

CHRISMAN HIGH SCHOOL

Home of the Cardinals



CHRISMAN-SCOTTLAND JUNIOR HIGH

Home of the Eagles



# 2024-2025 STUDENT HANDBOOK

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

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# CHAPTER 1 – INTRODUCTORY INFORMATION, GENERAL INFORMATION AND NOTICES

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

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

Jim Spesard, President, 217-822-6717  
John Rogers, Vice President, 217-822-1573  
Cody Denton, Secretary, 217-799-2333  
Shelley Good, Member, 217-4740698  
Kris Martinez, Member 217-213-1252  
Reed Nolen, Member, 217-822-6656  
Cristie Thevenin, Member, 217-251-5471

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

Mr. Darren Loschen Superintendent  
Mrs. Nicole Cox, Principal  
Mr. Jason Whitaker, Dean of Students  
Mrs. Jody Kirby/Mr. Brandon Getche High School Athletic Director  
Mrs. Jody Kirby, Junior High Athletic Director  
Mr. Troy Warner, Transportation Director  
Mrs. Nancy Crawford, Secretary, Registrar  
Ms. Kate Pillen, Counselor

## Mission Statement

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

## School Structure

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

## Illinois Public School Recognition

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

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

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

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

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

## Non Discrimination Policy

The school district shall not discriminate on the basis of sex, color, race, national origin, or disability in its educational and extracurricular

programs and activities as required by 29 U.S.C. 1681. Inquiries regarding compliance with the Illinois Sex Equity Rules and federal law may be directed to the Coordinator for nondiscrimination for Chrisman Community School District #6, Superintendent of Schools, 23231 IL Highway 1, Chrisman, Illinois 61924

### **Philosophy & Objectives of Chrisman School District #6**

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

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

It is our goal that all our graduates will be adequately prepared to successfully meet the challenges of life in the pursuit of their chosen vocations.

No pupil in the district shall be excluded from or segregated within any school on account of his/her color, race, nationality, sex, religious affiliation, or disability. The district does not discriminate on the basis of sex, nationality, or disabilities in the provision of educational and extracurricular programs, activities, services, and benefits.

### **Board of Education Regulations**

The Board of Education has delegated authority to enforce rules and regulations to administration, which, when appropriate, will delegate its authority to others. In the absence of a parent/guardian, 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 ensure 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.

### **2024-2025 School Calendars**

School calendars will be distributed to each student at registration. It will also be available on the district website.

### **Emergency School Closings**

If for any reason, Chrisman schools will be closed or operated under conditions other than normal schedule, an announcement will be made via **TeacherEase notification** between 6:00 a.m. and 7:00 a.m. A notice will also be posted on Facebook. During the school day, should adverse weather conditions develop, an early dismissal from school announcement will also be broadcast from the above-mentioned systems.

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

### **Equal Educational Opportunities**

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

1. Students in physical education classes and activities may be grouped by ability as assessed by objective standards of individual performance developed and applied without regard to sex;
2. Students may be separated by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball and other sports, the 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 that deal exclusively with human sexuality may be conducted in separate sessions for boys and girls. Parents may request students be exempted from human sexuality classroom lessons; and
5. Requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one sex.

Except as indicated in these regulations, all extracurricular activities including intramural, interscholastic, clubs, and any other before or after school activities, which may be offered shall be available to all regardless of sex.

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

1. Separate teams for each sex may be operated for members of each sex in contact sports;
2. Equal athletic opportunity shall be provided members of both sexes; and
3. The 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.

### **Change in Residency**

If a pupil's change of residence is due to military service obligation of the person with legal custody of a student, he/she may, with a written request from the legal custodian, maintain his/her residency as determined prior to the military obligation.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

### **School Volunteers**

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

### **Equal Opportunity and Sex Equity**

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

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

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

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

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

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

### **Video & Audio Monitoring System**

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

### **N Loco Parentis**

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

### **Accommodating Individuals with Disabilities**

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

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

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

### **Avoidance of Abduction**

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

### **Animals on School Property**

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

### **Students with Food Allergies**

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

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

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

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

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



## Care of Students with Diabetes

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

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

For further information, please contact the building principal.

## Invitations & Gifts (K-8)

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

## Placement Exam (JH)

Any student enrolling in grades kindergarten through eight shall be accorded the opportunity for a placement examination. Placement decisions shall be made with input from teacher(s), the building principal, the 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 administer the following achievement tests throughout the school year.

- IAR achievement test to JH students
- ISA achievement test to all 8th and 11th grade students
- SAT/ACT achievement test to HS students as required by the state of Illinois

## Class Schedule Changes

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

## Comprehensive Needs Assessment

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

## Change of Address or Telephone Numbers

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

## Telephone Usage

The office telephone may be used by students with the permission of the office staff or administration. Only emergency or necessary messages will be delivered to students during the school day. **Students are not to use their cell phones without permission of staff/administration.**

## Announcements

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

## Valuables Brought to School

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

## Illinois Career Pathways

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

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

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

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

### **Danville Area Community College**

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

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

Chrisman C.U.S.D. #6 bases its selection policy for all instructional materials on the ALA School Bill of Rights which is defined: All staff members and students are encouraged to suggest materials to be added to the library collection. The ultimate responsibility for material selection rests with the librarian who uses the knowledge of the curriculum and needs of the school and who consults professional journals and publications for the recommendation of purchases. The librarian operates within the guidelines of policies determined by the administration and the 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 selects the materials, the procedures are: all criticism shall be presented to the principal on the Complaint Request Form. The principal and librarian shall review the questioned material.

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

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

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

### **Student Grievance Procedure**

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

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

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

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

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

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

STEP III - If the grievance is still not resolved at Step II, the grievance shall be submitted in writing within ten (10) days to Mr. James Acklin, 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.

### **School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the

District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

#### Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

##### Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

##### Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

##### Emotional Signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

## Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

## Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space.

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

# CHAPTER 2 – ACADEMICS, PROMOTION AND GRADUATION

## Grading & Promotion

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

## Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. Students have 1 day to complete homework per each day the student misses.

## Math Placement Criteria (JH)

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

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

## Exemption from PE Requirements (K-8)

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

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

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

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

## Exemption From PE Requirement (HS)

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

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

1. Ongoing participation in an interscholastic athletic program;
  - If playing a fall sport, first semester PE may be waived. If playing a spring sport, second semester PE may be waived. If playing a winter sport, either first or second semester may be waived.
2. Enrollment in academic classes that are required for admission to an institution of higher learning; or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

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

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

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

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

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

### Credit for Non-District Experiences

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

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

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

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

### Proficiency Credit

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

### Substitutions for Required Courses

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

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

Registered apprenticeship program.<sup>5</sup> A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

### Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

## 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 passed an examination on patriotism and the principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance
- Filing for either the Free Application for Federal Student Aid (FAFSA), an application for State financial aid, or an ISBE waiver indicating that the student or parent/guardian understands what these aid opportunities are and has chosen not to file an application.
  - o Exemptions include if the student is unable to file due to extenuating circumstances, the principal attests the District made a good faith effort to assist in filing the application or waiver, and the student has met all other graduation requirements.
- Has completed these credit requirements:
  - English - 4 credits      Math - 3 credits
  - Science - 3 credits      Resource Management, or Ag Business, or Banking and Finance – 1/2 credit
  - Health Ed –1/2 credit      Computer Ed – 1/2 credit\*
  - o Physical Education – 3 credits (if driver's ed and health were taken or unless granted a waiver)
  - o Social Science - 2 credits, which must include 1 credit (2 semesters) of American History and ½ credit (1 semester) of Civics.
  - o \*Class of 2025 & beyond: ½ credit of Computer Concepts OR Intro to Business

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

## Early Graduation

Early graduation is bestowed on those students who have attained academic excellence and have met or exceeded the requirements necessary for graduation as set by the Edgar County CUSD #6 Board of Education and the Illinois State Board of Education. **It shall be the policy of Edgar County CUSD #6 to permit early graduation under the following guidelines:**

1. The student applies for early graduation prior to the first day of their senior year, in which the student plans to graduate at the end of their 7th semester.
2. The student must provide CUSD #6 with reason(s) for early graduation. Acceptable reasons being:
  - a. To obtain a head start in post-secondary education, i.e., two-year or four-year institution, vocational trade school.
  - b. Hardship cases, such as a student needing employment before graduation. This will be left up to the discretion of the administrative staff.
3. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)
4. A student who graduates early is eligible to walk with their class at the normal ceremony in May, provided they attend graduation practice. They are not eligible for any honors such as Valedictorian or Salutatorian status.
5. A student who graduates early is eligible to participate in Senior Trip. They will be invited to Prom.

Final approval for early graduation rests with the CUSD #6 Board of Education and administration.

## Class Rank (HS)

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

## Pass/Fail Classes

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

## Illinois Virtual Course Catalog

With the principal and counselor's authorization, high school students may take online classes either through DACC or the Illinois Virtual Course Catalog. These classes must be signed up for by mid-term of the 1st or 3rd quarter. All online classes must be completed by the end of the semester. All of the virtual classes will be counted towards elective credits, but no virtual classes may take the place of any classes already offered by Chrisman High School. The fee for these classes, to be determined annually, will be paid in part by the Board of Education and in part by the student.

## Class Status

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

- To be classified as a freshman one must have successfully completed junior high and have been promoted to the ninth grade.
- To be classified as a sophomore, a student must have earned at least six (6) credits and have no more than a .5 (1/2) credit of



- unsuccessful completion of all required subjects;
- To be classified as a junior, a student must have earned at least thirteen (13) credits and have no more than a .5 (1/2) credit unsuccessful completion of all required subjects;
- To be classified as a senior, a student must have earned at least twenty (20) credits and have no more than a .5 (1/2) credit unsuccessful completion of all required subjects.

### Grade Check

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

### GPA Calculation for Repeated Courses

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

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

### Grading Scale

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

A= 92-100%	A- = 90-91%	
B+=89%	B= 82-88%	B-= 80-81%
C+=79%	C=72-78%	C-=70-71%
D+=69%	D=62-68%	D-=60-61%
F=59% and lower		

### 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 in each honor roll period. To qualify for high honors a student must have grades of "A" or "A-" only. All classes, including physical education, will be considered when determining the honor roll.

### Retention of Junior High Students

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

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

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

- Averaging all four quarter grades equally to be a 60% or higher AND has passed at least two of the four quarters
- On a four-point grading scale (A = 4, B = 3, C = 2, D = 1, F = 0), a student's quarter grades average above 0.75 AND has passed at least two of the four quarters.

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

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

## Report Cards

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

## Student Semester Exam Waiver Policy (HS)

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

As a way of increasing good behavior, 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 administration.

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

- Students that maintain 190 or more assertive discipline points for the semester will qualify to waive three semester exams if he/she maintains a grade of “B” or higher in the class to be waived.
- Students that maintain 175 to 189 assertive discipline points for the semester will qualify to waive two semester exams if he/she maintains a grade of “B” or higher in the class to be waived.
- Students that maintain 160-174 assertive discipline points for the semester will qualify to waive two semester exams if he/she maintains a grade of “B” or higher in the class to be waived.
- Students that receive any unexcused absences during the semester will be automatically disqualified from receiving any waivers.

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

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

## Driver's Education

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

# CHAPTER 3 – STUDENT ATTENDANCE

## Attendance

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

### Student Absences – Excused/Unexcused

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. Students have 1 day to complete homework per each day the student misses.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

**The school may require documentation explaining the reason for the student's absence. Beyond 9 excused/unexcused absences will result in documentation excusing the absence. Parent request may not qualify as an excused absence after the 9th excuse/unexcused absence.**

In the event of any absence, the student's parent/guardian is required to call the school at 217-269-2823 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence upon returning to school. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. **Doctor notes must be received within 1 school day of the student returning to school. The note should include the dates in which the student's absence is excused by the doctor/medical professional.**

### Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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

In order to participate in a scheduled contest on a particular day, the student must attend school for a full day on the day of the contest or activity. A student who is absent from school after 8:38 am (7:54 am for English 410 students) is ineligible for any extracurricular or athletic

activity on that day unless the absence has been approved by the principal. Exceptions may include: 1) a pre-arranged, or unexpected medical absence; 2) a death in the student's family, or 3) a religious ceremony or event.

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

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

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

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

### **Late Arrival**

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

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

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

### **Prearranged Absence**

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

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

### **College Days & Job Shadowing**

All high school students are entitled to 2 pre-arranged absences per year for the purpose of visiting college campuses or shadowing someone in a future career (which will not affect their semester exam waivers). In order to arrange for this, the student must: (1) meet with the counselor, (2) fill out the school paperwork and have it signed by a parent or guardian, (3) obtain a pre-arranged form to be signed by all of the teachers, and (4) be passing all classes prior to taking the day, and (5) return within 3 days the school paperwork signed by an Admissions Officer or Employer.

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

### **Vacation Leave**

Students are allowed to make an application to the principal for an approved vacation leave with written notification. Pre-arranged forms 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 may be excused, it still counts towards the number of days a student misses and may eliminate them from receiving some rewards or attending some school function, i.e., senior trip.**

### **Illness at School and/or Leaving School Early**

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

### **Tardy**

Students who arrive at school late or are late to any class are considered tardy. There are two types of tardies – tardy to school and tardy to class. When a student arrives at school late (during Homeroom) the student should report to the office. If a student is tardy to any class after

arriving at school, the student should report directly to their classroom where the teacher will issue the tardy slip. Excessive tardiness to school will not be tolerated. After receiving a 3rd tardy in one quarter, and every subsequent tardy in that quarter will be a 3 point deduction of their assertive discipline points. A 4th tardy and every subsequent tardy per quarter will be an Office Referral. If a student exceeds this, further discipline may follow at the discretion of the administration, including but not limited to: referral to truancy officer, in-school suspension, parent meeting, etc.

### **Truancy**

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

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

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

### **Release Time for Religious Instruction & Observance**

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

### **Make-Up Work**

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

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

### **Home and Hospital Instruction**

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

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

## CHAPTER 4 – STUDENT FEES AND MEAL COSTS

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.<sup>3</sup>

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### School Breakfast & Lunch Program

Breakfast is served every school day, 7:45-8:00 for the JH and HS. . Lunch is served every school day from 11:31-12:01 pm (JH) and 12:17-12:47 pm (HS), except when there is an early dismissal. No lunch is served on 11:50 dismissal days.

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

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

A student may purchase breakfast for \$2.25. Breakfast may be purchased on a weekly basis for \$11.25 A student may bring a sack lunch from home or may purchase a school lunch for \$3.25 and/or milk for \$0.35. Lunch may be purchased on a weekly basis for \$16.25. Free or reduced-price meals are available for qualifying students. (All prices are subject to change before the start of the school year)

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

### Free and Reduced-Price Food Services; Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

### Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income

standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

### **Meal Charges for Meals Provided by the District**

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

### **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, assistant principal/dean of students, or principal.
- Everyone at each table is responsible for cleaning up after themselves.
- Keep voices at a conversational level and discuss appropriate topics.

### **Use of Vending Machines**

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

# CHAPTER 5 – TRANSPORTATION AND PARKING

## Bus Transportation

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

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

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

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

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

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

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

Additional resources follow:

National Highway Traffic Safety Administration - School Bus Safety  
[https://one.nhtsa.gov/people/injury/buses/getting\\_to\\_school/schoolbus2.html](https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html)

U.S. Department of Transportation - School Bus Safety Campaign Material  
[www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material](http://www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material)

National Safety Council - Tips for a Safe Ride [www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus](http://www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus)

Ill. State Police - School Bus Safety <https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - School Bus Safety What Parents Should Know [www.isbe.net/Documents/bus\\_safety\\_parents.pdf](http://www.isbe.net/Documents/bus_safety_parents.pdf)

Ill. State Board of Education - Instructions To School Bus Riders [www.isbe.net/Documents/bus\\_ride\\_instruct.pdf](http://www.isbe.net/Documents/bus_ride_instruct.pdf)

## Bus Dismissal Procedure

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

## Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10



consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

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

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

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

### **Student Driving & Parking**

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.
- 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, health occupations, ECCEL, 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 must park their vehicles in the designated lot and space assigned. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 5 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Repeated failure to follow parking rules can result in revocation of parking privilege. Students observed driving recklessly in the parking lot may be subject to disciplinary action.
- The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.
- Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.
- Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
- Failure to maintain at least 80 assertive discipline points may result in loss of parking privileges for a period of time determined by administration.

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

### **Diesel Vehicles**

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

# CHAPTER 6 – HEALTH AND SAFETY

## Required Health Examinations & Immunizations

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

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

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

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

## Eye Examination

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

## Dental Examination

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

## Exemptions

A student will be exempted from the above requirements for:

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

## Student Medication

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

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

## Self-Administration of Medication

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's

self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

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

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

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

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

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

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselor(s) is/are available to those students who require additional assistance.

### **Safety Drill Procedures**

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

### **Communicable Disease**

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

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

### **Head Lice**

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

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

### **Disabilities**

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

make the needs and preferences known to the Compliance Coordinator. This notice is available in large print, on audiotape, and in Braille from ADA Compliance Coordinator. Disability accommodations are available at all parent conferences, school programs, and school board meetings.

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

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention.

**National Suicide Prevention Lifeline**  
Call or Text 988 OR 1-800-273-8255

**Crisis Text Line**  
Text HOME to 741-741

**Safe2Help Illinois**  
Call 844-4-SAFEIL or Text SAFE2

### **Health Education**

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

### **Targeted School Violence Prevention Program**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal

### **Targeted School Violence Prevention and Threat Assessment Education**

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify threats and prevent targeted school violence. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, Targeted School Violence Prevention Program. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing any information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members. The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

#### **What Is a Threat?**

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.

#### **What Is Targeted School Violence?**

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

#### **Who Is Required to Report Threats?**

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling,

instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

### **What Can Staff and Parents/Guardians Do?**

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- Persons with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- Persons seeming isolated and alienated from others
- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or “joking” statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

# CHAPTER 7 – CONDUCT AND DISCIPLINE

The two conduct principles of every student at Chrisman HS/JH are:

1. **We are here to learn.**
  - Every student has the right to learn and every teacher has the right to teach.
2. **We are here to get along with one another.**
  - Everyone has the right to be physically and emotionally safe at our school.

## General Building Conduct

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

- Students are expected to be respectful of other students and staff.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing gum is at teacher discretion.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No electronic devices are permitted without permission from the principal.
- **HS Cell phone usage - used during breakfast, lunch only. Cell phones must be kept out of sight or placed in a designated area in the classroom.**
- **JH Cell phone usage - must be powered off and maintained in hallway lockers during school hours.**
- For the health, well-being, and safety for everyone, no backpacks will be allowed into classrooms or other instructional areas. Backpacks and purses must be stored in student lockers during school hours.
- No soda or food in classrooms. Water is allowed in a clear bottle with a closing lid only.
- **NO DRINKS IN THE COMPUTER LABS.**
- Coats are to be stored in lockers.
- Chromebooks are to be used exclusively for educational purposes during class hours. Gaming and video websites should not be accessed on a school device except for breakfast, lunch, and after school.
- Students should not be in the hallways during class periods without a hall pass.
- Students should use restrooms during passing periods and will not be excused from class except in an emergency.
- Students are to be in the cafeteria area during breakfast and lunch and not in any other area without staff supervision.

## School Dress Code & Student Appearance

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- **Hats (including sweatshirt hoods and beanies), coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.**
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, and tears above the mid-thigh, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school, including shirts with cut out/gaping sides.
- The length of shorts or skirts must be appropriate for the school environment – mid-thigh in length.
- Appropriate footwear must be worn at all times.
- Shoulder straps have to be a minimum of one inch wide.. There shall be no low cut or plunging necklines.
- Yoga pants, leggings, and extreme form-fitting pants must be 100% opaque.
- Student torsos and midriffs must be covered at all times.
- Spandex shorts (volleyball shorts) are not permitted outside of PE.

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

## Student Discipline

### Prohibited Student Conduct

When disciplinary measures are indicated, consequences will be determined on an individual/case-by-case basis by the assistant principal/dean of students as per the Assertive Discipline Policy. Students may be disciplined for insubordination, disobedience or

misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, hashish, unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

- an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### When & Where Conduct Rules Apply

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

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

### Disciplinary Measures

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

1. Office referral
2. Mediation with administration, which may involve but is not limited to, student, student's parent(s), offended party(s), and referring teacher.
3. Notifying parents/guardians.
4. Disciplinary conference.
5. Acts of Restorative Justice which shall be determined via Mediation with administration and/or involved party(s).
6. Loss of Assertive Discipline points as per the Assertive Discipline Policy.
7. Withholding of privileges.
8. Return of property or restitution for lost, stolen or damaged property.
9. In-school suspension.
10. After School Detention on Tuesday and/or Thursday for a minor (3:10 pm to 3:45 pm) or major (3:10 pm to 4:30 pm) provided the student's parent/guardian has been notified.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
14. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### Assertive Discipline System

In order to help students keep their focus on these two responsibilities, **they are awarded 100 Assertive Discipline Points which renew each quarter.** It is each individual student's responsibility to keep and maintain these points by adhering to school rules, classroom rules and by getting along with their fellow students, and thus avoid behaviors which would result in a referral to the office.

In the event that a student can not follow school or classroom rules or is not getting along with his or her fellow students and is referred to the



administration, students will incur a loss of assertive discipline points. **Assertive Discipline Points - 100 points per quarter** - renewed every quarter.

- Students must retain 80 points or higher to keep all of their privileges\*.
  - Students who fall below 80 points will have their loss of privileges.
  - Office Referrals made by the Principal or a Teacher shall result in an automatic minimum point deduction and mediation with the administration.
- Referrals made by students or staff shall be investigated by the administrator, who will then determine if points will or will not be deducted and whether mediation is required.
- Administration reserves the right to deduct more than the minimum points depending upon the severity of the referred offense.
- Assertive Points (Deduction for the consequences)
  - 1 point each for every conference with administration
  - 2 points each for every verbal warning
  - 3 points each for every lunch detention
  - 5 points each for every minor detention
  - 7 points each for every major detention
  - 10 points each for every in-school suspension (ISS)
  - 10 points each for every out-school suspension plus 10 points for each day
- Students who fall below 80 Assertive Discipline Points will be subject to loss of privileges. Examples include:
  - Lunch in the lunch room - meaning daily lunch detention
  - Participation in reward activities - parties, pep rally, fun days and roller skating parties, Spirit Week activities, ect.
  - School Dances and Events - JH Dances, Homecoming, Junior Carnival, and Prom, and associated events and preparations.
  - FFA/FCCLA Week
  - Parking Privileges.
  - Senior Trip
  - Disciplinary actions by Team or Club Coaches as Coach deems appropriate.
    - Loss of privileges and duration of the loss shall be determined via mediation between administration, the student, and the referring teacher, as well as possible offended part(s) and the student's parents.
    - Loss of privileges is not canceled upon the renewal of the next quarter Assertive Discipline points. The loss of privileges must be carried out for the period of time agreed to in mediation between the student, student's parent or guardian, and administration.
- **Student's Rights in Mediation**
  - Every referred student will have the following rights during the mediation process:
    - The student has the right to not participate in the mediation process or leave the mediation if they are too upset.
    - The student's parents are welcome and strongly encouraged to be part of all mediations.
    - The student will have the opportunity to have their side of events heard by the assistant principal/dean of students.
    - The student has the right and is encouraged to have the offended party(s) and referring teacher present as part of the mediation when this is possible.
    - The student will have the opportunity to take part in an "Act of Restorative Justice".

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student

on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Student Detentions, Suspensions, and Expulsions**

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

#### **Detention**

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

- **Minor Detentions (3:05-3:45)** will be issued as a result of minor infractions or first-time offenses **OR AS A RESULT OF STUDENT CHOICE THROUGH MEDIATION WITH ADMINISTRATION AS PER THE ASSERTIVE DISCIPLINE POINTS SYSTEM**
  - Examples may include (but are not limited to): tardies, missing assignments, minor classroom disruptions
- **Major Detentions (3:05-4:30)** will be issued as a result of major infractions and repeat offenses - **OR AS A RESULT OF STUDENT CHOICE THROUGH MEDIATION WITH ADMINISTRATION AS PER THE ASSERTIVE DISCIPLINE POINTS SYSTEM**
  - Examples may include (but are not limited to): cheating, insubordination, repeat offenses of Minor Detentions
- Detentions will be served on Tuesday and/or Thursday. If a teacher assigns an after school detention, the teacher will notify the parent/guardian.
- **Teacher Detentions - 30 min max.** - Teachers may assign "Teacher Based Detentions" for classroom infractions which are not deemed serious enough to warrant an Office Referral. These detentions do not count against students Assertive Discipline Points and are to be served with the assigning teacher either on the day of the offense or on the next day and shall be for any duration of time up to 30 minutes. If the "Teacher Based Detention" can not be served within the two day time limit the issue automatically becomes an Office Referral.
- On a limited basis, some lunch detentions may also be served per teacher, administration, and/or principal determination. Parents/guardians will be notified by teacher or administration for any after school detentions. Lunch detentions notification will be via TeacherEase.
- **DETENTIONS SHALL ONLY BE CONSIDERED SERVED UPON APPROVAL OF THE TEACHER WHO IS SUPERVISING DETENTION OR BY ADMINISTRATION.**

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

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

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

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

#### **In-School Suspension Procedures**

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

#### **Out-of-School Suspension Procedures**

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - Depending upon the length of the out-of-school suspension, include the following applicable information:
    - For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - A threat to school safety, or

- A disruption to other students' learning opportunities.
  - For a suspension of 4 or more school days, an explanation:
    - That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - That the student's continuing presence in school would either:
      - Pose a threat to the safety of other students, staff, or members of the school community, or
      - Substantially disrupt, impede, or interfere with the operation of the school.
  - For a suspension of 5 or more school days, the information listed in section 4. e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After the presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures**

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

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

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

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

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

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

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Nondiscrimination Coordinator:

Nicole Cox

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Chrisman, IL 61924

217-269-2823

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**Complaint Managers:**

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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>[2]</sup>

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent

or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

### **Harassment and Teen Dating Violence Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

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

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html).

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

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

### **Investigation Process**

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

## **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

## **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

### Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

### Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

## Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance

with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### **Field Trips**

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

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

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

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

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

### **Study Hall**

Study halls will be held in the individual teacher's classrooms.

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

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

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

### **Student Use of Electronic Devices Policy/Procedure**

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

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

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

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

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

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device

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

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

### **Drugs and Safety**

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

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

The use of tobacco on school property is prohibited by the State of Illinois. Tobacco shall mean cigarettes, cigar, pipe, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, or powdered tobacco, without being smoked. This also shall include the use of electronic cigarettes or vapes.

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



## CHAPTER 8 – INTERNET, TECHNOLOGY AND PUBLICATIONS

All use of the Internet shall be directly related to the Edgar County School District's stated curriculum and its 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 the **Authorization for Internet and Computer Access** will result in the loss of privileges, disciplinary action, and or appropriate legal action. Electronic communication and downloaded materials including files deleted from a user's account, but not erased may be monitored or read by school officials. The signature(s) on the signature page is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Edgar County School may provide students with Google Apps for Education accounts. Google Apps for Education includes free, web based programs like email, document creation tools, shared calendars, and collaboration tools. Edgar County students will use these tools as well as internet, the Edgar CUSD #6's network, and YouTube. This Google Apps for Education service is available through an agreement between Google and Edgar County Schools. Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, research, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. All Google Apps email interaction and documents are archived by the school and can be monitored or retrieved. Students are responsible for their own behavior at all times.

### Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

### Acceptable Use

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. It is impossible to control all the materials on a global network and an industrious user may discover inappropriate information. Edgar County Schools cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school. All users will be subject to the following policies:

### Privileges

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

### Unacceptable Use

The user is responsible for his or her actions and activities involving the network and equipment, and while using any other electronic device on school property. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy.
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the network for private financial, commercial gain, or political gain;
7. Wastefully using resources or entities; (Including indiscriminate printing, or file storage of materials that are not school or career development related - especially games, pictures, and other media files.)
8. Hacking or attempting to hack or gain unauthorized access to files, resources, or entities by any means;
9. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator
12. Posting material authored or created by another without his/her consent;
13. Posting anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, submitting, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material; and
17. Misrepresenting the user's identity or the identity of others, and

18. Using the electronic networks while access privileges are suspended or revoked.

### **Network Etiquette**

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

### **No Warranties**

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

### **Indemnification**

By using the District's electronic networks, the user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

### **Security**

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

### **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 malware, such as viruses and spyware.

### **Telephone Charges**

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

### **Filtering**

Edgar County School District uses Industry Standard Software for the filtering of its Internet. Any attempts to intentionally bypass the filtering system will result in immediate loss of privileges. This includes the use of any and all external proxy servers.

### **Expectation of Privacy**

Users have no expectations of privacy. Random audits and monitoring of user files and communications will be conducted on a regular basis.

### **Copyright Web Publishing Rules**

Copyright law prohibits the republishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

### **Use of Email**

The District's email system, and its constituent software, hardware, and data files are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from

the account's user. Unauthorized access by any student to an email account is strictly prohibited.

2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. The use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **1-to-1 Handbook**

To receive their school-issued Chromebook, each student must:

- Sign the CUSD #6 Acceptable Use Policy (once)
- Sign their Chrisman 1-to-1 Agreement (annually)
- Both parent/guardian & student attend an orientation (once) with the student attending a refresher (annually)

When leaving the district or at the end of the school year, all Chromebooks must be turned in to the school. Failure to return will result in the student being charged the full replacement cost. The school may also file a report of stolen property with the local law enforcement.

Students are encouraged to use their Chromebooks at home and other locations outside of school. Students are bound by the CUSD #6 Acceptable Use Policy and 1-to-1 Handbook off school property as well.

All damages or malfunctions must be reported to the Technology Coordinator for assessment and to receive a loaner while being repaired. Optional insurance on the Chromebook is available for every student for \$25 on an annual basis. This will cover all accidental damage, however, any intentional or blatant damage, damage done while not in the school-issued case, or a lost/stolen Chromebook will not be covered by this.

All other policies set forth in the 1-to-1 Handbook are enforceable with the same weight and authority as the Student Handbook

# CHAPTER 9 – SEARCH AND SEIZURE

## Search and Seizure

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

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

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

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

### Student Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

### Seizure of Property

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

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

# CHAPTER 10 – ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

### Extra-Curricular Athletic Eligibility Regulations

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

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

### To maintain eligibility to participate:

1. Per local requirement for High school: During the sport seasons, grades will be checked weekly. Students who are receiving one "F" or more than two "D's" shall be ineligible.
  - If a student fails to meet eligibility requirements, he or she shall not participate in any co-curricular activities for one (1) week. Grades shall be checked on Friday, and the student's ineligibility begins on the following Monday morning and continues until the next Sunday.
2. Per local requirement for high school: During the sport seasons, grades will be checked weekly. Students who are receiving one "F" or more than two "D's" shall be ineligible.
  - If a student fails to meet eligibility requirements, he or she shall not participate in any co-curricular activities for one (1) week. Grades shall be checked on Friday, and the student's ineligibility begins on the following Monday morning and continues until the next Sunday.
3. The student shall not have graduated from any four (4) year school or its equivalent

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

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

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

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

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

### Illinois High School Association

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

### Travel

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

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

### **Code of Conduct**

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

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

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

#### **The student shall not:**

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

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

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

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

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  2. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

### First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

### Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period. The student may be required to practice with the group (unless suspended or expelled from school).

### Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors:
  - i. A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
  - ii. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

### Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

**Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Consent to Participate in Extracurricular Drug and Alcohol Testing Program" form will result in non-participation.**

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed. If the positive results are at the end of the school year, and there is not another testing even that school year, the student will be reentered in the school-wide testing pool of eligible students.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### Extra-Curricular Activities Non-Discrimination Policy

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

### Drug Testing

#### Philosophy/Purpose

The Chrisman Board of Education believes that the use of prohibited substances, or illegal drugs by students who participate in extracurricular activities (sports, cheerleading, student council, and National Honors Society or any other organization that competes in events), drive automobiles to school, are enrolled in a driver's education class that requires them to operate a motor vehicle, and are enrolled in a class that operates power equipment presents a particular hazard to the health, safety, and welfare of the student and those who interact with that student. The school board encourages students to participate in these above-mentioned activities, but believes the opportunity to try out for

and to participate in school-sponsored activities is a privilege and not a right. To be eligible to tryout for, or to participate in any of the above-mentioned activities, privileges, or classes, students must agree to submit to testing for the use of prohibited substances, if selected, in accordance with this policy.

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

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

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

#### **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 a 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 HS Student Council, JH Activities Club, or the National Honors Society, or to obtain permission to drive a vehicle to or from school, be enrolled in a driver's training class, or a class that will be operating power tools, the student must read this policy and sign a consent form by which the student agrees to consent in the drug testing program outlined in this procedure. The consent form must also be signed by the student's parent(s) and/or guardian(s). This consent will be a part of the online registration process. Students will sign consent during the first week of school if the parent/guardian has given consent during registration. Signature of consent will remain valid for the entire school year unless a written withdrawal of consent, meeting the outlined conditions, is received from the student's parent(s) and/or guardian(s).

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



## **Withdrawal of Consent**

Consent for participation may be withdrawn under the following conditions:

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

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

## **Noncompliance**

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

## **Confidentiality**

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

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

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

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

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

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

The selected random drug testing participants will be notified to report to 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 parents/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 in extracurricular activity or sport.

## **Program Details**

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

## Financial Responsibility

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

## Testing Negative

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

## Testing Positive

If a student/participant's test results are positive, the student/participant will be considered in violation of CUSD # 6 Athletic, Organization, Class and Special Privileges Rules and Regulations Policy Random Drug Testing Plan, Athletics & Extracurricular Activities. Consequences will be administered as outlined there, including notification of the student and parent(s)/guardian(s) as soon as practical. The student will then be automatically retested in the next random testing for that school year. If there is not another testing that school year, the student will be reentered into the testing pool for the next school year.

## 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 the Chrisman School Board of Education action.

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

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

## Drug, Alcohol, and Tobacco Abuse Consequences

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fourth offense: suspension for rest of career

**Imposition of Discipline**

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

**Application and Conflict on Disciplinary Rules**

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

**Disciplinary Suspension**

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

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

**Disciplinary Dismissal of a Student**

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

1. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official;
2. The parent of the student shall receive written notification by certified mail of the charges against the student, which 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 a hearing is received within seven (7) calendar days of a regularly scheduled board meeting in which case the hearing shall be scheduled for a date with forty (40) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her expense, and may call witnesses, and may present evidence in his or her defense. The decision of the school board shall be final and binding.

**Disciplinary Ineligibility For Further Competition or Participation**

The school administration may declare a student ineligible for further competition in any activity for violation of the code, training rules, or other appropriate policies, rules, and regulations of the school district. Ineligibility for further competition or participation in any activity is defined as the 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 the 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 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 a hearing is

received within seven (7) calendar days of a regularly scheduled board meeting, in which case the hearing shall be scheduled for a date within forty (40) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses, and may present evidence in his or her defense. The decision of the school board shall be final and binding; and

4. In any case of a finding of ineligibility for further competition, the school board shall schedule a review hearing to consider the reinstatement of the student at the beginning of each subsequent school year the student is enrolled in school and otherwise would have remaining eligibility.

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

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

### **Concussion Protocol**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Baseline: Back to School First**

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

**Step 1: Light Aerobic Activity**

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

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

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

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

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

**Step 4: Practice and Full contact**

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

The full Concussion Protocol is available in the unit office. For any questions regarding concussions, see Mrs. Nicole Cox, Principal.

**Attendance at School-Sponsored Dances**

**HS & JH** - Attendance at school-sponsored dances is conditional upon achievement in the classroom. In order to attend a dance, a student must have passing grades in all classes (unless the dance falls within the first two weeks of a quarter) AND must have at least 80 assertive discipline points. These will be checked by the building principal the day of the dance and communicated to the students and chaperones of the dance.

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

**Extracurricular Activities Scheduling**

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

**Practices and Contests**

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

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

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

# CHAPTER 11 – SPECIAL EDUCATION

## Education of Children with Disabilities

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

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

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

## Discipline of Students with Disabilities

### Behavioral Interventions

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

### Discipline of Special Education Students

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

### Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

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

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

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

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

### Certificate of High School Completion (HS)

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

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

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

### Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### PUNS (Prioritization of Urgency of Need for Services)

Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in

need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact district special education teachers for assistance.

# CHAPTER 12 – STUDENT RECORDS AND PRIVILEGES

## Student Privacy Protections

### Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey

### Surveys by Third Parties

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

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

### Surveys Requesting Personal Information

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

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



7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

### **Instructional Material**

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

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

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

### **Student Records**

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

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

1. **The right to inspect and copy the student's education records within 10 school days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent records. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

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

amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

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

Name

Address

Gender

Grade level

Birthdate and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-8520

This section is only applicable to high schools.

### **Student Biometric Information**

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

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

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

# CHAPTER 13 – PARENTAL RIGHTS AND NOTIFICATIONS

## Teacher Qualifications

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

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

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

## Standardized Testing

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

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

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

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

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

## Annual Report Card

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

## Homeless Child's Right to Education

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

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

Assistance and support for homeless families include:

- Educational organizations and schools
- Foodbank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services

Contact Person: Mr. Darren Loschen, Superintendent, Ms. Kate Pillen, School Counselor & Homeless Liaison  
Mr. Tony McGuire, School Psychologist, 217-269-2823

## Sex Education Instruction (HS)

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

Sexuality Unit: Understanding reproductive anatomy and related issues; preventing sexually transmitted infections (diseases) and pregnancy;

the benefits of abstinence; recognizing healthy and unhealthy relationships; birth control, handling sexual abuse and assault, being safe, including internet safety.

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

### **Parent Involvement**

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

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

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

Please contact the school for contact information

The school provides Parents/Guardians with access to:

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

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

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

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

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

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Nicole Cox at 217-269-2823 or [coxnc@chrismank12.il.us](mailto:coxnc@chrismank12.il.us).

### **School Visitation Rights**

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

### **Pesticide Application Notice**

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

Julie Eddy, District Secretary  
23231 IL Hwy 1  
Chrisman, IL 61924

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

### **Mandated Reporter**

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

### **Unsafe School Choice Option**

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

### **Sex Offender Notification Law**

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

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

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

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

### **Violent Offender Community Notification**

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

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

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

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

# 2024-2025 Parent Handbook Acknowledgment

Dear Parent/Guardian,  
Please complete the following form and return to the office by September 1st, 2024.  
Nicole Cox, Principal

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

From: The Parent/Guardian of: (3) \_\_\_\_\_ (4) \_\_\_\_\_

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

To: Chrisman High School/Chrisman Scotland Junior High:

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

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

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

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

\_\_\_\_\_  
Date

## 2024-2025 Student Handbook Acknowledgment and Pledge

Name of Student: \_\_\_\_\_  
(PRINT NAME)

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

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

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

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

\_\_\_\_\_  
Date