

**CHRISMAN ELEMENTARY**

**2023-2024**

**STUDENT/PARENT HANDBOOK**

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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, 217-274-9306  
Denny Tingley, Member, 217-251-4938  
Cristie Thevenin, Member, 217-251-5471  
Shelley Good, Member, 217-474-0698  
Reed Nolen, Member, 217-822-6656

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

Mr. James Acklin, Interim Superintendent  
Mrs. Kelly Schluter, Principal  
Mrs. Kelly Schluter, Transportation Director  
Mrs. Stephanie Mitchell, Elementary School Secretary  
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, school certified personnel (teachers and administrators) stand in the relationship of parents and guardians to pupils at school and all athletic and extracurricular programs. School officials shall determine disciplinary consequences for students who misbehave.

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

## 2023-2024 School Calendars

2023-2024 school calendars will be distributed to each student at registration. It will also be available on the district website.

## Emergency School Closings

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

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

## Equal Education Opportunities

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

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

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

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

1. Separate teams for each sex may be operated for members of each sex in contact sports;
2. Equal athletic opportunity shall be provided members of both sexes; and
3. Selection of sports and levels of competition shall effectively accommodate the interests and abilities of members of both sexes.

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

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

The coordinator shall investigate the alleged discrimination and shall, if he or she deems necessary, conduct a hearing to which all concerned parties shall be directed to appear. The hearing shall be held within ten (10) days of receipt of the written grievance. The coordinator shall render a written decision within five (5) days of the hearing. If the grievant is not satisfied with the decision of the coordinator, a written appeal may be made to the board of education. Such an appeal must be made within ten (10) days of receiving the decision.

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

### **School Volunteers**

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

### **Student Sales**

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

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

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

No student shall, based on sex or 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 Elementary social media page or may be distributed in other ways as school officials deem appropriate. If permission is not given, your student will be excluded when photographs are taken.

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

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

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

### **N Loco Parentis**

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

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided 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. or after 3:10 p.m. except when supervised by school personnel. On early dismissal days, students may not be present in the building unsupervised.

### **Avoidance of Abduction**

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

### **Police Interviews and Intervention**

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

### **Homeless Students**

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

Assistance and support for homeless families include:

Contact Person: Mr. James Acklin, Superintendent

Mr. Tony McGuire, School Psychologist, Ms Kate Pillen, School Counselor & Homeless Liaison 217-269-2823

### **Animals on School Property**

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

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 269-2022. 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**

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

## **Achievement Tests**

Chrisman Elementary School administers the following achievement tests throughout the school year.

- STAR360 tests given three times a year
- IAR achievement tests to 3rd, 4th, and 5th Grades

## **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.

## **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.

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

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

Specific Criteria for Selection Printed and Non Printed Media:

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

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

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

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

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

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

## **Student Grievance Procedure**

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

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

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

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

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

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

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

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

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school

office.

## Faith's Law Notification: Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

### 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 AND PROMOTION

### 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 are expected to complete homework assignments following the deadlines given by the teacher. If a student repeatedly fails to comply with homework expectations, the teacher will notify the parents/guardians and the student may be subject to disciplinary action.

### Exemption from PE Requirements (K-5)

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 a person 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 a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a 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.

### 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. This pertains to 5th grade students that may participate in cross country, scholastic bowl, or track.

### Grading Scale

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

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

### Honor Roll

The honor roll will be determined after each nine (9) week grading period. To receive "High Honors", a 3rd, 4th, or 5th grade student must have all A's. To receive "Honor Roll", a 3rd, 4th, or 5th grade student must have all A's and B's with at least 50% A's.

## Retention of Students

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.

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

- Student achievement in Language Arts, Reading, Writing, and Math is at or above grade level as measured by achievement of benchmarks set by the Illinois Learning Standards.
- Student achievement is at or above grade level in IAR/STAR360 assessments.
- Individual Education Program goal completion will be used as benchmarks for special education students.

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

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

## Report Cards

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

# 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.

## Admissions

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

## Student Arrival/Dismissal

**Walkers:** All walkers should report to the front (west) doors of the school any time after the doors open (7:30 a.m.). Walkers should not be on the school property any before 7:30 a.m.

**Car Riders:** Parents should drop off students at the EAST door between 7:30 a.m. and 8:00 a.m. Parents should pick up students at the EAST door at 3:00. Students will be dismissed to the car line and will be held in line by school personnel until the student's vehicle is first in line. Reminder-the car line forms on Vermont St. Vermont St. is a one way (going south) during school hours!

**Bus Riders:** Bus riders will be dropped off at the front (west) doors between 7:45 a.m. and 8:00 a.m. Reminder-the front blacktop is reserved for the school buses only!

## 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, 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, or other reason as approved by the principal. All other absences are considered unexcused.

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

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

In the event of any absence, the student's parent/guardian is required to call the school at 217-269-2022 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 or guardian explaining the reason for the absence by the following morning. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. If the explanation is reasonable and justified, the absence will be "excused". If the student is excused, the student shall make up missed work. The student shall be permitted the same number of days as he/she was absent to turn in the makeup work.

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

## **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.

## **Full Day Attendance For Extra-Curricular Activities**

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

In order to be eligible to participate in an activity, the student must be in attendance by 8:30 a. m. on the day of the event.

## **Late Arrival**

If a student arrives at school late, the student shall report to the office before going to class and will be considered tardy.. 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 9:00 am will be charged with a half (1/2) day absence. On a full-attendance day, if a student misses any more than an hour during the middle or at the end of a school day, they will be charged with a half (1/2) day or more absence. Excessive tardiness to school will not be tolerated. If a student continues to be tardy, further discipline may follow at the discretion of the principal, including but not limited to: referral to truancy officer, in-school suspension, parent meeting, etc.)

## **Prearranged Absence**

A pre-arranged absence requires a note or phone call from the student's parent/guardian stating the reason for the absence to the office AND to the classroom teacher. **Doctor/Dental appointments and other necessary business should however, be arranged outside school hours whenever possible.**

Both the office and the classroom teacher must be notified individually of plans for an extended pre-arranged absence at least one week prior to the planned absence. This notification allows time for the principal to approve the absence and for homework assignments to be gathered and explained prior to the pre-arranged absence. Homework assigned for the missed days shall be due the day the student returns from the absence. After that date, grades on makeup work may be impacted. If notification is not made within this time frame, the absences will be unexcused. This advance notice requirement will not apply to emergency situations such as a death in the family.

## **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.. If proper check-out procedures are not followed, the absence will be treated as unexcused.

## Truancy

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

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

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

## Release Time for Religious Instruction & Observance

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

## Make-Up Work

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

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

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

## 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.

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

# CHAPTER 4 – STUDENT FEES AND MEAL COSTS

## Fees & Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. 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 McKinney 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 should be addressed to the building principal.

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

**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 from 7:30 a.m. to 8:10 a.m. Lunch is served every school day from 11:00 a.m. to 12 :00 noon. Preschool has lunch from 10:55-11:20, Grades K-2 from 11:00-11:20, and Grades 3-5 from 11:30-11:50. No lunch is served on 11:50 dismissal days.

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

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

A student may purchase breakfast for **\$2.25**. A student may bring a sack lunch from home or may purchase a school lunch for **\$3.25** and/or milk for \$.35.. Free or reduced price meals are available for qualifying students. (All prices are subject to change before the start of the school year).

### Cafeteria Rules

- No soft drinks are permitted.
- Students shall sit in assigned seats
- Students shall not throw food, milk cartons, or play with condiments.
- Students shall not trade food
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- All students are to remain in the cafeteria unless other arrangements are made with the supervisor or principal.
- Everyone at each table is responsible for cleaning up after themselves.
- Keep voices at a conversational level and discuss appropriate topics.
- The school campus is closed at lunch. No student shall be permitted to leave the school grounds at lunch time for the purpose of eating lunch at home unless the student submits a permission slip each day signed by the student's parent or guardian.

### Replacement of Lost or Damaged Textbooks

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

## CHAPTER 5 – TRANSPORTATION

### Bus Transportation

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

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

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

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

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

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

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

### **Bus Dismissal Procedure**

Students riding a bus will be dismissed out the front (west) doors at 3:00 p.m. on a regular dismissal day. Buses pick up at the Elementary School first and proceed to the JH/HS building.

### **Bus Conduct**

Students are expected to follow all school rules 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.

## **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.

## Vision and Hearing

The school nurse will be testing vision and hearing of all elementary school students each year. Parents will be notified if there are concerns.

## Exemptions

A student will be exempted from the above requirements for:

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

## Student Medication

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

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

## Self-Administration of Medication

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

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.

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.

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

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 counselors 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 student is lice-free.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

### **Accidents**

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

### **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.

## **CHAPTER 7 – DISCIPLINE AND CONDUCT**

### **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. Classes begin at 8:00 a.m. and students are dismissed at 2:58 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline. Students are expected to respect and follow general building and classroom rules including but not limited to:

- Students are expected to be respectful of other students and staff.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not allowed.
- 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.
- Cell phones must be powered off and put in backpacks, in the closet of the classrooms if they are brought to school

## School Dress Code

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats (including sweatshirt hoods), coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- 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
- Appropriate footwear must be worn at all times. No flip flops!
- Shoulder straps wide enough to ensure that undergarments are not shown.

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

## Student Discipline

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

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

School officials will discipline students who do not conduct themselves in accordance with school rules and regulations and/or hinder the learning process for other pupils. Depending on the nature and severity of the events, school officials may request the assistance of law enforcement agencies. Section 10-22.6 of the School Code of Illinois (105 ILCS 5/10.22.6) gives the board of education the power to suspend or expel a student "guilty of gross disobedience or misconduct." It permits the board to authorize the building administrator to suspend students for a period not to exceed 10 school days for acts of gross disobedience or misconduct. The board may expel a student for more than 10 school days and up to two calendar years. Any student who is suspended or expelled from school is forbidden to attend any school function, take part in any extra-curricular activities, or be on school property until their suspension or expulsion has ended.

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

1. Except with the respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related activities, whether held before or after school, events or weekends and shall additionally include a prohibition of use of by a student in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.
2. Possession, use control or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of title 18 of United States Code, Firearm Owners Identification Act or use of weapon as defined in Section 24-1 of the Criminal Code or any other object if used or attempted to be used to cause bodily harm including but not limited to knives, brass knuckles, clubs, or look-alike of any weapon is prohibited. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.
3. Fighting, assault, or battery
4. Any act which can be interpreted as, or results in the disrespect of a school employee
5. Cheating
6. Theft, burglary, robbery
7. Intentional or negligent damage to property
8. Use or possession of cellular phones and pagers without approval by school officials
9. Hazing or harassment; No initiations may be held outside of a school organization's regular meetings. Intimidations held within meetings must be approved by the advisor and principal.
10. Arson or false fire alarm
11. Bomb-explosion threat, bomb or explosion
12. Any conduct which would constitute an attempt at a violation of these rules
13. Any other behavior which disrupts the educational process or which threatens or causes damage to persons or property

## 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 dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

### **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 weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" 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. **Serving a detention takes priority over all other school functions.**

- **Lunch Detentions** (20 min during lunch) will be issued as a result of minor infractions or first-time offenses
- **After School Detentions** (3:00-3:45 or 3:00-4:30) will be issued as a result of major infractions and repeat offenses (Grades 3,4,5)
  - After school detentions will be served on a Tuesday or Thursday

### 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. A phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - Depending upon the length of the out-of-school suspension, include the following applicable information:
    - For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - A threat to school safety, or
      - A disruption to other students' learning opportunities.
    - For a suspension of 4 or more school days, an explanation:
      - That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - That the student's continuing presence in school would either:
        - Pose a threat to the safety of other students, staff, or members of the school community, or
        - Substantially disrupt, impede, or interfere with the operation of the school.
    - For a suspension of 5 or more school days, the information listed in section 4. e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.



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

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

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

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

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

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

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

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

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

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

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

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

**Complaint Managers:**

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

Mrs. Kelly Schluter, Principal  
111 N. Pennsylvania Street  
Chrisman, IL 61924  
217-269-2022  
schluterk@chrisman.k12.il.us

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

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

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

## Harassment and Teen Dating Violence Prohibited

### Harassment 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; 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; 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.

## 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, 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:

Mrs. Kelly Schluter, Principal  
111 N. Pennsylvania Street  
Chrisman, IL 61924  
217-269-2022  
schluterk@chrisman.k12.il.us

### Complaint Managers:

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

Mrs. Kelly Schluter  
111 N. Pennsylvania Street  
Chrisman, IL 61924  
217-269-2022  
schluterk@chrisman.k12.il.us

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

## Field Trips

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

authority to give permission.

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

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

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

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

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

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

Elementary 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 backpacks that reside within the classroom closets.

### **Drugs and Safety**

Copies of the schools' safety plans are available in the district unit office.

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

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

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

## **CHAPTER 8 – INTERNET, TECHNOLOGY AND PUBLICATIONS**

### **Internet Acceptable Use**

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

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy.
3. Unauthorized downloading of software, 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 or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, resources, or entities;
9. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
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 network for commercial or private advertising;
16. Accessing, submitting, posting, publishing, or displaying any abusive, obscene, profane, sexual,, threatening,, harassing, or illegal or knowingly false material;
17. Misrepresenting the user's identity or the identity of others, and
18. Using the network while access privileges are suspended or revoked.

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

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

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

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

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. 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 computer viruses.

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

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
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 E-Mail** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

## 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/parent must:

- Sign the CUSD #6 Acceptable Use Policy (once)
- Sign their Chrisman 1-to-1 Agreement (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.

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 \$10 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

## Access to Non-School Sponsored Publications

### Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students<sup>1</sup>; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

# CHAPTER 9 – SEARCH AND SEIZURE

## Search and Seizure

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

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

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

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

### Students

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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, guidance 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 (5th Grade Athletes)

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 IESA'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 IESA'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. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

**To maintain eligibility to participate:**

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

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

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

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

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

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

In order to participate in a scheduled contest on a particular day, the student must attend school for a full day on the day of the contests or activity. A student who is absent from school after 8:30 a.m. is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved by the principal. Exceptions may include: 1) a pre-arranged, or unexpected medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

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

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

**Travel**

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

Students cannot ride 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 & 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.

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.

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.

## 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 50
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. Kelly Schluter, Principal.

## 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.

## Extracurricular Activities Scheduling

Except when 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.

### **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.

### **Title I**

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

### **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.

## **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 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.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Prohibition on Selling or Marketing Students’ Personal Information**

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.

The school expects to administer the following surveys that request personal student information on the following approximate dates.

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 15 school days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**  
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when

notified of the right to a hearing.

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

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

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

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

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

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

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

Academic awards, degrees, and honors

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

Major field of study

Period of Attendance in school

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

This section is only applicable to high schools.

## **Student Biometric Information**

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

# 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 (3rd, 4th, and 5th Grades)- English Language Arts and Math
- Illinois Science Assessment (5th Grade)- Science
- STAR360 (Grades K-5) - Math, Reading Literacy, Reading Comprehension

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

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

## Annual Report Card

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

## Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

Educational organizations and schools

Food bank and meal programs

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

Family shelters

Medical services

## Sex Education

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

## 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 the beginning of each year, and 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:

- Parent/Teacher Organization (PTO)
- Parent/ Teacher Advisory Committee
- Athletic Boosters Club
- Academic Boosters Club
- Band Boosters Club

Please contact the school for contact information

The school provides Parents/Guardians with access to:

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

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

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

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Kelly Schluter, Principal at 217-269-2022. Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Mr. James Acklin, Interim Superintendent at 217-269-2513.

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

## **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Kelly Schluter, Principal at 217-269-2022.

## **School Visitation Rights**

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

## **Pesticide Application Notice**

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

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

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

## **Mandated Reporter**

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

## **Unsafe School Choice Option**

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

## **Sex Offender Notification Law**

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

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

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

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

### **Violent Offender Community Notification**

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

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

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



## 2023-2024 Parent Handbook Acknowledgment

Dear Parent/Guardian,  
Please complete the following form and return to the office by August 31st, 2023.

Kelly Schluter, Principal

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

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

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

To: Chrisman Elementary School::

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

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

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

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

\_\_\_\_\_  
Date