

Cypress Elementary School Student/Parent Handbook 2019-2020



Cypress Elementary School District #64
4580 Mt. Pisgah Road
Cypress, IL 62923
618-657-2525
www.cypressgradeschool.org

**Cypress Elementary School
2019-2020**

August 12 th	Teachers Institute
August 13 th	First Day of Student Attendance – Half Day In-service Dismiss @ 11:30
August 14 th – 16 th	2:00 Dismissal
August 30 th	11:30 Dismissal – School Improvement
September 2 nd	Labor Day No School
September 13 th	Half Day In-service 11:30 Dismissal
October 10 th	End 1 st Quarter 2:00 pm Dismissal
October 11 th	Teacher Institute Day – No Student Attendance
October 14 th	Columbus Day – No School
October 17 th	Dismiss @ 2:00 Parent Teacher Conference 3:00 – 6:30
October 22 nd	Dismiss @ 2:00 Parent Teacher Conference 3:00 – 6:30
November 11 th	Veteran’s Day – No School
November 14 th	Midterm 2 nd Quarter
November 22 nd	No School
November 27 th – 29 th	Thanksgiving Break
December 20 th	End of 2 nd Qtr - 2:00 Dismissal
December 23 rd	Christmas Break
January 6 th	Teacher In-service – No Student Attendance
January 17 th	11:30 Dismissal – School Improvement
January 20 th	Martin Luther King’s Birthday – No School
February 6 th	Midterm 3 rd Quarter
February 14 th	Half Day Teacher In-service Dismiss @ 11:30
February 17 th	President’s Day – No School
March 2 nd	Pulaski Day – No School
March 6 th	End 3 rd Quarter 2:00 Dismissal
April 3 rd	2:00 Dismissal
April 6 th – 10 th	Spring Break
April 16 th	Midterm 4 th Quarter
May 20 th	Half Day Teacher In-service – 11:30 Dismissal – Last Day of Student Attendance
May 21 st	Teacher In-service
May 22 nd – May 29 th	Emergency Days if Needed

This calendar is subject to change. Please see monthly calendars for most up to date information

INTRODUCTION

Dear Students and Parents:

It is the goal of the Board of Education, Administration, Faculty & Staff of Cypress School District NO. 64 to provide the best education possible to every student as a basis for continued education and future success. With that goal in mind, we have developed this parent/student handbook. We encourage you to become familiar with its contents and work together with us in this common endeavor.

Cypress School is a child centered school where parents are recognized as team members in support of our children. Parents are invited to be classroom/school volunteers, attend PTO meetings, support school wide activities, and involve themselves positively in support of our “kids”. Please let your child(ren) know that we are working together to make Cypress School the very best. Communication is important to our team building activities, so please feel free to discuss areas of concern with your child(ren)’s teacher.

We look forward to a successful and pleasant school year. Please discuss the school handbook with your child(ren). Discussion will assist in making attendance of Cypress School a wonderful experience.

Kimberly Shoemaker, Superintendent

School Vision Statement

The vision of Cypress Elementary School District 64 is to develop a lifelong love of learning. Our knowledgeable, dedicated, and passionate staff strives to increase achievement while recognizing the diverse needs of each student. Together we will promote a safe and nurturing learning environment, which fosters respectful, responsible, productive, and honest citizens in a caring atmosphere. Students are provided with the opportunity to reach their full potential through the use of challenging, rigorous, and innovative curriculum to meet high expectations of personal growth.

It is the responsibility of the school, home, and community to work cooperatively to help all students develop understanding and respect for themselves, as well as others, in their daily lives. Families are their children’s primary teachers and are encouraged to be actively involved in education. When we work together, student achievement increases and the community strengthens.

Table of Contents

Section		Page
Chapter 1 – Introductory Information and Notices		
1.01	Parent Pick-Ups and Drop Offs	7
1.02	Morning Supervision	7
1.03	Telephone Usage	7
1.20	One Call Now System	7
1.30	Use of Name and Photograph	7
1.40	Visitors	7
1.41	Parent Involvement	8
1.50	Equal Opportunity and Sex Equity	8
1.60	Animal on School Property	8
1.70	School Volunteers	8
1.80	Invitations & Gifts	8
1.85	Treats & Snacks	9
1.90	Emergency School Closings	9
1.100	Video & Audio Monitoring Systems	9
1.110	Accommodating Individuals with Disabilities	9
1.120	Students with Food Allergies	9
1.130	Care of Students with Diabetes	10
1.140	Suicide and Depression Awareness and Prevention	10
1.150	Gym Shoes	10
Chapter 2 – Attendance, Promotion, and Graduation		
2:10	Attendance	
2.11	Admission to School	10
2.12	Residency	10
2.20	Student Absences	11
2.30	Release Time for Religious Instruction & Observation	11
2.40	Make – Up Work	12
2.50	Truancy	12
2.60	Grading & Promotion	12
2.61	System of Grading	13
2.62	Requirements for Promotion	13
2.63	Awards and Rewards	13
2.70	Homework	13
2.100	Home and Hospital Instruction	14
2.110	Curriculum	14
2.120	Response to Intervention	14
Chapter 3 Student Fees and Meal Cost		
3.10	Student Fees, Fines, and Charges: Wavier of Student Fees	15
3.20	School Breakfast & Lunch Program	15
Chapter 4 Transportation		
4.10	Transportation	16
4.15	Bus Conduct	18
Chapter 5 Health and Safety		
5.10	Immunizations, Health, Eye and Dental Examination	18
5.20	Student Medication	19
5.30	Guidance and Counseling	20
5.40	Safety Drill Procedures and Conduct	20
5.50	Communicable Diseases	21
5.60	Head Lice	21
5.70	School Insurance	21
5.80	Accident/Illness Reports	22

Chapter 6 Discipline and Conduct		
6.05	General Discipline Authority	22
6.10	General Building Conduct	22
6.15	Bullying Policy	23
6.20	School Dress Code/Student Appearance	26
6.30	Student Behavior	26
6.31	Suspension	29
6.32	Expulsion	30
6.33	Aggressive Behavior	31
6.34	Corporal Punishment	31
6.35	Weapons Prohibition	31
6.44	Gang & Gang Activity Prohibited	32
6.45	Conduct at Extra Curricular Events	32
6.46	Toys and Personal Property	32
6.50	Field Trips	33
6.60	Access to Student Social Networking Passwords \$ Websites	33
6.70	Student Use of Electronic Devices	33
Chapter 7 Internet, Technology, and Publications		
7.10	Exhibit – Internet Acceptable Use Sign Off	34
7.20	Guidelines for Student Distribution of Non-School Sponsored Publications	35
Chapter 8 Search and Seizure		
8.10	Search and Seizure	36
Chapter 9 Athletic and Extra-Curricular Events		
9.1	Requirements for Participation in Athletic Activities	36
9.2	Academic Eligibility	37
9.3	Absence from School on Days of Extracurricular or Athletic Activity	37
9.4	Travel	37
9.10	Extracurricular and Athletic Activities Code of Conduct	37
9.11	Sports Program	39
9.20	Student Athlete Concussions and Head Injuries	39
Chapter 10 Special Education		
10.10	Education of Children with Disabilities	41
10.20	Discipline of Students with Disabilities	41
10.30	Exemption From Physical Education Requirements	41
Chapter 11 – Student Records and Privacy		
11.10	Student Privacy Protections	42
11.20	Student Records	42
Chapter 12 – Parental Rights and Notifications		
12.20	Standardized Testing	45
12.30	Homeless Child’s Rights to Education	46
12.40	Family Life & Sex Education Classes	46
12.60	English Learners	46
12.70	School Visitation Rights	47
12.80	Pesticide Application Notice	47
12.90	Mandated Reporters	48
12.100	Unsafe School Choice Option	48
12.105	Student Privacy	48
12.110	Sex Offender Notification Law	48
12.120	Sex Offender & Violent Offender Community Notification Laws	49
12.130	Parent Notices Required by the Every Student Succeeds Act	49

Cypress Board of Education

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Vice President.....	Mrs. Mandy Moore
Member.....	Mr. Richie Oliver
Member.....	Mr. Howard Penrod
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Member.....	Mr. Roy West

Cypress Elementary Administrative and Teaching Staff

Superintendent/Principal.....	Mrs. Kimberly Shoemaker
Pre-K.....	Mrs. Jessica Sommer
Kindergarten.....	Mrs. Cindy Gholson
First Grade.....	Ms. Melissa Maze
Second Grade.....	Mrs. Jessica Bevis
Third Grade.....	Mrs. Brenda Hogue
Fourth Grade.....	Mrs. Kristy Duncan
Fifth Grade.....	Mrs. Michelle Quertermous
Sixth Grade.....	Mrs. Kristine Reid
Seventh Grade.....	Mrs. Tara Peas
Eighth Grade.....	Mr. Rusty Marks
Special Education.....	Mrs. Ashley Lascelles
Band.....	Mr. David Mateka
Speech Therapist.....	Mrs. Rainey Weaver

Cypress Elementary School Support Staff

Secretary/Bookkeeper.....	Mrs. Christine Ross
Head Cook.....	Mrs. Christie West
Assistant Cook.....	Mrs. Amanda Zmuda
Teacher Aide.....	Mrs. Deanna Penrod
Teacher Aide.....	Mrs. Carrie Hutchison
Head Custodian.....	Mr. James Baker
Evening Custodian.....	Mr. Jay Terry
Bus Driver.....	Mr. Frank Ditola
Bus Driver.....	Ms. Rhonda Karnes

I. GENERAL INFORMATION

1.01 Parent Pick-Ups and Drop Off's

Parents should drop off and pick up students at the front entrance. Please do not drop off or pick up students at the cafeteria entrance. Busses will be loading and unloading at the cafeteria entrance.

After 8:15 A.M. Parents must enter the building at the front entrance and go directly to the office and sign their child(ren) in at the office. All other doors will be locked. Students will need a pass before proceeding to class.

1.02 Morning Supervision

The school does not have staff assigned for supervision until 7:45am. For the welfare and protection of your child(ren), please be sure he/she does not arrive at school prior to 7:45am.

1. The school will be locked until 7:45 a.m. No students will be admitted into the school building unless specifically permitted by a teacher prior to 7:45 a.m.
2. Upon arrival students will go:
 - a. Directly to the cafeteria.

1.03 Telephone

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Since office telephones are consistently in use for school business, students will not be allowed to use the office phone unless there is an emergency.

1.20 One Call Now System

Cypress School utilizes an all call system that distributes a recorded message from the school to all parents for information in regard to announcements, snow days, other days with inclement weather, cancellations, and other general information that pertains to the school. If phone numbers change during the school year please contact the school with these changes.

1.30 Use of Name and Photograph

Cypress Elementary School may publish articles and photographs in local newspapers and to gain exposure of its activities on television. Please complete the permission slip on the attached form indicating whether or not your child's name and/or photograph may be used in media coverage.

1.40 Visitors

Visitors are welcome at CGS. All visitors must enter through the front entrance and immediately sign in at the office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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.

Any person wanting to confer with a staff member shall make prior contact with the staff member to make an appointment. Conferences with teachers are held outside of school hours or during the teacher's preparation period. CGS does comply with the Parental Involvement Policies and Activities as specified under Title I provision and mandates. All visitors are expected to abide by all school rules during their time on school property.

Any person wanting to confer with a staff member shall make prior contact with the staff member to make an appointment. Conferences with teachers are held outside of school hours or during the teacher's preparation

period. CGS does comply with the Parental Involvement Policies and Activities as specified under Title I provision and mandates. All visitors are expected to abide by all school rules during their time on school property.

Cross-reference:
PRESS 8:30, *Visitors to and Conduct on School Property*

1.41 Parent Involvement

Parents are encouraged to visit and contact our school as much as possible. Communication is facilitated by newsletters, progress reports, newspaper articles, the School Report Card, open house events, parent conferences, phone calls, etc. The Board of Education may designate, from time to time, various committees comprised of community members to help the decision making process. These committees may be selected to meet the educational needs on the local level or those which may be a requirement on the state or federal level. These groups shall act in an advisory capacity only.

1.50 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: Kimberly Shoemaker, Superintendent at 618-657-2525.

Cypress Elementary School is an equal opportunity employer. Allegations of harassment or discrimination should be reported to the building principal.

It is the policy of Cypress Elementary School not to discriminate on the basis of disability in access to, use of, or employment in its programs, services, or activities. The Superintendent is authorized to establish rules and regulations to implement and enforce this policy. The Superintendent is further authorized to adopt as the District's own, any procedures developed by JAMP Special Education Services regarding implementation of the School District's obligations to students with disabilities under Section 504 of the Rehabilitation Act of 1973 (hereinafter "Section 504").

Cross-Reference:
PRESS 7:10, *Equal Educational Opportunities*
PRESS 2:260, *Uniform Grievance Procedure*

1.60 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building 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.

1.70 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference:
PRESS 6:250, *Community Resource Persons and Volunteers*

1.80 Invitations & Gifts

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

1.85 Treats & 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.

1.90 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. The District will also utilize the One Call Now System and other messaging apps to inform parents. School closings for any reason will be announced by 7 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

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

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference:
PRESS 4:170, *Safety*

1.100 Video & Audi Monitoring Systems

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

Cross-Reference:
PRESS 4:110, *Transportation*

1.110 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.

Cross Reference:
PRESS 8:70, *Accommodating Individuals with Disabilities*

1.120 Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 657-2525.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and

implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

Cross Reference:
PRESS 7:285, *Food Allergy Management Program*

1.130 Care of Students with Diabetes

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

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

For further information, please contact the building principal.

1.140 Suicide and Depression Awareness and Prevention

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

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

Cross-Reference:
PRESS 7:290, *Suicide and Depression Awareness and Prevention*

1.150 Gym Shoes

Our school has a gymnasium with a hardwood floor. For the coming school year we are asking students to have an extra pair of tennis shoes, with non-marking soles that can be kept at school. Students will wear them only when they play in the gymnasium. Students must have gym shoes or socks to participate in P.E. or recess. This will help to keep the gym floor clean and free from scratches, and make our floor last much longer.

CHAPTER 2 – ATTENDANCE, PROMOTION, AND GRADUATION

2.10 Attendance

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

1. We believe that a student's attendance in classes is the most important part of the student's experience. A student can never really make up or compensate for absence from class.

2. All students are expected to attend school regularly and to be on time for classes in order to get maximum benefit from the instruction program and to develop the habits of punctuality, self-discipline and responsibility.
3. We believe it is the parents and/or guardians responsibility to decide at what times and for what reasons a child should not come to school, except it becomes the schools responsibility to set limits upon a student being absent from school to comply with state law and for the student to benefit from the educational program.

Your responsibility as a parent or guardian is established under the School Code of Illinois. The School Code defines a “truant” as a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or a portion thereof. “Valid cause” for absence shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause reasonable concern of the parent for the safety or health of the student.

Any person having custody or control of a child subject to compulsory attendance to whom notice has been given of the child’s truancy and who knowingly and willingly permits such a child to persist in his/her truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and /or a fine up to \$1000.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

2.11 Admission to School

A child must be five years of age on or before September 1 of the school year in order to enter kindergarten. A child entering kindergarten or transferring in from another district must present an original birth certificate indicating their legal name and date of birth as well as proof of legal residence in the school district. No student shall be denied enrollment because of failure to present his/her student permanent or temporary record from a school attended previously.

2.12 Residency

Non-resident students may not attend Cypress Elementary School except when any State or Federal law or court order mandates the acceptance of a non-resident student or a non-resident student has paid tuition costs for attendance in the district. This does not include students participating Joint Agreement programs where space is leased from District #64.

The Illinois State Board of Education requires school districts to develop procedures that will be used to determine pupil residency. Cypress Elementary School is required to verify the addresses submitted by parents/guardians at the time of registration.

Parents/Guardians should have available a driver’s license and one other source of credible documentation, which could include a telephone bill, utility bill, credit card bill, or tax bill for the reported address. The address that is provided to the school should be the 911 address of the residence. Post office boxes will not be accepted for residency requirements.

A 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 any school in the district without the payment of a non-resident tuition charge commits a Class C misdemeanor (not more than thirty days in jail and/or fine not to exceed \$1,500.) In addition, a pro-rated per capita tuition charge will be assessed against the person enrolling the student in Cypress Grade School.

A student who meets the criteria for “homeless” has equal access to the same, free, appropriate education as provided to all students. A “homeless” child is defined by the McKinney Homeless Assistance Act and State Law. The Superintendent shall act, or appoint a Liaison for Homeless Children to coordinate this policy’s implementation. Information regarding the educational rights of homeless students living within the District may be solicited from the District Superintendent.

2.20 Student Absences

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

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

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

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 618-657-2525 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Regular attendance is a definite factor in good scholarship. Parents/Guardians and students share the responsibility of the student's attendance and timeliness in reporting to school and classes.

The school day begins at 8:00 a.m. At this time, all students are to report to the cafeteria. Students in grades 6-8 will be counted tardy if they arrive after 8:10am. Students in grades 4 – 5 will be counted tardy if they arrive after 8:15am. Students in K – 3 will be counted tardy if they arrive after 8:20 am. **Five tardies will count as an absence.**

In order to lessen the spread of contagious disease in school, it is requested that children remain at home if they show any sign of the following symptoms: acute cold, fever or discolored discharge from the nose, swollen glands, sore throat, skin eruptions, unexplained rashes, signs of weakness, listlessness, flushed skin, vomiting, with a temperature of 99 or diarrhea.

If your child must remain at home, parents/guardians should contact the school office by 9:00 a.m. If no contact is made, office personnel will make an attempt to contact you. If no contact is made with the school, the absence will be marked as unexcused. After 6 unexcused absences, students will be required to attend Saturday School to make up the excess absences before they will be eligible for promotion. Absences will be excused for: illness (with a dr. note), death in the immediate family, and other situations beyond the control of the student as determined by the Board of Education.

Cross-reference:
PRESS 7:70, *Attendance and Truancy*

2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Cross Reference:
PRESS 7:80, *Release Time for Religious Instruction/Observation*

2.40 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

2.50 Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Cross-references:

PRESS 7:70, *Attendance and Truancy*

2.60 Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:

PRESS 6:280, *Grading & Promotion*

2.61 System of Grading

A system of grading indicating progress will be used on all report cards. The meaning of the various markings is clearly stated on each report card. Any question concerning these markings should be directed to the student's teacher. Report cards are issued to parents on a quarterly basis. Deficiency reports and notices of concern are sent home with students to parents at the mid-term of each quarter and at other necessary times. Student progress reports are also available upon student and parental request. Student progress may also be accessed online through the TeacherEase program. Conferences for all parents/guardians will be scheduled at the end of the first quarter. Additional conferences can be arranged at the parent's and/or teachers' request. Appointments should be prearranged by phoning or writing the school.

2.62 Requirements for Promotion

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and testing. The administration shall determine remedial assistance for a student who is not promoted. Each student with an IEP has an active committee to address promotion and other educational decisions. Each decision is made on a case-by-case basis.

State Law provides that as student cannot be promoted solely on the basis of age. The school will provide assistance to any student in jeopardy of failing provided the student and parents are committed to the remedial process.

To be promoted to the next grade a student must be doing passing work and not have more than six (6) unexcused absences. Students that have more than 6 unexcused absences will be required to attend Saturday school to make up for excessive absences. (Students who will be missing extended time due to illness or injury will be provided with homebound teaching.)

For the purpose of this requirement – if a student misses more than ½ of a day, the student shall be considered absent for that day. Absences will be excused for illness (with a dr note), death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education in each district. Dr notes must be submitted upon return to school and family emergencies must be reported upon return to school.

Appeal Process

If a student fails to be in attendance the minimum days required, the parent and/or student may submit a letter of appeal to the Principal requesting that extenuating circumstances be considered by the Attendance Review Board. Such requests must include supporting documentation for consideration by the board.

Attendance Review Board

The attendance Review Board will be composed of the Principal and three classroom teachers. The Review Board will meet quarterly to review student attendance.

2.63 Awards and Rewards

Students will be recognized throughout the school year for specific achievements. Students earning a 3.0 to 3.74 grade point average at the end of each quarter will be placed on Honor Roll. Students earning a 3.75 to 4.0 will be placed on the High Honor Roll. These students will be given a certificate at the end of each quarter acknowledging their accomplishment.

At the end of the school year, an awards program will be conducted to recognize the accomplishments of Cypress Elementary School Students.

2.70 Homework

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

2.100 Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact the District office at 618-657-2525.

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

2.110 Curriculum

Classrooms are self contained in grades K – 5 and are departmentalized for grade 6 – 8. The curriculum includes:

- Mathematics
- Language Arts (reading, language, spelling, writing)
- Social Studies (Geography, History, Civics, Current Events)
- Science (science and Health)
- Fine Arts
- Physical education/Health, Life and Safety(including Internet Safety)
- Special education/Title I Program
- Alternative Learning Opportunities and Supplemental Services
- School Wide Character Education Program & Anti-bias curriculum
- Response to Intervention Program
- Computer Education

Other opportunities for student growth include:

- Extracurricular athletic programs including softball, baseball, girls and boys basketball, cheerleading, girls and boys track, and intramural volleyball
- Special Olympics for those students who qualify
- Christmas and Spring Concerts
- Band
- Beta Club

2.120 Response to Intervention

Response to Intervention (RtI) is a program designed to identify and resolve students' academic or behavioral difficulties through the use of scientifically based teaching practices based on the individual students' needs. RtI provides extra support to students who are identified as having difficulties through the MobyMax and/or iReady assessment program and/or their classroom teacher. The MobyMax and/or iReady assessments will be given to students in grades kindergarten through fifth in the fall, winter, and spring. If a student is found to be having difficulties and referred to the RtI team, parents will be notified and are encouraged to participate in planning for their child's instructional or behavioral needs.

CHAPTER 3 STUDENT FEES AND MEAL COST

3.10 Student Fees, fines, and Charges: Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

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

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally

reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

3.20 School Breakfast & Lunch Program

Breakfast \$1.30 Reduced Breakfast \$.30 Lunch \$1.80 Reduced Lunch \$.40 Milk \$.30 Water \$.25

Breakfast is served every school day from 7:50 a.m. to 8:15 a.m. Lunch is served every school day from 11:15 a.m. to 12:30 p.m., except when there is an earlier dismissal.

A student may purchase breakfast for \$1.30. A student may bring a sack lunch from home or may purchase a school lunch for \$1.80 and/or milk for \$.30.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Students may bring their lunch from home or purchase lunches in the school cafeteria. Partial lunches are not served. All students eating lunch from home must eat in the school cafeteria, unless an individualized educational plan mandates otherwise. Under the State of Illinois Wellness Policies for public school buildings (k-8), soft drinks are strongly discouraged. For safety reasons, no glass bottles, cans, or plastic soda bottles are allowed in the cafeteria.

ALL BEAKFAST AND LUNCH MONEY MUST BE PAID IN ADVANCE. Money is collected on a daily basis during breakfast and at lunch time. All money must be in an envelope with your child(ren)'s name, amount of money, and the number of meals being paid. **Report cards will not be released to students who have a negative balance on their account. Lunch accounts must be paid in full before students will be eligible to register for school.**

Students will receive credit to the following week or month when prepaid meals are not used due to absence. Parents/guardians will be notified of the current and overdue balances in the following manner:

- Email at the close of the month when a student has a negative balance.

Cross Reference:

PRESS 4:130, *Free and Reduced-Price Food Services*

CHPATER 4 - TRANSPORTATION

4.10 Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

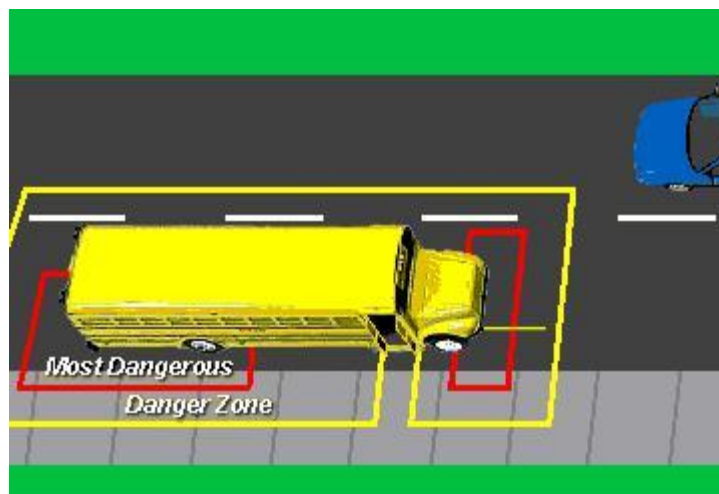
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

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



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

Parents/Guardians will be liable for any defacing or damage students do to the bus.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

4.15 Bus Conduct

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

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

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

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

Cross-references:

PRESS 4:110, <i>Transportation</i> PRESS 7:220, <i>Bus Conduct</i>

CHAPTER 5 – HEALTH AND SAFETY

Allergies

Cypress Elementary School is a **peanut/tree nut free school**. Peanut items will not be served in school lunches. Students will not be allowed to bring peanut items in their sack lunch. Peanut items will not be allowed to be brought in for class parties.

5.10 Immunizations, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

1. Entering kindergarten 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.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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.

Athletic physicals are required for those students wishing to tryout and/or participate in an athletic activity. The physical form must indicate that it is a current physical and the student may actively participate in athletic activities. A current physical is one that has been performed within the last calendar year.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Cross Reference:

PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

5.20 Student Medication

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

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

Self-Administration of Medication

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

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

Designated Caregiver Administration of Medical Cannabis

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

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

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

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

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

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

5.30 Guidance & Counseling

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

Cross-reference:

PRESS 6:270, *Guidance and Counseling Programs*

5:40 Safety Drill Procedures and Conduct

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

All teachers will instruct students during the first week of school on the proper procedures to follow in the event of a lock down, fire or other natural disaster drills. Emergency plans shall be posted in every classroom and in the hallway near the office.

Cross-References:
PRESS 4:170, *Safety*
PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

5.50 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.

Cross-references:
PRESS 7:280, *Communicable and Chronic Infectious Disease*
PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

5.60 Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:
PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

5.70 School Insurance

A 24 hour student insurance program is available from Illinois School District Agents. The cost of the 24 hour student insurance program varies from year to year. The school office will provide the fee on the insurance forms to be distributed the first day of school. All students are covered by insurance during school time. Remember that this plan is excess to all other valid coverage’s. You must file a claim with your insurance carrier first, even if you have a large deductible. A parent letter will be sent home explaining your coverage.

5.80 Accident/Illness Reports

If a child is injured at school or at a school sponsored activity, an accident report will be completed by supervising teacher. A copy of the report will be kept in the office. If a child becomes ill at school, a record will be kept of the symptoms and action taken by school personnel.

If a child is too ill to remain at school, the parents/guardians will be contacted. If contact cannot be made, the school will provide every comfort possible for the ill child until the end of the school day or until parents/guardians) or another individual listed on the emergency card) can be reached. Any change in a phone number should be reported to the office. Any person(s) designated as an emergency contact should be aware that we will call them in the event that a parent/guardian cannot be reached.

CHAPTER 6 DISCIPLINE and CONDUCT

6.05 General Discipline Authority

Because the Board of Education is entrusted with protecting the safety, health and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs **on or off campus**, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. Only the Board of education may determine to expel a student from school or from the school bus. The Superintendent/Principal may suspend students from school or the school bus for up to ten (10) school days.

In the event a student engages in any misconduct off-campus and such conduct results in a material and/or substantial disruption to the school district, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation consistent with the established disciplinary rules and procedures.

Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary measures other than suspension or expulsion shall be determined by the administration and establish in general regulations governing student discipline.

6.10 General Building Conduct

Cypress School adheres to the School Code of Conduct. The Code of Conduct is designed to improve the school climate and to ensure the safety of our students at all times. Cypress School's discipline program focuses on positive behaviors. An emphasis will be placed on personal responsibility for one's actions. Parents/Guardians will be notified by the teacher and/or principal of any behavioral problems. We believe in encouraging consistent behavior by recognizing and rewarding positive student behaviors. **Please discuss the Discipline Policy with your child(ren) and sign the form indicating that you have reviewed the Handbook.**

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:10 a.m. and students are dismissed at 2:50 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- 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 on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.

- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

6.15 Bullying Policy

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the Cypress Elementary School School District if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) 2

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

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. Cypress Elementary School District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Superintendent or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Superintendent or any staff member. Anonymous reports are also accepted.

Name

Superintendent

Address

4580 Mt Pisgah Road Cypress, IL 62923

Email

Telephone : 657-2525

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies and initiatives, including without limitation, the following:
 - a. Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - b. Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - c. Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. Acceptable Use Policy.
 - d. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic.
 - e. Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
 - f. Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

- g. Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

6.20 School Dress Code / Student Appearance

The dress and grooming of students shall be the responsibility of the parents/guardians and the students. 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 substantial disruption in the school environment. Students who are dressed inappropriately will be asked to change clothes. Parents/Guardians will be called to bring appropriate clothing. Dress code will be enforced at all school-sponsored activities.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing that is poorly fitting, showing skin and/or undergarments may not be worn at school.
- **Tank tops and midriff shirts are not to be worn to school. The length of shorts, skirts and dresses needs to be appropriate for a school setting must hit at mid-thigh. Yoga/Stretch pants are not appropriate when worn alone. They must be covered by a shirt/dress that sits at or below mid-thigh.**
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial 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 discipline.

Cross Reference:

PRESS 7:160, *Student Appearance*

6.30 Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
18. 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.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

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

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

6.31 Suspension

The District Board of Education stipulates that any or all of the following acts may be considered as evidence of gross disobedience or misconduct and may cause suspension or expulsion. Fighting, Striking School Personnel,

Weapons Violation, Drug Policy Violation, Intimidation, Stealing, Cursing School Personnel, or Harassment. ****This list is not intended to be comprehensive, but instead represents examples which assist in determining gross disobedience or misconduct**** Students suspended from school will receive full due process rights and have the right to appeal their suspension to the Superintendent and the Board of Education. While suspended, students are NOT to be on the school grounds or at any school related activity either on the school grounds or at any school activity scheduled away from school property. Violations of this restriction will result in an arrest for trespassing. Extra-curricular activities are considered privileges granted to students and not educational rights. ****Students suspended from school will be able to complete their daily assignments, turn in written documents, take exams, etc. that were given on the day/days of the student's suspension. ****

Suspension Procedures:

1. Students will be given oral or written notice of the charges against them and, if they deny them, an explanation of the evidence the school authorities have, and an opportunity to present their side of the situation. Prior to suspension, all facts will be reviewed before any decision is reached concerning the necessary disciplinary action. This will be done prior to suspension unless the student presents a continuing danger to persons or property or an ongoing threat of disturbing the academic process.
2. Any suspension shall be reported immediately to the parent or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of the right to review, a copy of which shall be given to the Superintendent and Board of Education. The principal or designee will attempt to contact the parent or guardian by phone. In all cases, the parent will be contacted.
3. The building principal will send a certified letter to the parent(s) or guardians(s) which specifically states the reason(s) for suspension, the number of days of the suspension, and the rights of the student and/or parent(s) or guardians(s). Out-of-school suspension means that a student has been removed from all aspects of school life.

6.32 Expulsion

Expulsion - The Board of Education may take action upon the recommendation of the administration to expel, for periods in excess of 10 days and up to 2 years, a student guilty of gross disobedience or misconduct.

1. Prior to expulsion, the student will be provided written notice of the charges and the time and place of the hearing. If the charges are denied, the student will have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by the Board. If the Board appoints a hearing officer, he/she will report to the Board the evidence presented at the hearing and the Board will take such final action as it finds appropriate.
2. The Board or its designee will provide written notice to the parent or guardian of the time, place, and purpose of the hearing by registered or certified mail, and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing will be a two-part proceeding. - First - the Board or hearing officer will hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence, the Board will decide the issue of guilt. - Second - If the Board or hearing officer finds the student guilty of the gross disobedience or misconduct as charged, it will then hear evidence on the appropriate level of discipline. After the presentation of the evidence or receipt of the hearing officer's report, the Board will decide whether expulsion or some lesser form of discipline will be imposed upon the student.

The following are examples of extremely serious violations that may result in a recommendation for expulsion:
- Arson - False Fire Alarms - Bomb and fire threats - Possession of weapons or explosives - Physical attack on a staff member - Supplying drugs, look-a-like drugs, or alcohol for other students - Criminal vandalism or theft, Physically striking or abusing faculty or staff members, Possession of an unauthorized weapon on school property, or possession of ordinary items that have been altered in such a way as to become a weapon, Participation in group, gang or mob violence, Subsequent fights and/or suspensions during a school year.

6.33 Aggressive Behavior

Cypress District 64 has established an anti-bullying procedure to comply with Public Act 98-0801. For students who demonstrate a continued pattern of aggressive behaviors such as repeatedly starting fights or continually bullying other students, verbally or physically, the following early intervention courses of action will be taken. Case by case circumstances will be considered and courses of action may begin at any of the steps below:

1. A conference will be held with the student, an administrator, and other involved personnel to discuss the consequences of the student's actions. Parents/guardian may be notified depending on the severity of the violation. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.
2. A conference will be held with the student. Parents/guardians will be contacted. A formal conference may be held with the student, the administrator, and the parents/guardians. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.
3. A formal conference will be held to discuss the student's behavior. The conference will include the student, an administrator, the parents/guardians, and other local resource personnel. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.
4. A formal conference will be held to discuss the student's behavior. The conference will include the students, an administrator, and the parents/guardians. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in safe-school environment.
5. The school may seek permission to involve Family Counseling Center, Inc. to begin counseling or may involve other local resource personnel. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.
6. Appropriate discipline will be administered which could include suspensions, expulsions, or placement in a safe-school environment.

6.34 Corporal Punishment

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

6.35 Weapons Prohibition

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as

defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

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

6.44 Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

6.45 Conduct at Extra-Curricular Events

The students of Cypress Elementary School are expected to conduct themselves in an orderly manner at all school events. The student conduct at extra-curricular events is to be the same as during the school day. Any student who violates such rules may be denied admission to school events the remainder of the year. Students attending ballgames may not leave the building until the event is concluded.

All students who exhibit unacceptable behavior at any ballgame will not be permitted attendance at the next game and may result in suspension from attendance at ballgames for the remainder of the season. Only cheerleaders, ball players, chaperones and other team personnel may ride the bus to away games unless otherwise approved by the principal. These students should know departure and arrival times prior to leaving school the day of the game.

6.46 Toys and Personal Property

Students are encouraged to leave toys and personal belongings at home. Although lockers, cubbies, etc, are provided for students, occasionally toys and personal belongings will be lost or damaged by another student. The faculty and staff will make every effort to assist students in protecting their belongings; however, the school will assume no responsibility for lost or damaged items.

Students are not allowed to bring skateboards, skates, roller blades, play weapons, radios, CD/Cassette tape players Game Boys, hand-held video games, or all other electronic items to school.

6.50 Field Trips

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

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

For students to participate in field trips they must be in school the day of the trip. They are required to ride the school bus to the field trip site and back to school. Any exceptions to these requirements must have prior administrative approval. **No parents/chaperones will be allowed to ride the bus unless requested in advance by the teacher and approved by the Superintendent. Siblings will not be allowed to ride the bus.**

Cross-references:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

6.60 Access to Student Social Networking Passwords & Websites

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

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

6.70 Student Use of Electronic Devices

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

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

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

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

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

Cross-references:

PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

CHAPTER 7 INTERNET, TECHNOLOGY, and PUBLICATIONS

7.10 Exhibit - Internet Acceptable Use Sign Off

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District’s electronic network, including the Internet.

Authorization granting internet access is located on the Student Registration form.

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Students signature page will be signed after an overview of acceptable use is taught in the classroom.

Cross-References:

PRESS 6:235, *Access to Electronic Networks*

PRESS 6:235-AP1, *Acceptable Use of Electronic Networks*

PRESS 6:235-E1, *Letter to Parents/Guardians Regarding Students Use of the District's Electronic Networks*

7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.³
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Cross Reference:

PRESS 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications*

CHAPTER 8 SEARCH and SEIZURE

8.10 Search and Seizure

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

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

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

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

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, 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 in light of the student’s age and sex, and the nature of the infraction.

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

Seizure of Property

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

Cross-reference: PRESS 7:140, <i>Search and Seizure</i>
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CHAPTER 9 ATHLETICS and EXTRA-CURRICULAR EVENTS

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

9.1 Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association’s “Pre-Participation Physical Examination Form.”

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

9. Illinois High School Association

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

9.2 Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

To participate in extra-curricular activities, students must have a C average in each of the core classes (Math, Lang. Arts, Science, Social Studies). The first time students' grades are not satisfactory they will be given a warning. The students will have one week to make the improvements necessary. If improvement is not made the student will be placed on probation. During the probationary period, students will attend practice and contests, but will not dress. The student will sit with the team during contests. **To ensure that students are completing work and making academic progress during the probationary weeks, it is mandatory that they attend tutoring. Students must continue attending tutoring sessions until their grades meet eligibility requirements. If students do not attend tutoring, they will be ineligible for the remainder of the season.** If after two weeks on probation, the student has not brought their grades up they will no longer be eligible and will not be allowed to attend practice or contests.

9.3 Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by principal for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

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

A student who is absent from school on a Friday before a Saturday event will be withheld from Saturday extracurricular or athletic activities unless the absence has been approved in writing by the principal.

9.4 Travel

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

9.10 Extracurricular and Athletic Activities Code of Conduct

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

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

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

The student shall not:

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

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

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

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

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.

4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
7. Sanctions for violations will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of ; performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student’s school career.
8. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or s Principal’s designee.

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

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*
 PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*
 PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*
 PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

9.11 Sports Program

The sports program will be under the direction of an athletic director and designated coaches. The program may include baseball, basketball, track, softball, volleyball, and cheerleading.

Student athletes will be issued a uniform for the sport they are participating in. Uniforms are to be returned within one week after their season concludes. Uniforms should be worn for the appropriate school function and should not be considered part of a child’s personal wardrobe. Students not returning uniforms in good condition will be charged for its cleaning or replacement.

Participation in sports and extra curricular activities at Cypress Grade School is a privilege and not a guaranteed right. Any student desiring to participate in any athletic program is required to have insurance. Members of athletic teams must also have a necessary physician’s certificate showing them to be physically able prior to practice and participate. Student participating in any sports program must complete and sign the Agreement to Participate form. This will be passed out to all students participating in sports.

In order to participate in sports a student must have a current physical on file in the school’s office and fill out an Agreement to Participate in Interscholastic Sports Form.

9.20 Student Athlete Concussions and Head Injuries

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

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

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|--|---|
| <ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns | <ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment |
|--|---|

Signs observed by teammates, parents and coaches include:

- | | |
|--|--|
| <ul style="list-style-type: none"> *Appears dazed *Vacant facial expression changes *Confused about assignment *Forgets plays *Is unsure of game, score, or opponent *Moves clumsily or displays incoordination *Answers questions slowly | <ul style="list-style-type: none"> *Slurred Speech *Shows behavior or personality changes *Can't recall events prior to hit *Can't recall events after hit *Seizures or convulsions *Any change in behavior or personality *Loses consciousness |
|--|--|

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. Athletes will be required to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

Cross Reference:

PRESS 7:305, Student Athlete Concussions and Head Injuries

10.10 Education of Children with Disabilities

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

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

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

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Kimberly Shoemaker
618-657-2525.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP1,E1 – *Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights*

10.20 Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Cross Reference:

PRESS 7:230, *Misconduct by Students with Disabilities*

10.30 Exemption From Physical Education Requirement

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

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

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

Cross Reference:

PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

CHAPTER 11 – STUDENT RECORDS AND PRIVACY

11.10 Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

Political affiliations or beliefs of the student or the student’s parent/guardian.

Mental or psychological problems of the student or the student’s family.

Behavior or attitudes about sex.

Illegal, anti-social, self-incriminating, or demeaning behavior.

Critical appraisals of other individuals with whom students have close family relationships.

Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.

Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program.

The student’s parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

Selling or Marketing Students’ Personal Information Is Prohibited

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

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

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

11.20 Student Records

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an

official–committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

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

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.⁴

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the

information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Cross-reference:
PRESS 7:340, *Student Records*

12.20 Standardized Testing

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

Parents/Guardians 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/Guardians can assist their students achieve their best performance by doing the following:

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

Cross-Reference:
PRESS 6:340, *Student Testing and Assessment Programs*

12.30 Homeless Child’s Right to Education

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:

Food bank and meal programs:

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

Family shelters:

Medical services:

Other support:

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

12.60 English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners program, contact Kimberly Shoemaker at 618-657-2525

Cross Reference:
6:160, *English Learners*

12.70 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.

Cross-References:
PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
PRESS 8:95-E2, *Verification of School Visitation*

12.80 Pesticide Application Notice

Pesticide Notice

Policy - In accordance with The Structural Pest Control Act (225 ILS 235) administered by the Illinois Department of Public Health, it is the policy of Cypress School district #64 to implement Integrated Pest Management procedures to control structural and landscape pests and minimize exposure of students, faculty, and staff to pesticides.

Pesticides – It is the policy of Cypress school district #64 to reduce exposure to pesticides in the school environment. Efforts will be made to:

- Select the least hazardous methods and materials effective for control of targeted pests.
- Use non-chemical prevention of pest populations using such methods as sanitation, exclusion, and cultural practices when possible.
- Target pesticides to area not contacted or accessible to students, faculty, and staff.
- Apply pesticides only “as needed” to correct verified problems.

Procedures –

- The Cypress School District #64 Integrated Pest Management coordinators will be the principal and the custodians.
- Cypress School district #64 will maintain records of pest management efforts in the principal’s office.
- District staff will inform administration of pest sightings.
- The district will maintain an ongoing effort to sample and assess pest populations.

Citizens may request in writing to the principal if they would like to be notified 2 days in advance of a non-bait type pesticide application. Three (3) attempts will be made to call phone numbers listed in the request. In the cases of immediate danger, citizens making this request will be notified after the applications (hornets, wasps, etc.)

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Superintendent’s office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference:
PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

12.90 Mandated Reporters

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

Cross Reference:
PRESS 5:90, *Abused and Neglected Child Reporting*

12.100 Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Cross-References:
PRESS 4:170, *Safety*

12.105 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross Reference:
PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

12.110 Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Cross-References:
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

12.120 Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

Cross Reference:

PRESS 4:175-AP1,E1. Informing Parents/Guardians About Offender Community Notification Laws

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

1. The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

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

III. Annual Report Card

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

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

VII. English Learners: The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

Cross Reference:

PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

ALL HANDBOOK AND SCHOOL RULES APPLY TO ALL SCHOOL SPONSORED EVENTS. EVEN THOSE ACTIVITIES OCCURING OFF-CAMPUS.