

CHRISTOPHER ELEMENTARY SCHOOL



Student Handbook
2023-2024

Christopher Elementary School (K-8)
Mrs. Kashia Cook
501 South Snider
Christopher, Illinois 62822
Telephone (618) 724-2631 · Fax (618) 724-4324

2023-2024 Elementary School Handbook

INSTRUCTIONS: Please read, sign, remove, and return this page to school as soon as possible. It will be placed in the student's file. Understand, the handbook is available for your review on the CES Homepage. A hard copy can be given to you upon your written request.

I hereby affirm that I am the parent (guardian) of _____.
I give my consent for photographs, slides, video- tapes, and digital images to be taken of him/her at school or in school related activities. The photos may appear on the world-wide-web. However, I understand that my child will not be identified by name.

Authorization for Use of Electronic Devices and the CUSD #99 Network

Electronic networks and the Internet are part of Christopher Unit District #99's curriculum; however, each user is endowed with certain rights and responsibilities. In order to have access to these tools, **students and parents** must complete and return the following form. Submission of this form indicates full acceptance by the parents and/or students as applicable of their responsibilities in regards to the district's policy regarding **Responsible Use of District Technology Resources** and the resulting consequences and disciplinary actions upon violations of the policy.

This form must be completed **before** he or she will be granted access to **use a computer or the internet** at school. Alternative assignments will be given if appropriate; however, some assignments may require such access and discretion will be given to CUSD staff regarding alternatives and grading of such assignments.

CUSD #99 will use third party vendors that may access demographic information for school use. CUSD #99 is not responsible for any lost or misused data that has been accessed by third party vendors.

Parent/Student Policy Acceptance Form

- ☐ I have read and understand the District's policy and procedures on **Responsible Use**. I agree to follow these and any other district, school, and classroom rules and understand that failure to do so may result in my school account being revoked, internet access curtailed, and/or disciplinary sanctions imposed in line with the Responsible Use Policy and the Student Code of Conduct.
- ☐ Our social work program will be facilitating **counseling services**. Sessions may be held in a group or individually. The goals of these sessions will be to help the student strengthen his/her social skills, self-regulation skills, and ability to be successful. Information will be treated confidentially. Confidentiality will not be maintained where there is reason to suspect the occurrence of child abuse or neglect; where there is a threat to do bodily harm to self and/or others; or where a court intervenes under court order.
- ☐ I have read and understand the changes in the procedures in **distribution of any medicine** (prescribed and over the counter medicine). This includes the understanding that over the counter medicine will need a note from a physician to allow the student to take it at school, as distributed by the nurse or the nurse's designee.
- ☐ I understand that, due to unforeseen circumstances, the attendance dates and dismissal times may need to be altered. The District will make every effort to adequately inform the parents and public by mail, notes, bulletin notification, social media, and automated calls. I understand that I, the parent/guardian, need to inform the District of any changes in contact information, as soon as possible. This includes, but not limited to, phone numbers, addresses, and electronic contact addresses.
- ☐ I have read the **CES Student Handbook** and **Student Photo Policy** and discussed it with my child/parent. I understand its contents and agree to abide by the school's policies and procedures. If at any time I have questions or concerns, I will contact the teacher(s) or the school office.
- ☐ I agree to the district's policy regarding **Responsible Use of Technology Resources**

Parent Name

Parent Signature

Date

(Intentionally left blank)

Christopher Elementary School

2023 - 2024 Calendar

AUGUST

7th & 8th - T/I Days

9th - First Full Day Attendance

30th - 12:30 Student Dismissal

SEPTEMBER

4th - No School - Labor Day

20th - 12:30 Student Dismissal

28th - 2:00 Student Dismissal

29th - 2:00 Student Dismissal

OCTOBER

6th - 2:00 Student Dismissal

9th - 13th - No School - Fall Break

24th & 26th - P/T Conferences

27th - No School - T/I Day

NOVEMBER

10th - No School - Veterans Day

21st - 2:00 Student Dismissal

22nd - 24th - Thanksgiving Break

DECEMBER

18th - 2:00 Student Dismissal

19th - 2:00 Student Dismissal

20th - 12:30 Student Dismissal

21st - 31st - Christmas Break

JANUARY

1st - 3rd - Christmas Break

4th - Full Day Attendance

15th - No School - MLK Day

31st - 12:30 Student Dismissal

FEBRUARY

19th - No School - Presidents' Day

MARCH

6th - 12:30 Student Dismissal

28th - 2:00 Student Dismissal

29th - No School - Good Friday

APRIL

1st - 8th - Spring Break

9th - Full Day Attendance

MAY

16th-20th - 2:00 Student Dismissal

22th - Report Card Day*

29th - Last Day (Using all snow days)*

*Dates in May are tentative and subject to change.

CUSD #99 reserves the right to change these published dates and dismissal times. Advanced notification of changes will be issued via the school website, social media, school notes, or phone contact.



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Principal's Message

Dear Bearcat Families,

I can't express how incredibly excited I am to begin my second year as principal of Christopher Elementary School. I am humbled and grateful for this continued opportunity, and I plan on seizing every moment to provide the most positive, safe, and enriching experience possible.

My hope is to not only grow opportunities for our students in and out of the classroom, but to also hear and incorporate the many voices of our parents/guardians so CES is a special place that truly reflects our community. I believe that a vibrant education goes beyond just academics within the classroom walls. This year at CES, I would like to start engaging more with families and organizations throughout the community so the bridge between school and home grows stronger.

As principal at CES, I am dedicated to making sure our students feel safe and supported each and every day, while building their capacity to find joy in learning. We know that every single student has the ability to thrive in the right environment and with the right opportunities. At CES, I'm so lucky to have a talented, passionate, and dedicated staff that puts children first and makes our school so great.

During the school year, I will continue sending out monthly newsletters to keep parents/guardians informed and connected to CES through TeacherEase. Please also visit our website at www.cpher99.org/o/ces for updates and more information throughout the school year. You can also download our app through the Apple or Google Play store. I wish nothing but the best for everyone this 2023-2024 school year, GO BEARCATS!

Kashia Cook
Principal
kcook@cpher99.org

Disclaimer

This handbook is not intended to create a contractual relationship with the student. Rather, it is intended to describe the school and its current practices, procedures, rules, and regulations. This handbook is not all-inclusive in that it cannot possibly address all of the possible scenarios that may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administration or faculty to respond to situations which are not specifically addressed herein.

The administration may waive any provision within this handbook if it is deemed to be in the best interest of student(s) and the District. This handbook may also change throughout the school year. This handbook is only a summary of board policies governing the district; board policies are available to the public at the CUSD #99 District Office located at #1 Bearcat Drive, Christopher, Illinois.

Regarding the recent events, children, parents, teachers, and the community will need to adapt to the many changes due to the COVID-19 pandemic. With potentially new guidelines and recommendations, the District may need to adjust the student handbook to meet these unknown changes. The District will notify the shareholders of significant changes through notes, social media, and/or website postings. We are sorry for any future inconvenience this may cause.

Vision Statement

It is the vision of Christopher Elementary School to provide a school of excellence, fostering a safe and supportive environment, in which each student will continually strive for success. We exist to provide continuing intellectual, creative, artistic, social, physical, and emotional growth for each student to transfer to adulthood. Because the future of our children will be demanding, the support of families, community, and the government is vital. We further envision a school in which students understand the rights and responsibilities of being productive citizens, develop the skills to exist in a technological society, and acquire the principles of lifelong learning and effective problem solving.

General School Information

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 office, located at:

Christopher Unit District #99
#1 Bearcat Drive
Christopher, Illinois 62822
(618) 724-9461

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

Richard Towers, Superintendent
Kashia Cook, CES Principal
Josh McCurren, Athletic Director

The school is located at:

Christopher Elementary School
501 South Snider
Christopher, Illinois 62822
(618) 724-2631

School Board Meetings

The Christopher Unit School District #99 Board of Education is interested in the concerns of the community members residing in our school district. Meetings of the Board of Education are held on the fourth Monday of each month and are open to the public beginning at 5:30 p.m. in the library of the Christopher High School or at the Christopher Elementary School. Please contact the District Office to confirm the location.

Individuals interested in addressing the Board of Education are required to submit, in writing, their requests to do so at **least five business days prior** to the regularly scheduled meeting. Requests to address the Board of Education should include a description of the topic to be addressed and the name(s) of the individual(s) who will speak.

It is important to remember that The Board of Education reserves the right to place reasonable constraints on comments or questions made at board meetings. The Board may also place a reasonable length of time each speaker will be allotted and whether or not the concerns will be heard in open or closed session.

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.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property including school buses, unless the animals are service-related. You may be asked to provide documentation for your service animal if they are brought on school property.

This rule may be temporarily waived by the building principal 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.

Arrival/Dismissal Procedures

ARRIVAL – Students should arrive at school by 7:55 a.m. School begins at 8:00 a.m. and students will be marked tardy starting at 8:01. Students should arrive with enough time to put their personal things away in their locker and be in their seats by 8:00 a.m.

School doors open at 7:30 a.m and students are encouraged to eat breakfast. Students should enter through their designated grade level door. These entrances are labeled with signs outside of the door.

Students not eating breakfast should report to the gym and be immediately seated. Students are not to leave the school grounds after their arrival without properly gaining permission from the principal or a supervisor on duty. Students are to remain seated in the gym or the cafeteria until the 7:55 a.m. bell.

DISMISSAL - Parents are notified when there is the possibility of early dismissal, school closings, events, etc. by the school website, notices sent home with your child, the automated calling program, TeacherEase, and/or through the media. Also, please check the school calendar.

Plans and arrangements should be made at home prior to the student coming to school. The school understands, however, that plans change once in a while about getting home. The office will deliver a message to your student during the last minutes of the day to inform them of this change, but changes should not be habitual. **All transportation changes MUST be made by 2:00 p.m. (unless there is an emergency) to ensure the office can contact all parties involved in that change.**

Christopher Elementary School dismissal times:

Kindergarten - 1st Grade -	2:40 p.m.
2nd - 3rd Grade -	2:45 p.m.
4th - 5th Grade -	2:50 p.m.
6th Grade -	2:53 p.m.
7th Grade -	2:55 p.m.
8th Grade -	2:57 p.m.

Student Drop Off Procedures

Parents are expected to follow the designated drop off procedures for student safety. Morning procedures may differ from the afternoon procedures, depending on the determined need. Morning procedures will be enforced from 6:45 am until 9 am. Afternoon procedures are enforced from 9:01 am until 5 pm.

Asbestos Notice

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. The law requires that all schools be inspected for asbestos-containing material. In the past, asbestos was used extensively in building material because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos materials.

The inspection of our school is complete, and some asbestos-containing materials were identified in our building. However, the materials are distributed in locations not readily accessible to building occupants or students.

Our Management Plan has been drafted and updated on 3 year intervals. It has been approved by the Governor's office. It outlines in detail the methods we will use to maintain the materials in a safe manner. It also included a schedule for the phased removal of these materials. A copy of the Management Plan is on file for your review at the school office.

Attendance Policy

The Christopher Unit School District Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Illinois School Code and District Policy. **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).

Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes.

When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school. When students are here 95% or more of the school year, their grades, reading levels, and math skills will improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. But when kids are absent for an average of just two days of school per month—even when the absences are excused— it can have a negative impact.

By figuring out the reasons for your child’s absences—whether they’re physical or emotional—and taking advantage of support services—such as free tutoring, student mentoring and after school activities—you can help set your child on the path to success.

In case of any absence, **it is the responsibility of the parent/guardian to notify the school and provide a reason for the absence(s).**

- If the parent/guardian does not contact the school to report the absence, the school will attempt to contact by phone to inform the parent of the absence.
- The parent/guardian will be made aware of the student’s attendance and school district policy/regulations.

Mental Health Excused Absence: [PA 102-321](#) (effective August 6, 2021) permits students to have up to 5 excused absences for the mental or behavioral health of the child for which the child need not provide a medical note. The child shall be given the opportunity to make up any school work missed during the mental or behavioral health absence and, after the second mental health day used, may be referred to the appropriate school support personnel.

Excusable absences include:

- Illness of the student (a physician’s statement will be requested for 3 consecutive absences or overall absences in excess of nine for the year)
- Days of religious observance (a written note from the parent must be submitted at least 5 days in advance of the absence)
- Death in the family
- Doctor and dental appointments (notes will be required for them to be marked as excused--parents are encouraged to make appointments outside of school hours)
- Court appearances (a note from the court is required upon return)
- 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.
- Other absences to be considered at discretion of administration on an individual basis.
- 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, for equivalent academic credit. **Students who are unexcused from school are NOT allowed to make up missed work.**

In the case of **pre-planned absences**, the principal has the authority to grant excused absences for the following types of pre-planned requests. Please notify the school prior to scheduling a pre-planned absence.

- College visit (documentation required)
- Career education visit (documentation required)
- Although not recommended, Family trips/Vacation (approval form must be submitted two weeks in advance)
- Participation in regional and/or national contests or special awards not endorsed by the IESA or IHSA.

All work from a pre-planned absence must be requested in advance and must be completed the day of the return to school. The administration has the authority to deny a student's request for a pre-planned absence. The student's attendance pattern, academic performance, and/or behavior history as documented by referrals to the principal's office will provide the basis for the decision.

No student will be eligible for an excused absence if the request for a pre-planned absence covers the final week of the semester.

All other absences not listed above, or pre-approved by the building administrator, will be considered unexcused.

Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are not excusable. The following procedures will be implemented once a student is absent.

For any student absence:

- If the school is not notified in advance or on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school.
- If a note or call is not received within **48 hours** of the absence, the absence will be marked unexcused and will remain as unexcused.
- The school will require documentation (i.e., physician, counselor, dentist, obituary, etc.) explaining the reason for the student's absence after 3 consecutive days of absence. All assignments missed due to excused absences are expected to be made up unless noted otherwise.

After Five (5) days of absences:

- The school will send a letter of concern, which will include the attendance policy/regulations and information regarding the student's absences.
- Possible conference call between school administration and parent/guardian regarding student's attendance.
- Referral to appropriate school-based teams may be made.
- The student's attendance patterns will be identified and discussed.
- Develop or revise plans to improve attendance.
- If absences continue, parents will be informed of possible referrals to outside agencies.

The school will maintain the following documentation and/or data.

- Document the dates of letters, policies, and regulations that are sent to parent

- Document phone calls and parental responses
- Document conference dates and parental responses
- Document attendance plans and any revisions
- Maintain student attendance records

The district's inadvertent failure to comply with any procedure set forth in this regulation, including but not limited to the notice provisions, will not protect the student from the consequences for excessive absence as provided in this policy.

Student attendance is critical to the learning process. **Truancy** is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more (9 or more days) of the prior 180 regular school days without valid cause (unexcused absences) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Step 1- Referral to the Regional Office of Education #21 Partners Against Chronic Truancy Intervention Team
- Step 2- Meeting with School Personnel and Truancy Interventionist at the School
- Step 3- A Truancy Review Board meeting with School Personnel, Truancy Interventionist and States Attorney's Office.
- Step 4- Petition will be filed with the States Attorney's Office and Parent/Student will have to appear in Court.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a monetary fine. **Students in grades 7th-12th are subject to juvenile action.**

Late Arrival:

- If the student will be arriving late to school, it is the parent's/guardian's responsibility to notify the School Attendance Office. The call must be made prior to the student's arrival. If the reason for the late arrival is not a valid reason the student will receive an unexcused tardy on their record. **Three unexcused tardies will count towards one full day unexcused absence.**

Attendance Incentives:

- Students will receive perfect attendance recognition each quarter. To qualify for this award, students must be present the entire school day of each quarter.

Tardiness

Any student arriving late for class disrupts the entire classroom. Tardies will start over at each academic quarter. Students receive 4 minutes between class periods to visit lockers, restrooms, etc. Discipline will be enforced for students arriving to class late during the school day.

Therefore, any student in grades 6th through 8th will be issued detentions as he/she reaches the following:

3rd Tardy:	1 lunch detention	6th Tardy:	1 after school detention
4th Tardy:	2 lunch detentions	7th Tardy:	2 after school detentions
5th Tardy:	3 lunch detentions	8th Tardy:	3 after school detentions

9th Tardy and over: Administrator's discretion

Backpacks

Backpacks and other equipment carrying totes shall be kept in the student's locker or in a specific teacher's room, upon that teacher's approval. They shall not be transported, from class to class, throughout the normal school day.

The safety of our students and staff is our top priority, and the district has taken several steps to ensure schools are safe learning environments. Starting in the 2023-2024 school year, students in K-12th grade will be required to use clear backpacks. Other bags will no longer be allowed.

- In order for parents to have sufficient time to obtain a clear backpack(s), full implementation will be on September 5, 2023.
- Book rental and Yonder pouch fees will be suspended for the 2023-24 school year in order to assist families with the transition to clear backpacks.
- Clear backpacks are allowed to be tinted, have colored straps and seams, as long as the backpack remains transparent.
- Pencil bags and purses are NOT required to be clear.
- Athletic equipment bags and physical education totes are NOT required to be clear but will be kept in separate locations, on campus.
- Lunch boxes are NOT required to be clear.
- Online stores such as Amazon.com and Walmart.com have multiple, clear backpack options for purchase.
- The District will purchase extra clear backpacks to assist families that may have difficulty in acquiring one.
- This policy may be amended to better meet the needs of the students and staff, ensuring a safe learning environment.

Bicycle Rules

1. Follow the rules of the road when riding to and from school.
2. Walk the bicycles when on school grounds, including parking lots, sidewalks next to the school, and the streets adjoining school property.
3. Handle your bicycle only.
4. Provide a lock for your bicycle.
5. Place bikes in bicycle racks provided.

The school and school district are not responsible for the loss, theft or damage to any bicycle brought to school.

Bus Transportation

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. 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 in the case of emergencies must be approved in advance by the building principal who will issue a "pink emergency bus slip" (examples of emergencies: death in family, wreck, hospitalization, etc.).

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.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Parents will be liable for any defacing or damage students do to the bus.

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

1. Choose a seat, and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the front bus door only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Eating is not permitted on the bus.
8. Keep bookbags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Be absolutely QUIET at a railroad crossing.
13. Inappropriate behavior will be reported to school authorities, and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at the bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus.
16. In the event of an emergency, stay on the bus and await instructions from the bus driver.
17. Use the emergency door only in an emergency.

Riding the school bus to and from school is a privilege, and any student who fails to cooperate with the driver or disobeys any school bus rule may be suspended from the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for 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.

Video and audio cameras may be active on buses to record student conduct and will be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the transportation director at 724-9461.

Cell Phone Policy

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.

During instructional time, which includes class periods, electronic devices **must be kept powered-off and placed in the student locker or backpack in a numbered, classroom pocket chart for cellphones, within each classroom** unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

The use of electronic devices during non-instructional times is at the discretion of the administration. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others.

This includes, but is not limited to, the following:

- Using the device to take photographs, especially in locker rooms or bathrooms.
- Cheating
- Using an electronic device to bully, harass, demean, and/or degrade another student, staff member or adult.
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or dissemination of private sexual images (i.e., sexting).
- Recording (video and/or audio) of students and/or staff for any reason.
- Communication with another person via electronic device. This includes use of social media applications to communicate to others.
- - **This includes, but not limited to, calling parents for homework, medical issues, and/or illness. If a student uses their cell phone to contact a parent during the school day, additional disciplinary action may be taken.**

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Violations of the electronic device policy that is referred to the administration will receive immediate disciplinary action. The administration reserves the right to impose more significant consequences that include, but not limited to, confiscation of electronic devices, restricting the return of the electronic device to the parent, in person, and/or the complete

banning of electronic devices for a particular student. More significant consequences can be imposed depending on the severity and/or the frequency of the electronic violations.

Teachers may allow the utilization of personal electronic devices (cell phone, tablet, etc.) in their classes for instructional purposes. Teachers are responsible to inform the administration when this practice is occurring.

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.

School Telephone Usage

Students WILL NOT be called out of class for a phone call except in the case of an emergency. Students will not be excused from class to make phone calls unless it is an emergency situation. All telephone calls are to be made in the designated office only.

District Technology Responsible Use Policy

Christopher Unit School District #99 promotes the development, use, and integration of technology as a part of the district's instructional programs. Activities generated by this district are designed to serve the learning needs of its students. Any activity that does not is discouraged.

Expectations of Responsible Use

The District recognizes the importance of technology integration in support of school curriculum goals and holds high expectations of student and staff use of school devices and networks. All staff and students are subject to the same expectations of responsible use.

Curriculum

The use of the district's electronic networks shall (1) be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students and (2) comply with the selection criteria for instructional materials and library-media center materials. Consistent with the acceptable practices, staff members may use the Internet throughout the curriculum. The district's electronic networks are part of the curriculum and are not a public forum for general use.

Responsible Use

All use of the district's electronic networks should be (1) in support of education and/or research and be in furtherance of the school board's stated goals, or (2) for a legitimate school business purpose.

Use of district technology is a privilege, not a right. School electronic networks are state supported properties. As such, students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the district's electronic networks or district's computers. General rules for behavior and communication apply when using the electronic networks. The district's "Responsible Use Policy" contains the appropriate uses, ethics, and protocols. Electronic communications and downloaded material may be monitored or read by officials.

Teachers may allow student use of their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student and student's parent/guardian has signed the district Responsible Use Agreement Form. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy

The school district is not responsible for any information that may be lost, damaged, or unavailable when using the networks or for any information that is retrieved via the Internet. Furthermore, the district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

School and district computer systems are for authorized individuals only. Unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under federal law. Individuals using the school networks or systems are subject to having all activities on the systems monitored by district personnel. Anyone using the systems expressly consents to such monitoring.

Use of "Bearcat Nation" guest network

A wireless guest network, "Bearcat Nation" is made available on campus at the discretion of the district administration. All users are required to acknowledge that they are subject to the district's "Responsible Use Policy" while they are connected to the district guest network. This acknowledgement is a part of the log on process. Parent or Legal Guardian signature on this Responsible Usage Policy constitutes acknowledgement of this policy and authorizes their student to access the guest network unless otherwise indicated.

Internet Safety

Each district computer with Internet access shall access the Internet via a filtering device that maintains block lists intended to prevent access/entry to content that is (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. Attempts to bypass this filtering, via proxies or personal hotspots will be seen as a violation of the school's responsible use policy. The superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the superintendent or system administrator.

Implementation of the policy shall address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful material;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.
5. Provide curriculum related to online responsibility, cyber bullying, and appropriate online behavior.
6. Users of the district's computer systems must agree to the following rules and regulations.

Responsible Use of District technology

- Each staff member must sign the district's "District Technology Responsible Use Policy" as a condition for using the district's electronic networks.
- Each student and his or her parent(s)/guardian(s) must accept the "Authorization" and those rules for "Responsible Computer Use" on the combined "**Christopher CES Sign-Off Sheet**" before the student will be granted access to school computers and networks. (Students lacking access will be required to seek alternative assignments from individual instructors.)
- All users of the district's computers and means of Internet access shall strive to maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access to confidential information shall be taken at all times.
- The failure of any student or staff member to follow the terms of the "Authorization for Electronic Networks Access," or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

A responsible user does not:

1. Use the Internet for any illegal purposes.
2. Use impolite, obscene, or abusive language on the computer systems.
3. Violate the rules of common sense and etiquette.
4. Change any computer files that do not belong to the user.
5. Violate copyright restrictions by uploading or downloading software illegally.
6. Give passwords to other users or use others' passwords.
7. Post addresses or phone numbers or other personal information of others on the internet.
8. Send or display offensive or abusive messages or pictures.
9. Harass, insult, or attack other users.
10. Attempt to circumvent district-filtering systems.
11. Damage computers, systems, or networks.
12. Trespass in others' folders, work, or files.
13. Employ the networks for commercial purposes.
14. Access services illegally.
15. Employ other activities similar to those prohibited by this and other district policies and rules.

Offending Users

Users who do not follow the district's rules and regulations in regard to its computer systems and access to networked information resources may be subject to any and all of the following sanctions:

1. Loss of access to the system.
2. Disciplinary action, which could include suspension or expulsion in line with that stated in the Student Code of Conduct regarding inappropriate language, behavior, destruction of property, or illegal activities.
3. Notification of law enforcement agencies when applicable. System operators will have access to all user accounts, including email. If the user is not sure how to do something on the computer, he or she is to contact a member of the technology staff.

Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a disruption in the school environment.

- 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 vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard or create a disruption in the educational process are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, or tears and clothing that fits poorly (showing skin or undergarments) may not be worn at school. Holes that expose body regions above the knee and below the shoulder will be deemed especially disruptive to the educational process.
- Appropriate footwear must be worn at all times.
- The length of shorts or skirts must be appropriate for the school environment. Dress shorts (i.e. walking shorts, worn in good taste) and skirts should meet local standards of decency. A general rule of thumb for shorts/skirts is for the hem to be mid-thigh to be considered appropriate attire. Students whose dress causes a disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to corrective measures and/or discipline.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

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.

Emergency School Closings

In the event of bad weather or a local emergency, an automated message will be issued via the District’s automated call system. The message will be sent to the primary contact phone number listed for each student. The District will utilize social media and other approved technology to

inform the public of issues. Local radio or television stations will also be advised of school closings or early dismissals.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Enrollment Requirements

1. Any elementary school age child (K-8) residing in the school district who is living with a parent or legal guardian shall be eligible for admission. Any non-resident student who wishes to attend Christopher Unit School District #99 shall be assessed a tuition charge.
2. Any child reaching the age of five (5) on or before September 1 of the year during which the regular school term begins shall be eligible for kindergarten.
3. Students may enter first grade provided that they have attained the age of six (6) on or before September 1 of the year during which the regular school term begins.
4. Any student entering school for the first time must present the required birth certificate or other documentary proof of date of birth.
5. Physical examinations of all pupils entering early childhood, kindergarten, first grade, and sixth grade are required by law. The State also requires that all students fulfill immunization requirements at the time of school entrance.
6. Any student transferring from another Illinois school district shall present an up-to-date health record including required physical and immunizations within 30 days of enrollment. Students will be excluded from school if they do not comply with these regulations. Each student transferring from another state is required to have an Illinois physical examination.

Residency

The Christopher Unit School District #99 Board of Education declares that all students enrolling for the 2021-2022 school term must meet one of the following conditions:

1. Be a legal resident of the district as defined in the Illinois School Code Sections 14-1.11 and 14-1.11a or Section 10-20.12b.
2. Pay nonresident pupil tuition charge upon enrollment.

ALL STUDENTS MUST BE LEGAL RESIDENTS OF THE DISTRICT AND MEET IHSA AND SIJHSAA STANDARDS TO BE ELIGIBLE FOR PARTICIPATION IN ANY AND ALL EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS.

Any person who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Christopher Unit School District #99 without the payment of a nonresident tuition charge commits a Class C misdemeanor that carries a fine not to exceed \$1500 and not more than 30 days in jail.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Roy Kirkpatrick, Principal, or Richard Towers, Superintendent.

Extra-Curricular Activities

- A. All school rules apply to all school-sponsored activities, even those activities occurring off-campus.
- B. C.E.S. Activities: As a part of their educational experiences, students are encouraged to participate in extracurricular activities. Participation in any activity shall not be prohibited because of race or sex. Participation in extracurricular activities is a privilege, not a right. Regular school attendance may also be used as a criterion for participation.

Extra-curricular activities include, but are not limited to, athletic participation, participation in school dances and other activities outside of the school day, and any reward based field trip.

- C. Any suspension of a student for behavior will result in the suspension of that student from all extra-curricular activities during the suspension.
- D. The school has several extra-curricular activities in which students may participate. The various activities may require staying after school hours for practices and contests.
- E. Every student participating in an athletic program must have an up-to-date physical examination, kept on file. He/she must also have school insurance or a signed statement from the parent indicating insurance coverage on file.

F. Extra-Curricular Eligibility:

- a. **Weekly progress reports will be completed on Friday for 5th-8th grade students participating in extracurricular activities. The student will be considered ineligible from the following Monday and will remain ineligible for one week.** Any student failing more than one class will be ineligible to participate in extracurricular activities until the next bi-weekly report is issued.
 - b. **Students must maintain a standard sufficient for advancement for the next grade level. If a student is determined to be ineligible, at the quarter, that student will be ineligible for the next quarter.**
 - c. **During time of ineligibility, the student will not be allowed to participate in any extracurricular activities. This includes dressing in the school uniform before, during or after the performances or contest. If a student is cumulatively ineligible, they are not allowed to attend practice or games as a participant.**
- G. Only those students enrolled at Christopher Elementary School on a full-time basis are eligible to participate in extracurricular activities. If a student transfers after classes

begin for the current school term, he/she will be ineligible for thirty (30) days from the date the student participates in classes. If the student has started an extra-curricular activity at another school and transfers to CES, he/she will be ineligible to participate in that same sport.

H. School Spirit: School spirit may be divided into three categories:

- a. Courtesy - toward teachers, fellow students, and the officials of school athletic activities.
- b. Pride - in everything our school endeavors to accomplish and has accomplished.
- c. Sportsmanship - the ability to win and lose gracefully.

School Spirit means loyalty to all functions of the school. A loyal student supports his/her school and does the utmost to keep his/her scholastic and activity standards at the highest level possible.

A valuable part of school life is represented on the athletic field in keen competition with schoolmates and neighboring schools. All of our coaches teach sportsmanship as the principles of the game. It is our policy, first and foremost, to develop young men and women of character and good health.

Policy Statement Concerning Student Participation in Interscholastic Activities at Christopher Unit School District #99 Grades 5-8

Scope of Policy

It is the philosophy of Christopher Unit School District #99 that participation in extracurricular activities, such as athletics, is not a right of the student but is a privilege extended to the student by the school district.

The CUSD #99 Board of Education, Administration, as well as coaches and sponsors of activities, want to see, first and foremost, that our students achieve in academics and that they conduct themselves as responsible individuals to earn the right to participate in SIJHSAA sanctioned activities here at Christopher Unit School District #99.

The rules set forth in the CUSD #99 Handbook will apply to students who participate in the following activities:

Boys' Baseball	Girls' Softball	Girls' Volleyball
Cheerleading	Girls' and Boys' Basketball	Drama Club
Girls' and Boys' Track	Music Organization	Choir
Yearbook	Scholar Bowl	Student Council
Boys/Girls Cross-Country	Boys/Girls Golf	

***Any sanctioned activity sponsored and/or supported by CUSD #99. This includes dances, reward based trips, and/or other activities attended or hosted by CES or CUSD #99 District.**

The SIJHSAA is the governing body for all interscholastic activities for member schools in Southern Illinois. Rules published by the SIJHSAA will be followed in situations that go beyond the scope of this CUSD #99 policy.

This policy is intended as a guide to how infractions will be handled. While this policy spells out the guidelines as specifically as possible, it cannot cover every infraction or question that may occur. The CUSD #99 administration will have the right to deal with individual matters within the intent of this policy and in light of all extenuating circumstances, which may exist in a specific situation.

Rules of Conduct

These Rules of Conduct become effective on the first day of practice for the individual sport or activity. Rules of Conduct apply to the student for a calendar year after the start of the school sanctioned activity. Students may be accountable for violations of the Rules of Conduct that occur outside of the extra-curricular season, depending on the severity of the violation. School officials or law enforcement officials enforce these Rules of Conduct upon confirmation of a violation.

Disciplinary actions for conduct violations in one activity can be carried over into the next activity in which the student participates. All disciplinary action must be served to the satisfaction of the administration or administrative designee.

A. It is a violation of the Rules of Conduct for a participating student to:

- a. Use or possess tobacco products (smoking, vaping, snuff, chewing tobacco, etc).
- b. Use or possess any form of alcohol (refusal to take an appropriate sobriety test will result in the presumption of guilt and application of subsequent penalties).
- c. Use or possess any type of illegal drug or look-alike drug.
- d. Engage in any criminal or illegal behavior.
- e. Engage in any behaviors that are unbecoming to the student, the school or the District.

In the event that a participating student is charged with violation of any of the above **Rules of Conduct**, the participating student will be suspended from the sport or activity until the charges are resolved. If the student is found to be innocent, he or she will immediately be reinstated as a participating member in that activity. If the charges are upheld, an appropriate punishment will be levied against the offender. Time spent in suspension from the activity will be applied to the punishment.

Penalties for Rules Violations

All students that violate the **Rules of Conduct** will be subject to disciplinary actions determined by both the coach and administration.

If a student transfers to CUSD #99 after having been suspended or dismissed from participating in SIJHSAA sanctioned activities at another school, that student will **NOT** be allowed to participate in that activity at CUSD #99 for the remainder of the school year or until the time of the levied suspension at the previous school has elapsed. If the CUSD #99 penalties for the offense are more severe, the student will be held to the standard set by the CUSD #99 Rules of Conduct (SIJHSAA rules governing student transfers and their subsequent eligibility to participate in SIJHSAA sanctioned activities are covered in the SIJHSAA Handbook.

Legal Residency of Students

The SIJHSAA rules governing the legal residence of students for participation in SIJHSAA sanctioned activities are covered in the SIJHSAA Handbook.

Academic Eligibility for Participation

Students must be passing all but one class to be considered eligible for extra-curricular participation. "Passing" is determined by the student's grade for the current semester--not the current grading period. The academic progress of participating students will be checked and evaluated weekly. If a student is academically ineligible at the end of a semester, according to the SIJHSAA academic guidelines, the student will be ineligible for all of the following semester.

Student Attendance at School

To be eligible for practice or contests that night, the student participant must be in attendance for at least ½ of the school day (4 classes). The Principal or his designee can waive this provision if it is in the best interest of the student.

Student Insurance Coverage

Students participating in the above mentioned, extra-curricular activities, according to SIJHSAA Rule, must have insurance coverage. **Christopher Unit School District #99 does not provide accident coverage for its students.** Before being eligible to practice or participate in contests, the student must provide proof of insurance (name of insurance company and policy number). This information must be on file at the school. If a student is not covered by a family policy, he or she can purchase athletic insurance. This insurance will be sold in the CUSD #99 Main Office as a service and convenience to the student. It is in no way an endorsement by CUSD #99 of any insurance company or policy.

Athletic Physical Examinations

By SIJHSAA rules, all student athletes must have on file at the school a current medical physical examination to be eligible for practices or contests.

Concussion

A student athlete who is suspected of sustaining a concussion or head injury in practice or game shall be removed from participation or competition at that time.

A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury can not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student athlete can not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Field Trips/Class Trips

Field trips are privileges for students. All students must abide by all school policies during transportation and during field-trip activities. Further, all students shall treat all field trip locations as school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- **Failing more than one class on the established standard.**
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- Excessive accumulation of discipline incidents as established by the school.
 - Any student with an out of school suspension during the current school year is not eligible to attend the proposed trip.
 - Established limits may vary from grade level to grade level or by extra curricular activity. Parents may reach out to the student's coach or sponsor for more information regarding a specific trip.

Fines, Fees, and Charges & Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Book rental should be paid at the very beginning of school.

Book Rental: Early Childhood: \$10.00 Grades K-8 \$20.00

Some students may be unable to pay these fees. A student whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. The fee waiver can be obtained from the school office.

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

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

The building principal will 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.

Food Service

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 10:45 a.m. to 12:36 p.m., except when there is a 12:30 a.m. dismissal.

Meal Prices:

Student Breakfast – Free of Charge

Student Lunch – Free of Charge

Adult Meals – Breakfast \$2.70, Lunch \$4.00

CUSD #99 will offer a free breakfast and/or lunch to every student regardless of socio-economic status. The District encourages the students to eat the healthy, delicious meals that are prepared.

Cafeteria Procedures

Please do not drop off or have fast food delivered to your child at school. If students choose to bring their own lunch to school, they should bring their lunch box with them upon arrival.

Christopher Elementary School is a peanut and tree nut free school. Water and lactose free milk is provided in the cafeteria for students at lunch if needed.

General Building Conduct

School begins each day at 8:00 a.m. and the final grade is dismissed at 2:57 p.m. Students shall not arrive at school before 7:30 a.m. Students are not to be in the school building after 3:05 p.m. unless supervised by school personnel. The following rules shall apply, and failure to abide by the rules may result in disciplinary action:

- Toys are not permitted at school. This includes but is not limited to, pop it's, trading cards of any kind, stuffed animals, and fidget toys unless provided by the school. Toys brought to school that disrupt the educational environment are subject to be confiscated, and returned to either student or parent at the end of the school day.
- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write, deface, or destroy walls, desks, or other school property.
- Skateboards are not permitted at school.
- Guns of any type (water gun, play gun, etc.) are not permitted at school.
- Electronic devices that cause educational disruption and/or endanger others' safety will not be allowed.
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Grading & Promotion

School report cards are issued to students on a quarterly basis. Progress reports are issued at the mid-point of each quarter. For questions regarding grades, please contact the classroom teacher. Parents may request a conference with a teacher at any time during the school year. Please contact the teacher to establish a conference time.

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. Failing a core subject, such as reading or math, is a basis for retention. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading Scale

A	92-99	5.00
A-	90-91	4.67
B+	88-89	4.33
B	82-87	4.00
B-	80-81	3.67
C+	78-79	3.33
C	72-77	3.00
C-	70-71	2.67
D+	68-69	2.33
D	62-67	2.00
D-	60-61	1.67
E	59-0	1.00

Honors

High Honor Roll	4.75-5.00
Honor Roll	4.25-4.74

Quarters CES 2023 - 2024

1st quarter- August 9th - October 6th

Midterm:	Midterms sent home	Tues, Sept 12th
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End of Quarter:	Report cards sent home	Tues, Oct 17th
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2nd quarter- October 16th - December 20th

P/T Conferences	Tues, Oct 24th	3:30 - 6:30 PM
	Thurs, Oct 26th	3:30 - 6:30 PM

Midterm:	Midterms sent home	Tues, Nov 21st
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End of Quarter:	Report cards sent home	Tues, Dec 19th
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3rd quarter- January 4th - March 28th

Midterm:	Midterms sent home	Tues, Feb 20th
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End of Quarter:	Report cards sent home	Tues, April 9th
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4th quarter- April 9th - May 20th *Tentative

GPA Calculation

All courses are averaged when computing grade point averages (GPA).

- 8th Grade Valedictorian and Salutatorian will be determined by the cumulative quarter grades from the students' 7th and 8th grades. Grades will be rounded to the nearest thousandths.
- 7th Grade Ushers for 8th grade graduation will be determined by the top 4 students, as based on the three (3) quarters of their 7th grade year. Any ties for the 4th spot will result in ties moving up to be included as an usher.

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/or grade level. If you have any questions regarding a homework or class assignment, contact the student's teacher.

Discipline may be applied for missed/incomplete homework when it is considered a consistent behavioral issue that will affect the students' educational progress.

Standardized Testing

Students and parents/guardians should be aware that students will take standardized tests. 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 adequate sleep;
3. Ensure students eat breakfast;
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, including number 2 pencils;
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.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by 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:

- A. 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
- B. 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.

Investment Policy

It is the investment policy of CUSD #99 that all excess monies be placed into a money market account held by Banterra Bank.

Leaving School Grounds/Student Sign-Out

Students are not to leave the school grounds at any time during the school day without special permission from the office. A student who wants to leave the school premises during the lunch period can only be signed out by his/her parent or legal guardian at the student's lunch period. **NO NOTES WILL BE ACCEPTED.**

A student who has to leave the school premises during school hours must have his/her parent or legal guardian report to the main office to get the student. The parent must complete the sign-out sheet. If the parent is unable to come to school to sign out the student, the parent must send a note to the main office stating who will be picking the student up and that person must sign the student out. The parent must sign and date the note requesting the release of the student.

Make-Up Work

The student will be permitted the same number of days as he/she was absent to complete the make-up work. For example, if the student is absent for two days, he/she has two days to complete the assignments. The student is responsible for obtaining assignments from his/her teachers.

Note: The "Day for Day" policy for missed homework make up only applies to work that is assigned and completed during class time. Any assignment that is expected to be completed outside of the school time does not fall under the "Day for Day" policy. The teacher has the discretion to handle these situations as they arise.

Parental 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.

The school provides Parents/Guardians with access to:

- A. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- B. 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;
- C. 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
- D. 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 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.

Pesticide Notice

Christopher Elementary School uses pesticides to control various insect populations.

Retention

Children seem to do their best work in school when they are placed in a grade with other children of their same chronological age. However, it is occasionally desirable for a child to be placed in a grade below his actual chronological age, because of maturity, mental ability, health, or other factors. The rules regarding these children are as follows:

Grade Level	Retention Recommendation
Kindergarten	Based on maturity level of the student and his or her ability to complete the assigned tasks of readiness skills essential for the first grade as determined by the teacher
First and Second Grade	Based on maturity, reading and math ability.
Third through Eighth Grades	Receiving a final grade (end of the year average) grade of F in any core subject will be subject to retention at that grade level.

- Any child who, in the judgment of the teacher, is not progressing and reading at a level great enough to do the work required at the next grade level will be retained.
- Students who are recommended for retention may have the opportunity to attend a special summer school program.
- The final decision as to pupil placement (retention or promotion) shall be made by the school principal. More information is available upon request.

Student Insurance

Students injured at school are NOT covered by any CUSD #99 medical insurance policy. Medical insurance is the responsibility of the parent/guardian. Proof of adequate insurance is required of students before participating in athletic programs.

School Resource Officer

CUSD #99 has entered into an agreement with the city of Christopher to provide a School Resource Officer (SRO). The School Resource Officer Program is to enhance positive relationships among members of the Christopher Police Department and the District personnel, students, parents, and other related service agencies in order to promote a safe and secure educational environment within the District schools.

School Social Workers

School Social Workers are trained mental health professionals who can assist with mental health concerns, behavioral concerns, positive behavioral support, academic and classroom support, consultation with teachers, parents and administrators as well as provide individual and group counseling/therapy. Their duties include, but are not limited to: small group discussion/interventions, point of contact for individuals/situations, crisis issues, individual counseling, and family interventions.

Search and Seizure

In order to maintain order, safety, and security in schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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 (lockers, desks, parking lots, etc.), 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, book bags, 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.

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 will be transferred to law enforcement authorities.

Student Discipline

Prohibited Student Conduct

Students may be disciplined for misconduct or gross disobedience, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, alcoholic beverages, any drug (prescription, illegal, or "look-alike"), any controlled substance, or drug paraphernalia. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
2. Using, possessing, controlling, or transferring a firearm or "look alike," 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.
3. Using a cellular telephone, video recording device, personal digital assistant (PDA), video/tape recorder, CD player, electronic paging device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day.
4. Using or possessing a laser pointer.
5. Disobeying rules of student conduct or directives from staff members or school officials (verbal or written), including failure to report to the office when directed to do so by any school personnel.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
7. Bullying; hazing; harassment; making derogatory, racial, or ethnic comments; or any kind of aggressive behavior, including encouraging other students to engage in such behavior.
8. Threatening or fighting.
9. Causing or attempting to cause damage to (vandalism), stealing, or attempting to steal, school property or another person's personal property.
10. Being absent without a recognized excuse.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
14. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images.
15. Willfully making a false alarm by outcry, mechanical alarm, or other device.
16. Trespassing on school property after school hours or during school hours while suspended or expelled.
17. Throwing of any snowball, stone, or other object.
18. Inappropriate touching (kissing, holding hands, fondling, etc.).

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

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

Disciplinary measures may include:

1. Disciplinary conference.
2. Notifying parents/guardians.
3. Withholding of privileges.
4. Seizure of contraband.
5. Lunch detention.
6. Temporary removal from the classroom.
7. After-school detention
8. Saturday detention.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds during this time. Any student who is suspended from school will be penalized 1.0 percentage point for each day he/she is suspended; the student will be able to make up all missed work.

10. Suspension of bus riding privileges. Parents are still responsible for the student to attend school.
11. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
13. In-school suspension/alternative education program is assigned by the principal to those students who exhibit excessive unacceptable behavior. The student in an in-school suspension cannot attend regular classes but can make up all school work in an alternative setting.

Suspension and Expulsion

I. Definitions:

- A. Suspension:** An exclusion of a student from school and/or denial of educational service to which the student would otherwise be entitled for a period not to exceed ten days.
- B. Expulsion:** An exclusion by the Board of Education of a student from school and/or denial of educational services to which the student would otherwise be entitled for a period of more than ten (10) days, not to exceed the school term.
- C. Gross Disobedience and Misconduct** will include the following:
 - a. behavior that is injurious to person or property or directly threatens injury to person or property.
 - b. behavior that substantially and materially disrupts the educational process or discipline in the school.
 - c. repeated minor incidents of misbehavior as described in the discipline code that other disciplinary measures have failed.
 - d. gross disrespect that includes insubordination, intimidating, or attempting to intimidate school personnel or students, fighting with or assaulting school personnel or students, and verbal abuse or use of profanity or obscenity to school personnel or other students.
 - e. smoking and/or possession of smoking materials on school buses, in the school building, or on the school campus.
 - f. first and subsequent offenders when a student is found to be using, possessing, or distributing alcohol or non-prescribed drugs.
 - g. repeatedly failing to comply with the directions of teachers, student teachers, substitutes, teachers’ aides, assistant principals, or other authorized personnel during any period of time when he/she is properly under authority of school personnel.
 - h. repeated truancies and/or unexcused absences which are detrimental to the welfare of the student and disruptive of the educational process.
 - i. repeated tardiness which substantially disrupts the educational process.
 - j. students found in the school building or upon its property (school property includes all properties owned and/or maintained by the Board of Education, District 99) for any purpose other than as related to school activities shall be considered trespassers and in violation of criminal law, which will be referred to the proper law enforcement authorities.

II. Due Process for Suspension

- A. Except as set forth in sub-paragraph B below, prior to the imposition of suspension, the following procedures will be observed:
 - a. the suspending school official will give the student an informal hearing to notify the student of the charges and disciplinary action being considered
 - b. the student will have an opportunity to present an explanation regarding the charges and evidence with the suspending school official
 - c. the suspending school official will make a decision and then inform the student if suspension is to be imposed
- B. Any student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the requirements of notice and hearing set forth in Section II A-2 above will follow as soon as possible.
- C. Any such suspension will be reported immediately to the parents or guardians of such pupil including the date and time of the hearing, a full statement of reasons for such suspension, and a notice of the parents' right to review. This notice is to be sent to the parents by mail.
- D. A copy of the suspension notice is to be sent to the Board of Education by the Superintendent.
- E. A request for review hearing will be submitted in writing within ten (10) school days after receipt of the suspension notice. The hearing will be conducted on a date mutually acceptable to all parties involved.

III. Due Processes for Expulsion

- A. In the event gross disobedience or misconduct leads to expulsion, a student will be excluded from school prior to expulsion procedures as outlined below (not to exceed ten school days).
 - a. The Board of Education may expel students for gross disobedience or misconduct; such expulsion will take place only after a review hearing by the Board of Education or the Board has taken action upon finding submitted by a hearing officer appointed by the Board.
 - b. The student and the parents or guardians of the student will be notified by certified mail of the following:
 - i. A letter shall be sent at least five (5) days prior to the hearing or at least three (3) days prior to the date of the hearing if a copy of the letter is personally delivered to the parent or guardian. This letter will include a statement of the incident or incidents. The letter will also state the time, place, and date of the hearing as well as include a copy of the review hearing procedures as set forth below.
 - ii. The hearing will be held at a time and date mutually convenient to the parties involved.

IV. Review Hearing Procedures

- A. The hearing will be held in Closed Session at the request of the parent or guardian or the school administrators.
- B. The student will be afforded the following:
 - a. the right to be represented by counsel (at the expense of the student or parent)
 - b. the right to present evidence and call witnesses
 - c. the right to cross-examine the opposing witnesses
- C. A written decision will be issued to the student and the parent or guardian within ten (10) school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.

V. Decision Making

If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:

- A. The student's record will be expunged of all notations or remarks in regard to the suspension or expulsion.
- B. The student's absences will be recorded as excused.
- C. All educational opportunities and services missed by the student will be afforded.

VI. Other

A student may not be expelled for behavior that is or results from a handicap.

- A. A student may be suspended for behavior that is or results from a handicap if as a result of the behavior the child is a direct physical danger to himself, other students, faculty, or school property.
- B. If evidence is presented during an expulsion or suspension proceeding which indicated that the student's behavior is symptomatic of, or results from handicap, the student will be referred for special education evaluation pursuant to the *Rules and Regulations to Govern the Administration and Operation of Special Education*.

- VII. The academic penalty assessed for suspension should be commensurate with the length of the suspension and the academic work missed.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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 may be expelled for a period of not less than one year:

(1) A firearm, or the purposes of this Section, "firearm" means any gun, rifle, shotgun, or 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.

(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-a-likes" of any firearm as defined above.

Gang & Gang Activity

“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:

- A. 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 non-verbal gestures, or handshakes showing membership or affiliation in a gang;
- B. 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;
- C. 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;
- D. incite other students to act with physical violence upon any other person.

Bullying, Intimidation & (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate, or bully another based upon race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

Students who believe they are victims of bullying, intimidation, or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher or building administrator. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Students can report, confidentially, any incidents of bullying or intimidation through the Bearcat Care portal. Any concerns about bullying, sexual harassment, or intimidation can be reported by email or text: BearcatsCare@cpher99.org

Student Healthcare

Mrs. Sarah Smith, the health care provider of Christopher Unit School District #99, is located at the elementary school building. Mrs. Smith may be reached by dialing 724-2631.

1. As a general principle, medications are not to be given at school. Every effort should be made to administer medication before or after school hours. **Students are not to have any medication/drugs (prescriptions or over the counter) in their possession on the school grounds.**
2. When a student is required to take any medication during the regular school day, a form for administration must be completed and signed by the parent/guardian and the student's physician.
 - a. **A note from an appropriate medical provider must be given to distribute over the counter medicine, which includes but not limited to, Tylenol, Advil, and aspirin.**
3. All medications to be administered by the healthcare provider must be properly labeled. The healthcare provider may choose not to give medication that is not properly labeled and/or is brought to school by a student.
4. A student who is capable of self-administering may keep his/her asthma inhaler or epinephrine auto-injector with him/her at school provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability 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 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.
5. C.E.S. is equipped with an automated external defibrillator (AED). The AED is located next to the south entrance of the gym.

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician ensuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.

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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

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

Head Lice

The District does **not** have a "no nit" policy. The students are able to attend school with nits (and no live lice) as long as they have been treated with an approved pediculicide. The healthcare provider will be monitoring the students. Students with live head lice will not be allowed to attend until the students have been treated appropriately.

Any student who is affected by head lice infestation will receive a copy of the procedures that will be followed. Please contact the District Nurse with any specific questions.

Procedures:

The student will be excluded from school if the following are present:

- a. The student is found to have pediculosis of the head or body (presence of nits and/or lice) and has not been treated with an approved pediculicide.
 - b. IF the student, upon return to school, is found to have live lice, the student will be sent home.
 - i. The presence of nits will not result in the student being sent home, IF the student has been treated with the appropriate pediculicide.
- Random head checks will be performed periodically throughout the school year.
 - If two or more students are found to have head lice within one classroom, the entire classroom may be checked.
 - The District reserves the right to treat lice infestation with minimally invasive, non-chemical means.
 - The students who have had head lice will be checked weekly for 4 weeks for signs of re-infestation.
 - If evidence of re-infestation is noted, the student will be sent home for further treatment. A head lice letter will accompany the child. The head lice letter will inform the parent of proper measures to rid the home of head lice. If a parent/guardian cannot be reached, the emergency numbers will be used. If contact cannot be made, a letter will be sent home in the student's backpack.

Siblings attending CES will also be checked for infestation. Siblings not attending CES should also be checked by parents/guardians.

- **Teachers and the healthcare provider will maintain strict professional confidentiality among students and school personnel.**

The students will be checked in the nurse's office with the door closed. The nurse will notify the student if head lice are present in 2nd grade and up. Students in 1st grade and below will not be informed.

- Teachers will be notified the student will be going home.

A list of students who need weekly checks will be given to the homeroom teachers.

Accidents/Sudden Illness

The school personnel will notify the parent/guardian in the event of a serious accident or sudden illness. If the parent/guardian is not at home, the school personnel will call the alternate phone numbers on the student's emergency card. Be sure to include telephone numbers of relatives or friends who can be contacted during the school day.

According to the guidelines in the Illinois Department of Public Health, students who have a fever, rash, vomiting, diarrhea, or contagious disease should stay home from school until the symptoms have been gone for 24 hours. Students may return sooner if a doctor provides a written statement indicating that it is safe to do so. These guidelines are necessary to protect the health of your child and to control the spread of colds and illnesses.

Communicable Diseases

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.

Student Records

School student records are confidential, and information from them will not be released other than as provided by law.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

- A. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page.
- B. The right to request the amendment of the portion of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- C. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

Substance Use/Abuse Policy

Rules of Conduct

The possession, use, distribution, purchase, sale, or being under the influence of any drugs or alcohol is prohibited in any school context including, but not limited to, the school grounds, the regular school program, a school-sponsored activity including activities which occur away from Christopher Unit School District, or in other context clearly related to school functions, such as activities which occur adjacent to school property or school-sponsored activities, activities which occur before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school-sponsored activity. Any student found in violation of this policy may be suspended for up to ten (10) school days and may be subject to the additional disciplinary actions described later in this policy.

Definitions

- A. **Drugs:** Unless the context requires otherwise, the word "drugs" includes substances containing alcohol and/or mind altering drugs and substances recognized as drugs in the: *The Physicians Desk Reference, Official United State Pharmacopeia, Official Homeopathic Pharmacopoeia of the United States, or Official National Formulary*, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word "Drug" also includes substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- B. **Under the Influence of Drugs:** A student is under the influence of drugs if his or her behavior or character is modified to any degree as a result of the ingestion, inhalation, or the consumption of drugs. It shall not be necessary that a student be deemed "drunk" or "drugged" to be under the influence of drugs.

- C. Using Drugs:** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

Searches

- A. Student Searches:** If there is reasonable suspicion that a student may have drugs or other evidence on or about his/her person, he/she shall be directed by the Administration to produce the same and, if necessary, to empty his/her pockets, the contents of any bag or purse, and the like. If necessary, the student may be physically restrained to conduct the search, and the police may be called in to assist in the search. It shall be deemed an independent act of gross disobedience or misconduct for a student to fail to submit to a search when reasonable suspicion exists that the student may have drugs or other evidence on or about his/her person, locker, or automobile.
- The District reserves the right to use a breathalyzer test to detect the presence of alcohol.
 - Students can be required to participate in a breathalyzer analysis at any school sponsored function, including, but not limited to, sporting events, dances, or other District sponsored events.
 - Refusal to participate in a breathalyzer test will be considered a positive result for the presence of alcohol.
- B. Lockers:** If there is reasonable suspicion to believe that drugs or other evidence may be contained within a student's locker and that drugs are currently present in the student's locker, the administrator or his designee is directed to search the locker. If practicable, the search shall be conducted in the presence of the student, but outside the presence of other students.

Treats and Snacks

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 on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Christopher Elementary School is a peanut, tree nut, and latex free school.

Trespass

Unauthorized persons are not to be in any portion of the building when school is not in session. Unauthorized, unsupervised students are not to be in the building after school hours (after 3:05 pm). Any violations will be prosecuted to the fullest extent of the law.

Video/Audio Surveillance

All campus buildings and grounds, both interior and exterior, are owned by the school. All campus grounds, building classrooms, commons rooms, school vehicles, and hallways are subject to video and/or audio surveillance, and the students are hereby notified of the school's intent to use such video surveillance throughout these locations. If suspected criminal actions are recorded, a copy of the video/audio will be forwarded to the appropriate law enforcement authorities.

LEGAL REFERENCES:

CUSD #99 Board Policy – April 2007

Children's Internet Protection Act, P.L. 106-554.

20 U.S.C § 6801 et seq.

47 U.S.C. § 254(h) and (l).

720 ILCS 135/0.01.

Video & Audio Monitoring Systems

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 will be provided to law enforcement personnel.

Visitors

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

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.

Parking

Visitor parking is available on the east side of Christopher Elementary School.

Those dropping off and picking up children may do so in the east parking lot. Please follow the established procedures for arrival drop off. A copy of the correct arrival drop procedure will be available from your child's teacher. A copy will also be posted on the CES website. It will be found under the "Documents" heading.

Vehicles MAY NOT be parked in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed. The District reserves the right to change the loading/unloading procedures of buses and cars to ensure the safety of the students.

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.