Cypress Elementary School District #64

2014 - 2015 Student Handbook

Cypress Elementary School

2014 – 2015

August 11	Teacher Institute
August 12	Teacher Institute
August 13	First Day of Student Attendance – Dismiss @ 1:30
August 14 & 15	Dismiss @ 1:30
August 29	Half Day Inservice Dismiss @ 11:30
September 1	Labor Day – No School
September 11	Mid-Term 1st Quarter
September 17	Mid-Terms Sent Home with Students
September 26	Half Day Inservice Dismiss @ 11:30
October 9th	End 1st Quarter – Dismiss @ 2:00
October 10th	Regional Institute – No School
October 13th	Columbus Day – No School
October 16th	Parent Teacher Conference 3:30 – 6:30
October 21	Parent Teacher Conference 3:30 – 6:30
October 31	Half Day Inservice Dismiss @ 11:30
November 11	Veteran's Day – No School
November 13	Mid- Term 2nd Quarter
November 19	Mid-Terms Sent Home with Students
November 21	No School
November 25	Early Dismissal @ 2:00
November 26 – 28	Thanksgiving Break
December 19	End 2nd Quarter – 2:00 Dismiss
December 22 – January 2	Christmas Break
January 5	Return to School
January 7	Reports Cards Sent Home with Students
January 16	Early Dismissal @ 2:00
January 19	Martin Luther King's Birthday – No School
February 5	Mid – Term 3rd Quarter
February 11	Mid-Terms Sent Home with Students
February 12	Early Dismissal @ 2:00
February 13	Lincoln's Birthday – No School
February 16	President's Day – No School
March 2	Casimir Pulaski Day – No School
March 9 – April 3	PARCC Performance Based Assessment
March 12	End 3rd Quarter
March 13	Early Dismissal @ 2:00
March 18	Report Cards Sent Home with Students
March 20	Half Day School Improvement Dismiss @ 11:30
April 2	Early Dismissal @ 2:00
April 3	Good Friday – No School
April 6 – April 10	Spring Break
April 16	Mid-Term 4th Quarter
April 27- May 22	PARCC End of Year Assessment
April 22	Mid-Terms Sent Home with Students
May 22	Early Dismissal @ 2:00
May 25	Memorial Day – No School
May 26	Teacher Institute – No School
May 27 – June 2	Used for Snow Day if Needed

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

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Cypress Board of Education

Member.....Mrs .Patricia Hartline
Member..... Mr. Mike Maze
President.....Mr. Richard Ross
Secretary.....Mrs. Angela Rudluff
Vice President.....Mr. Adam Shoemaker
Member.....Mrs. Heidi Stapleton
Member.....Mr. John Wells

Cypress Elementary Administrative and Teaching Staff

Superintendent/Principal.....Mrs. Kimberly Shoemaker
Pre-K.....Mrs. Deborah Bradley
Kindergarten.....Mrs. Kristine Reid
First Grade.....Ms. Jaraun Mustain
Second Grade..... Ms. Jaraun Mustain
Third Grade.....Mrs. Michelle Quertermous
Fourth Grade.....Mrs. Kristy Duncan
Fifth Grade.....Mrs. Jessica Bevis
Sixth Grade.....Mrs. April Hogg
Seventh Grade..... Mrs. Tara Peas
Eighth Grade.....Mr. Rusty Marks
Special Education.....Mrs. Cindy Gholson
Band .....Mr. Dustin Newbold
Speech Therapist.. .....Mrs. Rainey Weaver

Cypress Elementary School Support Staff

Secretary/ Athletic Director/Bookkeeper.....Mrs. Christine Ross
Custodian/Bus Driver.....Mr. Roy West
Head Cook.....Mrs. Christie West
Bus Driver/Cook/Teacher Aide.....Mrs. Mary Lou Hynes
Teacher Aide.....Mrs. Deanna Penrod
Teacher Aide .....Mrs. Carrie Hutchison
Custodian .....Mr. James Baker

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 must present an original birth certificate indicating their legal name and date of birth.

All children, transferring from another District, with the exception of kindergarten, must present report cards or transfer cards if enrolling after the first week of school. School records will be mailed to the new school when written request is received from the student's new school district.

MORNING SUPERVISION

THE SCHOOL DOES NOT HAVE STAFF ASSIGNED FOR SUPERVISION UNTIL 8:00 A.M. FOR THE WELFARE AND PROTECTION OF YOUR CHILD(REN). PLEASE BE SURE HE/SHE DOES NOT ARRIVE AT SCHOOL PRIOR TO 8:00 A.M.

1. The school will be locked until 7:50 a.m. No students will be admitted into the school building unless specifically permitted by a teacher prior to 7:50 a.m.
2. Upon arrival students will go:
    a. Directly to the cafeteria.
    b. Go directly to detention.

Students will be allowed to go to the bathroom only when given permission by the person on duty.

PARENT PICK-UPS, DROP-OFFS, TRANSPORTATION

Parents should drop off and pick up students at the front entrance. **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. The office staff will notify the classroom teacher of your arrival via the intercom system.

VISITORS

All visitors must check in with office upon arrival to school.

ATTENDANCE

The school day begins at 8:00 a.m. At this time, all students are to report to the cafeteria. Students will also be counted as tardy if they arrive at school after 8:15 a.m.Students who arrive late must report to the office to receive a pass before going to class. Students will not be admitted to class without a pass after 8:15 a.m. Please do not drop your child(ren) off at school before 7:50 a.m.

Illinois Law requires regular attendance for school age children. The maximum compulsory attendance age is 17 years of age. 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.

STUDENT ABSENCES AND TARDINESS

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.

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, students must bring a note from home explaining the reason for the absence.

Students reporting to school late or departing early must sign in/out in the office. A PARENT MUST ACCOMPANY THE STUDENT TO SIGN THE PROPER FORM IN THE OFFICE. STUDENTS WILL NOT BE DIMISSED EARLY IF A PARENT/GUARDIAN OR DESIGNEE IS NOT PRESENT. Please read the letter attached to this handbook from Tricia J. Shelton, State's Attorney regarding truancy.

STUDENT ATTENDANCE POLICY

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.

STUDENT CONDUCT AND DISCIPLINE POLICY

Cypress School adheres to the School Code of Conduct. The Code of Conduct is designed to improve the school climate to provide uniform discipline for our students. 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.**

General Discipline Authority

Because the Board of Education is entrusted with protecting the safety, heath 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.

Student Searches

Lockers and desks are school property and may be searched by school officials, with or without the student's permission, when the officials suspect an illegal substance, a dangerous substance, a firearm, and/or stolen property may be hidden within the confinements of the school's property. Parents and Legal authorities will be immediately contacted if an unauthorized substance is discovered.

GENERAL RULES

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.

Student Dress

The dress and grooming of students shall be the responsibility of the parents/guardians and the students. A student is expected to be clean, neat, and decently dressed. Clothing and accessories shall not be hazardous to the health and safety of the students or disruptive to the educational program of the school. Any clothing that symbolizes a gang, cult or group considered disruptive to the educational process will not be allowed. Pajamas and house slippers are not to be worn to 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. "Yoga Pants" will not be permitted. 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.

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.

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.

Pets at School

All pet visits must be approved by the Superintendent before being brought in for show and tell in the classroom.

CELL PHONES

If it is necessary for a student to bring a cell phone to school, it is to be turned off during the school day. Cell phones are to be left in student lockers and **not taken to the classroom.** Students who do not follow this policy will have their phone confiscated. The phone will be kept in the office until a parent can pick the phone up.

REQUIREMENTS FOR PROMOTION

To be promoted to the next grade a student must be doing passing work and not have been absent more than nine (9) of the student attendance days for the year. This requirement applies, whether absences are excused or unexcused Students that miss more than 9 days will be required to attend Saturday school to make up for excessive absences. (Students who will be missing extended time do 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.

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, the Resource Officer and three classroom teachers. The Review Board will meet quarterly to review student attendance.

Allergies

Cypress Elementary School is a peanut 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.

HEALTH, IMMUNIZATIONS, VISION, DENTAL, & PHYSICAL EXAMINATIONS

In compliance with the School Code of Illinois, a medical examination by a physician shall be required for each student BEFORE entry into kindergarten and the sixth grade. A record of such examination from another Illinois school system will be accepted. If a student enrolls from another state, a current physical shall be required and filed in the school office within 15 calendar days of enrollment.

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.

Dental examinations are now mandatory for grades Kindergarten, Second and Sixth Grade. Dental exam forms can be picked up in the school's office. Please have these done as quickly as possible.

Vision Exams are now mandatory for students entering Kindergarten or for students entering the state of Illinois for the first time. Forms need to be turned in at the office.

Vision & Hearing Exams

Cypress Elementary School provides Vision and Hearing Screenings for all students in Kindergarten through Eighth Grade by a certified nurse. Children will be tested in the fall of the school year and some will be re-screened in the spring. Parents will be notified by mail if their child fails the screening. This notification will provide parents with information to help with setting up an appointment with the eye doctor and with their physician.

Immunizations

Every child shall present, on or about the same time as he/she receives a health examination, proof to the local school authority of having received such immunizations as the State shall require in Section 695.10 of the Immunization Code. Every child, prior to enrolling in any public school in Illinois shall present to the school proof of immunity against: Diphteria, Pertussis, Tetanus, Polio, Measles, Rubella, Mumps, Haemophilus infuenzae type b, Hepatitis B, Varicella. The health care provider verifying the administration of the required immunization shall record as indicated on the Certificate of Child Health Examination that the immunizations were administered.

Any child who does not submit proof of having protection by immunity as required must receive the needed vaccine. If for medical reasons one or more of the required immunizations must be given after the date of entrance of the current school year, a schedule for the administration of the immunizations and a statement of the medical reasons causing the delay must be signed by the health care provider who will administer the needed immunizations and be kept on file at the local school.

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.

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.

STUDENT MEDICATION

Parents are reminded that medication should be given to students at home whenever possible. Only medication prescribed by a doctor which is essential for the student to remain in school shall be given under the conditions outlined below and with the approval of the school administration. We recommend that the parents consult with their doctor to see if midday medication can be adjusted and given by the parent to the school principal or principal's designee by telephone, but must be followed by completion of the School Medication Authorization Form on the next page.

1. Prior to making medication available at school, the School Medication Authorization Form shall be completed by the parents. Authorization forms shall be updated every year and filed in the student's health record when medication is given on a long-term basis.
2. Medication shall be brought to school in a container with a current pharmacy label clearly marked with the student's name, doctor, the name of the medication, and pertinent instructions. Parents or students (with a note from parents) may pick up unused medication.
3. The only way over-the-counter, including aspirin, Tylenol, and cough drops can be given at school is with written parental permission or doctor's orders and in the correct over-the-counter container with the student's name and directions.
4. The parent or physician must report immediately and change in prescription dosage. Written documentation is required. The school principal will review the change and verify if necessary.
5. The consumption of the medication is to be supervised by the person designated by the principal. The school principal will interpret to school personnel and parents, if necessary, the need for observation of the student, the potential benefits, and possible reaction to the medication, or refusal to accept medication.
6. Students may bring in their own medication and take it directly to the office. Medications are kept in a locked area. Students should not have medication in their possession.
7. In all cases, the school retains the right of discretion to reject a request for administering medication to a student. At the school's discretion, a representative of the school may request a physician's signature authorizing a school employee to administer medication and a written release form from the parent giving permission for the school to exchange information with the child's physician prior to the administration of medication on school property.
8. Parents wishing to have their child carry asthma medication or epinephrine auto-injector(EpiPen)) for self administration must complete and return signed copies of the school's Self Administration of Asthma Medication form that may be obtained from the principal's office.

FOOD SERVICE

Breakfast is served daily from 8:00 a.m. until 8:20 a.m. The cost of a full-priced breakfast is $1.00 per day for students and a reduced breakfast is $.30 per day.

Cypress Elementary School will also provide lunch for each student. The price of the meal is $1.50 for students. Families completing proper forms and meeting qualifications may receive reduced or free lunches. The reduced price of the lunch meal is $.40 per student. **ALL LUNCHES AND BREAKFASTS MUST BE PAID FOR BEFORE EATEN.** 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.

Students may bring lunch from home and purchase milk at $.30 per half-pint of milk. Students will receive one milk with their lunch. They may purchase additional milk at $.30 per half-pint. Students may bring soda with their sack lunch; however, it must be in a thermos, plastic container or sealed foil container. No cans, glass or plastic soda bottles are permitted. Students not bringing a lunch from home will receive a school lunch. Students also have the opportunity to purchase water for $.25 per bottle with lunch.

Milk will be available for kindergarten milk break. Students with milk allergies may substitute juice; however, parents must provide a written request from a doctor for orange juice to be substituted. The price of juice is $.30.

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 are discouraged from using the office phones unless there is a real need.

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.

PROGRESS REPORTS

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.

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.

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.

STUDENT TESTING

The program for testing at Cypress Elementary School helps to meet the needs of your child by giving information about each student's ability, knowledge, experience, and interests. Periodical testing shows their progress and provides the teacher with information necessary to further help each student. Testing data becomes part of the student's permanent record file.

Students in third, fourth, fifth, sixth, seventh, and eighth grades will participate every spring in a state mandated test, the PARCC Assessment.

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 STAR assessment program and/or their classroom teacher. The STAR assessment 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.

SPECIAL EDUCATION

Cypress Elementary School offers Special Education services for those students who meet the criteria.

STUDENT RECORDS

The student's written records are in two categories: permanent and temporary.

The **Permanent Record** means and shall consist of the following information: 1) Basic identifying information, including the student's name and address, birth date and place, gender, the parents' names and addresses; 2) Academic transcript, including grade, class rank, graduation date, grade level achieved and scores on college entrance exams; 3) Attendance record; 4) Accident reports and health record ; 5) Record of release of permanent record information; 6) Scores received on all state assessments tests administered at the high school level (grades 9-12); 7) Honors and awards; 8) Information concerning participation in school-sponsored activities or athletics or offices held in school sponsored organizations. *No other information shall be placed in the permanent record of the student.*

The **Temporary Record** means all information contained in a school student record but not contained in the permanent record. Such information may include: 1) Family background information; 2) Intelligence test scores, aptitude test scores from elementary and junior high school; 3) Psychological and personality test results; 4) Teacher evaluations, and other such information of clear relevance to the education of the student.

Student's written records are kept on file in the District Office and are available to students, parents and/or legal guardian for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than fifteen days (15) after receiving the request. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record.

If information contained in the records is disputed by the parent, student, and/or legal guardian, a request to meet with the Principal or Superintendent must be made within a reasonable time after the review of the record to provide for the correction, deletion, or further explanation of such information.

In the absence of any court order to the contrary, to require, that upon the request of either parent of a pupil whose parents are divorced, copies of the following reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school sponsored events, such as open house, which involve pupil-parent interaction and furnished by the school district to one parent be furnished by mail to the other parent.

The school will review student's records periodically to make certain they are accurate. Permanent records will be maintained for not less than sixty (60) years after a student has graduated or otherwise permanently withdrawn from school. Temporary records will be maintained for one year following graduation and/or withdrawal and will be destroyed on July 1. A parent, student, and/or guardian have the right to inspect and copy such records before destruction. A charge of the actual cost for providing a copy of the school record will be paid by the requesting party, but may not exceed 35 cents per page.

Upon graduation or permanent withdrawal of a handicapped student, the psychological evaluation, special education files and other information contained in the student temporary record may be of continued assistance to the student may, after five (5) years be

transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

If a certified copy of an order of protection has been filed with a school district, then the district shall notify its school employees that the student records or information in those records of a protected child identified in the order shall not be released to the person against whom the order was issued.

RELEASE OF INFORMATION

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school.

No individual or agency can force an individual to release his/her records. A release of students' written record will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents.

Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear 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; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

RULES REGULATING THE INSPECTION OF STUDENT'S WRITTEN RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are: 1) The right to inspect and review the student's education records within fifteen (15) days the district receives request for access. Parents or eligible students should submit to the school principal or representative written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected; 2) The right to request the amendment of the student's education records, that, the parents or eligible student believes are inaccurate, misleading, irrelevant or improper. The parents or eligible student may ask C.U.S.D. No. 10 to amend records that they believe are inaccurate or misleading, irrelevant or improper. They should write the school principal; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing; 3) The right to consent to disclosures of personally identifiable information contained in the student education records, except to the extent that FERPA authorized disclosure without consent. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law. 4) The right of parents, eligible students, and/or guardians to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA (Family Policy Compliance Office, U.S. Department of education, 400 Maryland Avenue SW, Washington, D. C. 20202.

HARASSMENT

Harassment of students (sexual and otherwise) is prohibited. This policy is covered by Board Policy of the Cypress Elementary School and by Title IX of The Educational Amendments, 20 U.S.C. 1681 et. seq.

DISCRIMINATION & EQUITY

It is the policy of Cypress Elementary School that no person shall be subjected to discrimination on the basis of color, race, national origin, age, gender, or disability in any program or activity supported by Cypress Elementary School District #64 funds. Further information may be received by request on Title IX Complaint & Grievance procedure from the Administration. 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").

FIRE AND NATURAL DISASTER DRILLS & LOCK DOWN DRILLS

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.

Lock Down, fire and natural disaster drills will be held periodically at the discretion of the teaching and/or administrative staff. Students will be notified with an "all clear" or signal by the principal or designee at the conclusion of the drill and/or when it is determined safe to return to the building.

THREATENING WEATHER CONDITIONS AND OTHER EMERGENCIES

In the event of inclement weather conditions or other emergency situations affecting the school schedule, the following radio and television stations will be contacted, when possible, prior to 6:30 a.m. of the affected day: WDDD Radio in Marion, WMOK Radio in Metropolis and all local television stations: WPSD, WSIL, KFVS.

If inclement weather conditions occur after school is in session, and a decision is made to dismiss classes early, the announcement will also be placed on the above listed radio and television stations. If no announcement is made, school will be conducted as scheduled.

On rare occasion, emergencies may arise which make it necessary to dismiss classes at any time during the school day. You are urged to plan for such contingencies. All emergency cards need to indicate at least three alternate persons or telephone numbers where someone can be reached in case such an emergency arises.

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 contac the school with these changes.

UNAUTHORIZED/ILLEGAL DRUGS AND ALCOHOL

It is the interest of Cypress Elementary School to shield and provide counseling and understanding for any of its students who find themselves involved in drug and alcohol abuse and wish to be helped. The school will provide assistance of its own and will cooperate with the student and his/her parents. The school also encourages the parents/guardians and students to seek assistance from local agencies (Southern Seven Health Department, Counseling center, personal physician, etc.) in assisting the student with alcohol/drug dependencies.

Southern Seven Health Department – 634-9405/658-5011
Family Counseling – 658-2611

Students who possess illegal drugs, cannabis, other controlled substances, or alcoholic beverages on the premises of the school or who come to the school or its activities under the influence of the illegal substances will be subject to disciplinary action from the Board of Education and legal authorities. (This includes inhalants and other items used for purpose of getting "high.")

Students who violate this policy shall be referred to the Board of Education for possible expulsion.

CHILD ABUSE AND NEGLECT

School personnel must immediately report to the Department of Children and Family Services when child abuse or neglect is suspected.

MUSIC PROGRAM

Classroom music will be offered to all students, at all grade levels. Throughout the school year special events will be planned such as Christmas Program, Spring Concert, etc. Beginning Band instruction is available for students in the fifth - eighth grades. Band instruction is available for students in grades sixth through eighth. Band students are expected to attend and perform in the Christmas concert as well as the Spring Concert. There may be some after school practices held prior to these concerts at the discretion of the band instructor.

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, 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.

To participate in extra-curriculum activities, students must maintain a 2.0 average (C) in the core curriculum (Math, Lang. Arts, Science, Social Studies) and may not be failing more than one class. The first time a students' grades are not satisfactory they will be given a warning. The students will have one week to make the improvement necessary. If improvement is not made the student will not be allowed to participate until their grades are satisfactory.

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.

BULLY POLICY

Cypress District 64 has established an anti-bullying procedure effective January 1, 2002 to comply with House Bill 0645. 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.

CYBER-BULLYING

Cyberbullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computer, PDAs, etc.) and/or mobile telephones. The use of any school computer or electronic device for the purpose of cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and /or a true threat will constitutes grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

We encourage students and parents to notify the district office of any incidents regarding bullying immediately.

OFF CAMPUS COMPUTER USE

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the students may receive disciplinary consequences appropriate for the frequency and severity of the violation.

WEAPON POLICY

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for a t least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of title 18, United States Code, firearm as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs or (3) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to the policy, upon the prior request of an adult supervisor, for students in special projects, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

PESTICIDE NOTICE

Cypress Elementary School District #64 has an integrated Pest Management (IPM) Policy which incorporated building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on a list, you are asking to be notified

two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the main school office at 657-2525, if you wish to be added to the registry.

NO CHILD LEFT BEHIND POLICIES AND PROCEDURES

School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learning areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards. The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

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: All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.

Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, which occurred on school grounds during regular school hours or during a school-sponsored event.

School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring

This section applies to only those students enrolled in a school identified by the School Board for school improvement, corrective action, or restructuring according to federal law. Those students may transfer to another public school within the District, if any, that has not been so identified. If there are no District Schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. In its "overview of Public School Choice for Illinois Schools," ISBE suggest that a "good faith effort" requires a district to send a letter to superintendents of surrounding districts asking if they would be interested in participating in an intergovernmental agreement and to keep copies of the letter and any responses it receives. Transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a liaison for Homeless Children to coordinate this policy's implementation. For more information contact the Cypress Elementary School Homeless Liaison.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receive services, or enrolled in programs under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. District-Level Parental Involvement Compact: The Superintendent or designee shall develop a District-Level Parental Involvement compact according to title I requirements. The District Level Parental Involvement compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I. School-Level Parental Involvement Compact: Each Designees shall develop a School Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving

parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Highly Qualified

In accordance with ESEA Section 111(h) (6), each Title I school must notify the parent of every student that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information includes the following:

1. Whether the teacher has met State Qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

FIELD TRIP NOTICE

Occasionally students of Cypress Elementary School are asked to participate in educational field trips. Additionally, once during the school year students may also take one "fun" trip. Field trips, not taken primarily as an educational field trip will be limited in trip length, destination and time available for the trip. In order for proper planning, it is necessary for the school district to obtain parental permission. When field trips are planned, parents will be notified by their child's teacher in writing. If you give your consent with a signed "Field Trip Permission Slip," your child will be expected to attend the trip unless written notification is received before departure. Students who have not returned the permission slip will remain at school under the supervision of school personnel. 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. Should a student not follow these guidelines disciplinary action may be taken.

No parents/chaperones will be allowed to ride the bus unless requested in advance by the teacher. Siblings will not be allowed to ride the bus. All parents/chaperones who ride the bus must be approved in advance by the Superintendent.

Since school-sponsored field trips are an important part of the educational environment, you are asked to complete the parental/guardian signature sheet for Field Trip Permission and return it to your child's teacher as soon as possible.

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.

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

Appendices

STUDENT DISCIPLINARY SUMMARY (Infractions and Penalties)

INFRACTION	1st Penalty	2nd Penalty	3rd Penalty
Assault	1 – 10 days Out of School Suspension to Expulsion	5 – 10 says out of school Suspension to expulsion	Expulsion
Banned Item Possession	Confiscation and Warning	Confiscation and 1 Detention	Confiscation and 3 Detentions
Cheating	Zero Grade and Warning	Zero Grade and 1 Detention	Zero Grade and 3 Detentions
Classroom Disruption	Removal for class and 1 Detention	Exclusion from class and 1 – 3 Days detention	Exclusion from class and 3 Detentions
Disrespect	1 – 3 days detention to 1 -3 Days out of school suspension	1 – 3 days detention to 1 – 3 Days out of school suspension	5 – 10 days out of school suspension
Fighting	1 – 3 days detention to 1 -3 days out of school suspension	1 – 5 days out of school suspension	5 – 10 days out of school suspension to expulsion
Inappropriate Attire	Change clothing and warning	Change clothing and 1 detention	Change clothing and 1 – 3 days detention
Inappropriate Bus Behavior	Warning to loss of bus privileges plus penalty for the infraction	Warning to loss of bus privileges plus penalty for the infraction	Warning to loss of bus privileges plus penalty for the infraction
Insubordination	Warning to 1 – 3 days out of school suspension	1 – 3 days detention to 1 – 5 days out of school suspension	3 – 10 days out of school suspension
Leaving school w/o permission	Warning to 1 – 3 days detention	1 – 3 days detention	3-5 days detention to 1-3 days out of school suspension
Public Display of Affection	Warning to 1 – 3 Days Detention	Warning to 3 – 5 days detention	1 -3 days out of school suspension
Possession of Illegal Drug/Alcohol	5 – 10 days out of school suspension to expulsion	Expulsion	Expulsion
Skipping Class	1 -3 days detention	3 – 5 days of detention	1- 3 days out of school suspension
Stealing	1-3 days detention to 1-3 days out of school suspension and restitution	1-3 days detention to 1-5 days out of school suspension and restitution	1-10 days out of school suspension and restitution

INFRACTION	1ST PENALTY	2ND PENALTY	3RD PENALTY
Sexual Harassment	1-3 days detention to 1-5 days out of school suspension	3-5 days out of school suspension to expulsion	3-10 days out of school suspension to expulsion
Tardy	Warning to 1 detention	1 detention	1 detention
Threat	Warning to 3 days out of school suspension	3-5 days out of school suspension to expulsion	3-10 days out of school suspension to expulsion
Tobacco Possession	1-3 days detention to 1-3 days out of school suspension	1-3 days detention to 1-3 days out of school suspension	3-5 days detention to 1-5 days out of school suspension
Truancy	1-3 days detention	3-5 days detention	3-5 days detention to 1-5 days out of school suspension
Unprepared for class	1-3 days detention to loss of privileges	1-3 days detention to loss of privileges	3-5 days detention to 1-5 days out of school suspension
Vandalism	1-3 days detention to 1-3 days out of school suspension and restitution	1-5 days out of school suspension and restitution	1-10 days out of school suspension to expulsion and restitution
Vulgarity	1-3 days detention to 1-3 days out of school suspension	1-3 days detention to 3-5 days out of school suspension	3-5 days out of school suspension to expulsion
Weapon	1-3 days detention to expulsion	3-5 days detention to expulsion	5-10 days out of school suspension to expulsion

Suspensions

The Principal or Superintendent may suspend a student from attending school or school related events for a period of time not to exceed 10 consecutive school days for violations to the school rules and policies. A suspension does not preclude the administration from also recommending that the student be expelled. During the term of suspension, the student will not be permitted to be present on the school grounds or attend any school-related event or function. No make-up work will be permitted during the term of suspension. A suspension can be challenged by submitting a written request to the Superintendent within 5 calendar days of receipt of the notice of suspension. The parents/guardians/students may informally meet with the Superintendent to explain why they are requesting that the suspension be challenged. After meeting with the Superintendent, if no changes are made, the request will go to a hearing before the Board of Education or an appointed hearing officer. While this procedure occurs, the student will not be permitted to return to school for the length of the suspension. If the suspension is changed by either the Superintendent or the Board, the student will be allowed to make-up missed work.

Definitions, Explanations, and Comments on Discipline Summary

Assault: For the purposes of this handbook, assault involves a physically unprovoked attack upon another. This is differentiated form a fight in that one of the parties is strictly acting defensively and is taking no aggressive actions.

Banned Item Possession: Bringing an item to school, which is banned. Certain items, such as hand held games, trading cards, CD's, tapes, etc.

Cheating: Copying homework , or using test answers gained illiteracy, or providing said answers or homework to be used.

Classroom Disruption: Any actions taken which, in the opinion of the classroom teacher, are contrary to good order and inhibit teaching. These disruptions may occur anywhere in the school, or at any school activity and be called "classroom disruption".

Disrespect: Any action, including words, expresses attitude, or gestures which lack an appropriate respect for faculty/staff. Lying to faculty/staff shall also be considered disrespectful.

Fighting: Getting into a physical altercation, to include but not limited to swinging fists, slapping, pushing, kicking, head butting, elbowing, kneeing, or biting. Note that if a clear aggressor can be established, then the aggressor shall be disciplined more harshly, and the non- aggressor less harshly. In some circumstances the principal may choose to give no disciplinary consequences to the non-aggressor.

Insubordination: Not following the reasonable instructions of a teacher or other staff member.

Leaving School without Permission: Self-explanatory. You may not leave this school during the school day without the permission from the superintendent.

Public Display of Affection: Self Explanatory

Possession of Illegal Drugs/ Alcohol: Possession, use, or being under the influence of alcohol or any illegal, mood altering substance.

Skipping Classes: More than 10 minutes late to class, or not showing up at all, without a reasonable excuse.

Stealing: Taking something, which is not yours. Severity of the penalty will in part be based upon value of item(s) stolen.

Sexual Harassment: Unwanted advances, inappropriate words, inappropriate actions, or touching of a sexual nature.

Tardy: Classes will begin at 8:10 am. Every tardy in class counts as a tardy violation.

Threat Against Others: A threat against another person, in the opinion of the principal or faculty member present, is a serious threat to do injury to the other person.

Tobacco Possession: No student may possess tobacco on campus in any form. If the student is under the age of 18, law enforcement will also be involved.

Vandalism: The destruction or damaging of school property (or the property of others at school)

Vulgarity: Any word, symbol, or gesture used by a student, which, by the norms of society, carries an implicit or explicit vulgar meaning.

Unprepared for class: Chronically coming to class without required materials or without completing the class assignment.

Weapon: Bringing any weapon onto school grounds. To include, but not limited to knives, mace, firearms, bows and arrows, crossbows, oriental throwing and swinging weapons of all sorts, swords, spears, etc.

Student Handbook

I have read, reviewed with my child, and understand the contents of the 2014 - 2015 Student/Parent Handbook.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

Cypress Elementary School
Internet Contract
Acceptable On-Line Behavior

Name: _____ Class: _____ Date: _____

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will be private.
3. The following are not permitted:
   a. Sending or displaying offensive messages or pictures
   b. Using obscene language
   c. Harassing, insulting, or attacking others
   d. Damaging computers, computer systems, or computer networks
   e. Violating copyright laws
   f. Using another's password
   g. Trespassing in/deleting another's folders or work files
   h. Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals
   i. Employing the network for commercial purposes
   j. Revealing the personal address or phone number of yourself or any other person without permission from your instructor
   k. Due to the risk or predators, internet chatting will not be allowed
4. Follow all computer classroom rules posted on the computer room wall , and procedures given by the classroom instructor for instructional purposes.
5. Violations may result in a loss of access as well as other disciplinary or legal action.

I have read the rules for acceptable on-line behavior, understand the rules, and agree to comply with the above stated rules. Should I violate these rules, I understand that I may lose network privileges at my school.

Student Signature _____ Date _____

As the parent, or legal guardian, of the minor student signing above, I grant permission for the above student to access the networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet use both inside and outside of the school setting, and for conveying standards for the above student to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature _____ Date _____

Home Language Survey

The state requires the district to collect a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency.

Please answer the questions below and return this survey to your child's school.

Student's Name: _____

1. Is a language other than English spoken in your home?

   Yes _____ No _____

   What language? _____

2. Does your child speak a language other than English?

   Yes _____ No _____

   What language? _____

If the answer to either question is yes, the law requires the school to assess your child's English language proficiency.

_____ _____

Parent/Legal Guardian Signature Date