Help look after the safety and comfort of smaller children

18. Observe safety precautions at the discharge point. When it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross; and
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Obey the directions of the school chaperon.

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

The District will maintain the current rules listed above for bus behavior, but will emphasize the following five:

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

Bus drivers will post these rules in their buses and announce the rules to their riders. This will be the procedure for students who do not abide by the rules on the bus. Students should remember that CUSD #6 has video cameras on the buses.

1<sup>st</sup> Offense: driver will warn the student

2<sup>nd</sup> Offense: driver will contact the parent

3<sup>rd</sup> Offense: student will be suspended from riding the bus for three school days

Continued or extreme misbehavior may result in suspension from bus riding privileges. Bus suspensions will progressively increase from 3 to 10 to 30 days with BOE option to suspend for the remainder of the year.

#### **Bus Dismissal Procedure**

On a regular 3:05 dismissal day, JH/HS students will exit through the HS lobby doors to load the buses. The buses leave the JH/HS and proceed to the Elementary School to pick up additional students.

On early 11:50 and 2:00 dismissal days, the Elementary School students are dismissed at 11:40 and 1:50 respectively in order to pick up JH/HS students as school is dismissed.

## **Part V: Academics**

### **Academics (High School)**

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 or principal.

### **Sex Education, Family Life Instruction, and Discussion of Disease**

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

### **Class Rank (High School)**

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.

### **On-Line Classes**

With the principal's authorization, junior and senior high school students may take a maximum of one (1) on-line class per semester. Students taking on-line 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 on-line 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.

### **College Entrance Requirements**

In 1985, the State Board of Higher Education adopted minimum high school subject requirements for admission to Illinois public universities and to baccalaureate transfer programs at community colleges. The school board has also increased some area requirements so that the following is now required for graduation.

- Four (4) years of English (emphasizing written and oral communications and literature);
- Three (3) years of Social Studies (emphasizing history and government);
- Three (3) years of Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming);
- Three (3) years of the Sciences (laboratory science); and
- Two (2) years in foreign language, music, art or vocational education.

### **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 ½ credit (1 semester) of government.
- One credit from among music, art, foreign language, or vocational education

### **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.

## Make Up Work

After any absence, make up work shall be completed as quickly as possible. Normally, a student shall be permitted one (1) day to make up work missed for each day he or she was absent (not counting the day he or she returned to school). Extended excused absences will be handled on an individual basis with the teacher involved.

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. If an assignment is given when a student is absent, then the student only has the number of days missed in order to complete the assignment.

## Retention of Junior High Students

A student who fails two out of five academic subjects shall be considered for retention. In April, the principal shall notify in writing the parent or guardian of such student. 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. The decision to promote a student to the next grade level shall be based on:

- Successful completion of the curriculum as outlined in the administrative promotion/retention procedures;
- Student attendance
- Performance, based on the curriculum profiles for the grade, Discovery Education results and PARCC results scores in appropriate grades.
- Teacher assessment/projects.
- Classroom participation and grades within the classroom.

## Report Cards

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

## Physical Education Exemption

A parent may request his or her child be exempted from some or all physical activities during the school day. However, the physical education teacher may still require the student to dress, and may still require the student to participate in some activities that are planned for that day. The principal or physical education teacher may require a written explanation signed by a physician in order for the student to be excused from the class. On such occasions that a parent requests an exemption from part or all physical activities, the student cannot participate in any physical extra-curricular activity during the time of the parent requested exemption.

## **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 must be in good academic standing (passing all classes).

## **Guidance and Counseling**

The school provides a guidance and counseling program for students. The guidance program is available to assist students in their class and career planning based on student abilities, interests, and personal goals. The school's counselors are available for students who need additional assistance. Students are encouraged to meet with guidance counselors to plan class schedules and to discuss post high school career plans. High school juniors and seniors have the opportunity to receive college and career information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information. In addition, information on college and careers can be obtained in the counselor's office.

## **Special Education**

The education of exceptional children is an integral part of our total school program, and several special education programs are available. Some special education services are provided through the Eastern Illinois Area of Special Education (E.I.A.S.E.) Some Christian students attend special education classes in Paris while others may attend classes at E.I.A.S.E. programs in Mattoon, Kansas or Charleston. E.I.A.S.E. services are also available in psychological, social work, audiology, physical therapy; visually impaired, hearing impairment, vocational education, braille, early childhood, as well as programs for the severely/multiple handicapped and severely behaviorally disordered. The school district is also a member of the Central Association of Special Education which is located in Decatur. This agency provides services in audiology (hearing testing) and consulting services to programs for the deaf and physically handicapped. The school district provides an intensive screening program in the spring for all children ages three (3) to five (5) as a method of identifying children who may have difficulty in school. Testing for hearing, vision, speech, motor, and learning problems is performed. Before any child becomes eligible for a special education program, a case study evaluation must be completed. Parents, teachers, administrators, persons having primary care and custody of the child, the Illinois State Board of Education and community service agencies may refer any child for such an evaluation. Prior to a case study evaluation, the parent or guardian shall be notified in writing of the procedures involved and signed consent will be requested.

## **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 predominately 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.

## 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 or technology coordinator.

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## Danville Area Community College

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

# Part VI: Health and Emergency Procedures

## 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:

Dr. Steve Poznic, Chrisman Community Unit School District #6, 23231 Illinois HWY 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 audio tape, and in Braille from ADA Compliance Coordinator.

Disability accommodations are available at all parent conferences, school programs, and school board meetings.

## Health Examinations, Immunizations and Lead Screenings

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

The school district maintains records for each student which reflect compliance with the examinations and immunizations prescribed by Section 27-8 of the School Code (105 ILCS 5/27-8) and the applicable rules and regulations of the Illinois Department of Public Health. The district shall exclude any student from school for failure to meet health examination and immunization requirements if such requirements are not met by the 1<sup>st</sup> day of the school year. **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.** Children whose parents or legal guardians object on religious grounds to immunizations may be exempted from the exclusion upon providing to the superintendent a signed statement of religious objection which details the grounds for objection. A new statement for each child shall be presented prior to the opening day of each school year. If the physical condition of the child precludes immunization on medical grounds, an examining physician shall so indicate.

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

Vision screenings will be provided annually for all children in 8<sup>th</sup> grade and for teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a form indicating that an examination has been administered within the previous twelve (12) months.



## **Medication**

Students shall not possess prescribed or over-the-counter medications of any kind (including aspirin or aspirin substitutes such as Tylenol) in any school buildings during the school day. Each student having or possessing any prescribed or over-the counter medication, shall as soon as possible after entry into any school building, deliver the medication to the principal's office or nurse's office, where it shall be stored in a locked medicine cabinet during the school day. The secretary or nurse shall monitor and observe the taking of the medication. Students will be evaluated on an individual basis regarding the need to carry emergency medication. There is a parent/teacher advisory committee that assists in the development of guidelines and policies for administering medication in Chrisman schools. A copy of the medication policy shall be provided to parents or guardians during registration. Exception to this is for those students possessing prescribed inhalers who may need to have his/her inhaler with him/her at all times. The school does permit the self- administration of asthma medication provided that the parents of the student provide written authorization for self-administration and provide written certification from the physician that the student does have asthma and is capable of self-administration. Parents must sign an acknowledgement that school district personnel incur no liability (except for willful and wanton conduct) for injury arising from self-administration.

## **Infestation**

The administration will observe applicable recommendations of the Illinois Department of Public Health regarding transmittable infestation. Faculty and or staff shall report to the school nurse any known or suspected case of a transmittable infestation involving a student attending any programs operated by the district. Infested students shall be sent home following notification of the parent or guardian. Students with confirmed cases of transmittable infestation shall be excluded from school until treatment procedures recommended by the Department of Public Health or a physician have been completed. The school will provide written instructions to parents regarding appropriate treatment for infestation. A student excluded because of infestation shall be permitted to return to school only when the parent or guardian brings the student to school no excluded student shall ride the school bus) to be checked by the school nurse or principal and the child is determined to be free of nits.

## **Closing of School-Emergencies**

If for any reason, Chrisman schools will be closed or operated under conditions other than normal schedule, an announcement will be broadcast on WPRS radio (98.5FM), TV station WCIA Channel 3 (Champaign), TV station Channel 2 (Terre Haute), TV station WICD Channel 15 (Champaign) and through our Alert Now telephone system 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 or cancellations due to severe conditions, or a weather emergency, all after school contests and practices, are cancelled.**

## **Fire Drill Procedures**

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

## **Tornado Drill Procedures**

Several times throughout the year students and staff shall practice emergency procedures to be used in the event of a tornado. When a long continuous bell is sounded, high school students and staff shall pass quietly and quickly to rooms 2 and 3 in the lower level of the. Any overflow will proceed to the ramp on the east side of the building by rooms 30 and 30A. Junior High students and staff will take cover in the boys and girls locker rooms in the north-south hallway on the east side of the junior high building. Students shall stay with their teacher and shall not go to automobiles or leave school grounds.

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

## **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.

## **Pesticide Application Procedures**

Copies of the schools' pesticide application procedures are available upon request at the district's unit office.

## **FERPA Notice**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records with fifteen (15) days of the day the school district receives a request for access. A parent/guardian or eligible student shall submit to the records custodian, principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The district official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the district official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed;
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the district to amend a record that he or she believes is inaccurate or misleading. The objector shall write the district official responsible for the record, clearly identify the part of the record objected to and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing;
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the district has contracted (such as an attorney, auditor, or collection agent); or a person serving on the board of education. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities; and
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-4605

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

