CHRISTOPHER HIGH SCHOOL

2026-27 HANDBOOK

www.cpher99.org

Christopher High School (2026-27)

Daily Bell Schedule

First Bell Rings @ 8:00 a.m.

1st Period	8:05 - 8:51
2nd Period	8:55 - 9:41
3rd Period	9:45 - 10:31
4th Period	10:35 - 11:21
Power Hour	**11:21 - 12:21**
5th Period	12:25 - 1:11
6th Period	1:15 - 2:01
7th Period	2:05 - 2:51

2:00 Dismissal Schedule

First Bell Rings @ 8:00 a.m.

1st Period	8:05 - 8:43
2nd Period	8:47 - 9:25
3rd Period	9:29 - 10:07
4th Period	10:11 - 10:49
Power Hour	**10:49 - 11:49**
5th Period	11:53 - 12:31
6th Period	12:35 - 1:13
7th Period	1:17 - 1:55

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General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of the school's procedures. The Board's comprehensive policy manual is available for public inspection through the District's office located at:

Christopher High School
#1 Bearcat Dr.
Christopher, IL 62822
(618) 724-9461 or **www.cpher99.org**

The school board has hired the following administrative staff to operate the school:

Kashia Cook, Superintendent
Gabe Sveda, CHS Principal
Eric Stallman, Dean of Students

School Board Meetings

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

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

It is important to remember the Board of Education reserves the right to place reasonable restraints on comments or questions made at board meetings. The Board may also place reasonable restrictions on the length of time each speaker is allotted and whether the concerns will be heard in open or closed sessions.

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedure, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right. This handbook is not all-inclusive in that it cannot possibly address all of the possible scenarios that may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administration or faculty to respond to situations which are not specifically addressed herein. **The Administration may waive any provision within this handbook if it is deemed to be in the best interest of student(s) and the District.** This handbook may also be changed throughout the school year. With potentially new guidelines and recommendations, the District may need to adjust the student handbook to meet these unknown changes. The District will notify the shareholders of significant changes through notes, social media, and/or website postings. We are sorry for any future inconvenience this may cause. This handbook is only a summary of board

policies governing the district; board policies are available to the public at the CUSD #99 District Offices located at #1 Bearcat Drive, Christopher, Illinois.

Principal's Message

On behalf of the Board of Education, faculty, and staff, I welcome you to Christopher High School and to a new and exciting part of your life. To help you enjoy your year, I would like to make the following suggestions:

1. Get to know your school, the teachers, and the school's program of studies.
2. Be active, and belong to an organization; participate in extracurricular activities, and try hard in all of your classes to be successful.
3. Have the courage to do and stand up for what is right.

Mission and Vision

We perceive education to be a lifelong process by which an individual grows intellectually, socially, and emotionally. Education must be so functional that it develops all students to their optimal extent through their creative and intellectual potential. It is our purpose to develop the students into enlightened citizens of our society through the development of each student's mind, body, and character. We believe that the school, home, and community are equally responsible for the educational development of our students.

It is the vision of Christopher High School to provide a school climate of excellence, fostering a safe and caring environment, in which each student will work toward the realization of his/her unlimited potential. We exist to provide continuing intellectual, creative, artistic, social, physical, and emotional growth for each student. Knowing that resources are limited and the future of our students is at risk, we need the support of families, community, and the State. We further envision a school in which students understand the rights and responsibilities of all citizens to develop the skills to exist in a technological society and acquire the principles of lifelong learning and effective problem solving.

School Resource Officer

CUSD No.99 has entered into an agreement with the city of Christopher to provide a School Resource Officer (SRO). The School Resource Officer Program is to enhance positive relationships among members of the Christopher Police Department and the District personnel, students, parents, and other related service agencies in order to promote a safe and secure educational environment within the District schools.

School Social Workers

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

Enrollment Policy

Residency

To attend Christopher High School you must be a legal resident of the district or pay nonresident tuition.

Immunizations and Records

Any student entering Christopher High School for the first time needs a physical on file and his/her shot record up to date. Students must meet all state immunization requirements.

Attendance

Schools are responsible for teaching your child. However, we cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. You can help by making school a top priority. By building the habit of regular daily attendance, you will help your child see that school is important.

School attendance laws of the state of Illinois require that children must attend school regularly. Regularity in attendance is essential for quality education. Even though students may make up missed assignments at home, they miss the class discussion and integration of classroom objectives, which is critical to the overall learning process. Of course, we do not want ill students to attend school, but we certainly encourage avoiding absences due to other circumstances. Frequent absences may have an adverse effect on a student's ability to be promoted to the next grade.

Attendance Policy

Regular attendance is essential for promotion and success in your schoolwork. It is the responsibility of the student to see that the requirements for the attendance policy are met and that all class work missed for any absence is completed to the satisfaction of each teacher.

1. All absences from school require a phone call from a parent the day the student is absent or a note from the parent on the day the student returns to school. Please call before 9:00 a.m., if possible.
2. In order to participate in, or attend an extra-curricular activity, a student must be in school 300 instructional minutes on the day of the activity. The administration reserves the right to waive the 300 minute attendance rule when extenuating circumstances are present.
3. A student who fails to bring a note or whose parent or guardian does not call will be given an unexcused absence.
    a. Notes from parents and excused appointments must be presented upon return to school for absence to be considered excused.
4. Students who have pre-enrolled or have attended Christopher High School the prior semester are under this policy starting the opening day of school. Days missed because of late entering will be counted unexcused.
5. After accumulating five (5) absences during a semester the student will be given an unexcused absence for every absence for the remainder of the semester with the exception for the following:
    a. Doctor notes, court summons, or other official documentation must be submitted for any absences over the allowed five (5) to be considered excused.

6. The five (5) absences per semester described in this policy are to take care of the following:
    a. Personal illness (illness of the student or illness or death in the immediate family);
    b. Other serious personal or family problems;
    c. Professional appointments that could not be scheduled outside of the regular school day and were pre-arranged and approved by the office;
    d. Personal business that is pre-arranged and approved by the office; and
    e. Any other absence may be reviewed by the absentee committee, principal, or his designee.

In case of death in the immediate family (parent, grandparent, sister, brother), serious accidents, extended or serious illness, or other emergency situations, an extension of the five (5) day limit could be granted after a hearing before the principal. The decision of this committee will be reviewed by the principal and the superintendent. An extended illness or serious accident must carry a doctor's note to be considered.

7. All absences from school other than sickness must be arranged and approved in advance by the office. Absences other than illness or injury that are not arranged in advance will be marked unexcused.
8. School sponsored or sanctioned activities are exempt from and will not count toward the total of the five (5) absences.
9. The office will make every attempt to notify parents of the 3rd absence of each semester.
10. Requests for homework during an absence must be received by 9 a.m. and can not be picked-up until after 2 pm.
11. Unexcused absences penalty: Students will receive a maximum of fifty percent of the earned credit after grading for assignments turned in the day the student returns to any portion of the school day. For example, an assignment scored at 80% will receive 40% credit. This accounts for all graded assignments (homework, participation grades, quizzes, tests, etc.) for any class period where an unexcused absence exists. (ALL WORK MUST BE MADE UP and zeroes will be given for all work not made up within the allotted time.)
12. The principal and attendance committee have the responsibility to review any special request for an extension of the 5-day limit for such things as trips, etc. These cases will be reviewed on an individual basis. Student deportment, class grade and past attendance will be considered.
13. Students are allowed a maximum of 5 mental health days throughout the school year. After the first mental health day, an appointment must be scheduled with the school social worker or a counselor. A mental health day must be requested within 48 hours of the day missed for the absence to be excused.

If your child is absent, call the school office by 9 a.m. and the secretary will contact the teacher to send schoolwork home. The homework will be brought to the office for someone to pick up. This procedure will avoid taking the teacher away from classroom duties.

Students will be given make up work for an Out-of-School Suspension, but the absence will be considered unexcused as per 11 above.

Excused Absences

The first five (5) absences of each semester will be excused, provided the parent/guardian calls the school the day of absence or provides a signed note upon the return to school. A telephone call or a note from the parents must verify all excused absences. If a student is 16-18 years old and does not reside with his/her parent/guardian, the absence must still be reported by his/her parent/guardian unless the student has been declared emancipated by court order.

Pre-arranged Absences

Pre-arrangement of absence must occur for college days, vacations, and other absences which are planned in advance. Parents must submit a note with the dates and reason for the absences. Students are responsible for obtaining work from teachers prior to the planned absence.

1. Students must submit a signed note from the parent/guardian with the dates of planned absences and reason for the planned absences.
2. Upon receiving the sign note, the Administration will issue the appropriate pre-arranged absences sheet to the student.
    a. The student is responsible for the completion of all obligations related to the pre-arranged absence, including but not limited to, obtaining teacher signatures and parent signatures, completing any requirements before and after planned absence, and returning the pre-arranged slip to the appropriate office.

A student who does not attend at least 300 instructional minutes on a school day may not attend or participate in extra-curricular activities or come within 1,000 feet of the school. The Administration reserves the right to waive this rule when extenuating circumstances exist. The decision to waive this attendance rule will be determined on a case by case situation, with no pretense of establishing precedence.

Penalties for Unexcused or Truancy Absences

Students will receive a maximum of fifty percent of the earned credit after grading for assignments turned in the day the student returns to any portion of the school day. Consequences for unexcused absences may also include after school detentions, in-school suspensions, or Saturday detentions as determined by the school administration.

Readmit After Absence

Students returning to school following an absence should report to the office prior to 8:00am to verify the absence as excused or unexcused.

Tardiness

If students arrive late to school, they are to report to the office and be recorded as tardy. Students arriving late to class will be recorded as tardy by the teacher. **Penalties for students accumulating in excess of these unexcused tardies in <u>each class</u> per semester will be subject to the following disciplinary measures:**

1st – 2nd Tardies = No Penalty
3rd – 4th Tardies = Lunch Detention (or After-school Detention)
5th Tardy and Beyond = Saturday Detention or Administration discretion

Sign Out Sheet/Device

Any student who leaves the campus during the school day must get permission and sign out in the office. Parental contact by phone or note must be made prior to student leaving. Failure to follow this procedure may result in disciplinary action including the possibility of receiving an unexcused absence.

Make-Up Work

Make-up work is required for all absences, excused and unexcused.

a. Make-up work should be completed before school, after school, or during advisory time.
b. One day make-up time will be allowed for each day absent.

Example: If a student is absent for two days, the student will have two days to make-up work after returning to school. After those two days the student is expected to be caught up with the rest of the class. Long term assignments/projects which are assigned a due date of a week or more in advance, will be due on the assigned date unless prior arrangements are made with the instructor.

c. Absence does not necessarily excuse the student's responsibility for a test or assignment on the day he or she returns.

Example: If a student has a test scheduled on Wednesday and the student is absent on Wednesday the student will be required to take the test on the day of return.

d. Zeroes will be given for all work not made up within the allotted time.
e. Homework requests should be made in the office before 9:00 and cannot be picked up until after 2:00.
f. Special requests will be evaluated on a case-by-case basis in the event of a prolonged period of absence.

Truancy

Truancy will be defined as a student's absence unaccounted for by both parents/guardians and the school. If neither the parent nor the District is aware of the location of the student during the school day or during district sponsored activities that the student is supposed to attend, the student will be considered truant.

A "chronic or habitual truant" is a student who is subject to compulsory school attendance and who is absent without a valid cause from such attendance center for 10 percent or more of the total days that school has been in session at that time. An example would be that if school had been in session for 50 days, a student who had been absent without valid cause for five days would be a chronic truant.

If truancy continues after supportive services have been offered, the building principal may call upon the resources of outside agencies, such as the juvenile officer of the local police department, the truant officer of the Educational Service Region, or the State's Attorney of Franklin County.

Semester Exams

Semester exams will be given to all students at the end of the fall semester. Students who meet specific predetermined incentives may be exempt from some exams in the spring semester.

Homecoming, Prom, and School Trips

Attendance at Homecoming and Prom is a privilege, not a right. Students with absences in excess of 10% of the school year may not attend. This also applies to school sponsored trips. The administration maintains the ability to review cases with extenuating circumstances and allow attendance. More information regarding Prom and Homecoming can be found on page 23.

Fees

Book rental and other lab fees will be established annually by the Board of Education. Students who have not paid fees will not be allowed to go on field trips or participate in extra-curricular activities. Seniors will have an additional fee of $40 to cover cap and gown costs for graduation.

Waiver of School Fees

For the purposes of this policy "school fees" or "fees" mean any monetary charge collected by Christopher High School from a student or the parents/guardians of a student as a prerequisite for the student's participation in any curricular or extracurricular program of Christopher High School. Christopher High School does not impose a fee when it requires that a student provide his or her own ordinary supplies or materials such as pencils, paper, notebook, etc.

School fees include, but are not limited to the following:

1. All charges and deposits collected for the use of school property (locks, towels, laboratory equipment)
2. Charges for field trips made during school hours or made after school hours if the field trip is a required or customary part of a class or extracurricular activity.
3. Charges or deposits for uniforms or equipment related to varsity and instrumental sports or the fine arts program.

School fees do not include:

1. Library fines and other charges made for the loss, misuse, or the destruction of school property.
2. Charges for the purchase of class rings, yearbooks, pictures, diploma covers, cap and gowns, or similar items.
3. Charges for optional travel undertaken by a school club or group of students outside of school hours.
4. Charges for admission to school dances, athletic events, or other special events.
5. Parking permits
6. Cell phone pouches/sleeves

Christopher High School will waive all fees for students who meet the following eligibility standards:

1. Students who qualify for free or reduced priced lunch under the Community School Lunch Program.
2. Students whose parents and/or guardians have suffered significant loss of income due to severe illness or injury.
3. Students whose parents/guardians have suffered unusual expenses due to fire, flood, or storm damage.

CHRISTOPHER HIGH SCHOOL WILL JUDGE EACH APPLICANT'S ELIGIBILITY INDIVIDUALLY USING THE INFORMATION PROVIDED BY THE STUDENT OR THEIR FAMILY.

Applicants

Any household interested in applying for a waiver of school fees may do so by completing a form entitled "Application for Waiver of Student Fees". These forms are available upon request from the Office of the Superintendent of Christopher High School.

Resolution of Disputes

In the event that Christopher High School denies a request for the waiver of student fees a copy of its decision to deny will be mailed to the parents within thirty days from the receipt of the request. Parents have the right to appeal the decision denying the waiver of student fees. The request for appeal must be written and received within seven calendar days of the receipt of the denial notification. Appeal request should be sent to:
Regional Superintendent of Schools
Franklin and Williamson Counties
202 West Main Street
Benton, Il 62812

In the event that the appeal request is denied, a copy of the decision will be mailed to the parents.

School records that identify individual students as applicants for or recipients of fee waivers are subject to the Illinois School Students Information Act. They are confidential and may be disclosed as provided in the Act.

No discrimination or punishment of any kind, including the lowering of grades or the exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instrumental materials or to pay required fees. (IL. Rev. Stat. 1987 , ch. 122, par 28-19.2 (a)).

Lost or Damaged Books

If a student loses or damages a textbook or workbook in new or almost new condition, he/she will be charged the replacement cost of the book. The replacement cost of older textbooks or workbooks will cost $15.00. The library will determine library book replacement costs.

Lost or Damaged Electronic Devices

Students will be charged for lost or damaged school electronic devices. The costs will be determined by the school administration.

Lockers and Locks

Students will only be allowed to use the school lockers which were issued to the student by the Administration. Failure to follow this rule will result in disciplinary action.

Students may place their lock on the hallway lockers, with the understanding to remove the lock upon request. If the lock is not removed upon request, it will be removed by any means necessary, with no compensation or replacement of the lock.

Students may borrow a school issued lock for the school year with a deposit of $5. The deposit money will be returned to the student upon the return of the original lock.

Backpacks, Etc.

Backpacks and other equipment carrying totes shall be kept in the student's locker or in a specific teacher's room, upon that teacher's approval. They shall not be transported, from class to class, throughout the normal school day. Clear backpacks are mandatory for all students. We will follow the most recently released guidance regarding the clear backpack policy.

FOOD SERVICES

Free breakfast and lunch (during Power Hour) will be offered to **ALL** students. Students will be charged for ala carte items. Prices will be based on the cost of the item and preparation expenses. Students are not required to fill out an application in order to receive free meals.

INSURANCE

Students injured at school are **not** covered by any school medical policy. Medical insurance is the responsibility of parents/guardians.

GUIDANCE/COUNSELING

Some things counselors do:

- Schedule students for next year's classes
- Enroll new students
- Administer and interpret various types of standardized tests
- Freshmen orientation
- Provide referrals to appropriate agencies
- Assist with career planning, college planning, and financial information
- Plan and schedule representative visits from colleges and military recruiters
- Maintain college catalogs
- Refer students to health services

Counseling is for anyone who needs information or guidance. At one time or another, most students want to talk with someone who is interested in them. Parents and teachers also, at times, may talk with the counselor or social worker about a student's progress in academics as well as the student's social/emotional well-being.

Please See the Social Worker (Mrs. Bennett)

You are free to decide what you will discuss with the school social worker. You may want to discuss some of the following topics or any others:

Transitioning into a new school
Developing healthy relationships – friends, parents, teachers, etc.
Transitional planning
Making healthy choices and decisions
Developing healthy coping skills (anxiety, anger, etc.)

Please See the School Counselor (Mrs. Zawaske)

There will be times when Mrs. Zawaske will send a pass or call to your classroom requesting you to come to the guidance office. You may be called for reasons such as:

To get acquainted
To discuss school progress and grades
To discuss standardized test results
To continue previous discussions

Whether you come to see Mrs. Z/ Mrs. Bennett or they call you, there are two important things to keep in mind. First, you can feel sure that the conversation will be kept private. The counselor/social worker does not repeat anything that you say. Second, the counselor is not a disciplinarian.

How Do I make an Appointment?

When you wish to see Mrs. Z, go to her office to make an appointment. When you wish to see Mrs. Bennett, drop a note into the drop box. The school counselor will make every effort to assist students or make appropriate referrals.

ACADEMICS

Classification of Students

Freshman…….	Less than 6 credits
Sophomore……..	6 to 13 credits
Junior……..	13 to 19 credits
Senior…….	19 or more credits

Credits

Credits will be awarded on a semester basis. The student will receive ½ credit per semester for each course in which he/she earns a passing grade of the semester average.

Semester Exams

Semester exams count 20% of the semester average. Students not completing all course work, including semester exams, may not be awarded credit.

Semester Credit Formula

Semester grades and credit will be based on the following formula:

$$\frac{[\,2\,(\,1^{st}\text{ Quarter Percentage}) + 2\,(\,2^{nd}\text{ Quarter Percentage}) + \text{Semester Exam Percentage}\,]}{5}$$

Course Loads

All students, freshmen through seniors, are required to enroll in seven class periods of instruction each semester. Advisory periods or power hour periods are not considered to be an instruction period. This minimum number may be reduced under special circumstances (health reasons, discipline reasons, or other special reasons) as determined by the administration.

Progress Reports

Progress reports will be posted on TeacherEase at mid-quarter.

Permit to Add a Course

Students may add courses during the first 10 school days of each semester. They will be required to make up work they have missed. No courses may be added after the beginning 10 school days of each semester. Administration reserves the right to waive this provision when it is in the best interest of the student.

Permit to Drop a Course

Students may drop courses from their schedules the first 10 school days of each semester without grade penalties. After the first 10 school days, a student dropping a course may receive a failing grade for that course. Students will not be allowed to drop classes that would place them below the minimum of seven periods of instruction each semester unless special circumstances exist. Administration reserves the right to waive this provision when it is in the best interest of the student.

Withdrawal and Transfer

The procedure for withdrawal or transfer is as follows.

1. Secure authorization by a phone call or note from parent/guardian.
2. Obtain proper forms from the Guidance Office.
3. Have forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
4. Take completed forms to the Guidance Office for proper disposition.

Graduation Requirements
Required courses

9th Grade: English 1, Mathematics, Science, Orientation to Business (1/2 credit), Physical Education, Health (1/2 credit)
***10th Grade**: English 2, Mathematics, Science, Government, Computers, Driver Education (1/2 credit), Physical Education
11th Grade: English 3, Mathematics, American History, and Physical Education
12th Grade: English 4/Communications, Physical Education

SUMMARY OF GRADUATION REQUIREMENTS

English/Communications	4 Credits	Computer Science	1 Credit
Mathematics	3 Credits	Drivers Education	½ Credit
Science	2 Credits	Health	½ Credit
Social Studies	2 Credits	Business	½ Credit
Physical Education	4 Credits	U.S. & Illinois Constitutions	Passing Exams

Total Credits: Minimum of 24 credits earned for graduation.

Graduation Policy

It is the policy of Christopher High School **not** to allow a student to graduate with less than eight (8) semesters of attendance. Extra courses taken are considered as enrichment courses rather than for accelerated graduation. Students must attend graduation practice to participate in the graduation ceremony.

College Admissions Requirements

All Illinois public colleges, universities and community colleges require the following high school subject pattern for admissions purposes:

English……..……..4 Credits
Mathematics (beginning with Algebra 1 or higher).....3 Credits
Science ……..3 Credits
Social Science……..…..3 Credits
Foreign Language or Music or Art or Vocational……..2 Credits

College Visits

Senior students may be excused from school by guidance or administration for a limited number of in-person visits to prospective college campuses. Prior to the visit, students must make an appointment with the college or university prior to requesting the Senior College day. The guidance office must have verification of this appointment via phone, email, or fax from the institution before permission will be granted.

GRADING SCALE

***Semester Grades are a numeric average.**

A+	100	5.00	C+	78 - 79	3.50
A	92 - 99	5.00	C	72 - 77	3.00
A-	90 - 91	4.75	C-	70 - 71	2.75
B+	88 - 89	4.50	D+	68 - 69	2.50
B	82-87	4.00	D	62 - 67	2.00
B-	80 - 81	3.75	D-	60 - 61	1.75
			F	59 and below	1.00

Honor Roll

4.75-5.00……High Honors
4.25……Honors
Students receiving any grade lower than a C- are ineligible for the honor roll.

Learning Resource Center

The Christopher High School Learning Resource Center is one of 59 databases in the Shawnee Library System.

Filmstrips, microfilm, tapes, records, and an Internet accessible computer lab are available to students. The supervisor or assistant is available to assist those who need help. A student who loses or damages any library book will be assessed a fee according to the Shawnee Library System policy.

EXTRA-CURRICULAR

*All school rules and policies apply at extracurricular activities on or off school grounds.
All equipment from a previous sport must be turned in before a new sport may be started.

Offerings

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

*Boys' Football	Girls' Basketball	Drama Club
*Boys' Track	*Girls' Softball	Yearbook
Boys' Basketball	*Girls' Wrestling (WF)	Technology Club
*Boys' Wrestling (WF)	Cheerleading (basketball)	Botany Club
Honor Society	Cheerleading (football)	Music Organization
Scholar Bowl	*Girls' Track	Solo Ensemble
Student Council	Girls' Volleyball	*Golf (Boys & Girls)
Bass Fishing	Community Service Club	Satellite Activities
*Boys Baseball	*Cross Country	Math Club
Pep Club	WYSE	FCCLA
Recycling Club	Youth and Government	

*Co-op sports with Z-R or WF

All students are encouraged to become active in some sort of extracurricular activity. We have a variety of clubs, organizations, and sports in which students may participate and enjoy.

Eligibility

Students must pass 6 classes on a semester basis to be considered eligible for extra-curricular activities. The Administration reserves the right to waive semester eligibility restrictions when extenuating circumstances exist due to scheduling conflicts as a result of a District problem.

School Spirit

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

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

Transportation

As a general rule, a student who attends an extracurricular activity on a school bus must return to the school on that bus. Exceptions will be made under special circumstances if the parent/guardian makes prior arrangements with the athletic director or principal.

The IHSA is the governing body for all interscholastic activities in the State of Illinois. Rules published by the IHSA will be followed in situations that go beyond the scope of the CUSD #99 policies.

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

Athletic Participation Policy for IHSA "Satellite Activities":

1. Student-athletes must have participated competitively in sport prior to entering 9th grade.
2. Student-athletes must have received special training, coaching, and/or lessons from a qualified instructor prior to 9th grade.
3. Activity must be a sport in which the IHSA accepts individuals into post-season competition (i.e. not a team sport)
4. Christopher Unit School District #99 is not financially obligated for any costs associated with student athlete's participation other than SA Dues.

Athletic/Extra-curricular/School Parking Privileges Controlled Substance, Steroid and Alcohol Testing Policy

Student participation in District–sponsored athletics/extra-curricular activities is a privilege, not a right. The use of controlled substances, alcohol, and/or anabolic steroids by students participating in athletics/extra-curricular activities is hazardous to the health, safety, and welfare of the student and others. It is the policy of the Christopher Unit School District #99 Board of Education that students wishing to participate in athletics/extracurricular activities must consent to be tested for use of controlled substances, alcohol, and anabolic steroids. Those students identified within the random drug-testing program will be held to the policies within the athletic/extra-curricular document. All other students identified through other means will be disciplined within the student or athletic handbook.

I. Co-op participants

CUSD #99 high school students who are participating in a sport or activity hosted by Z-R will be held accountable to the Z-R rules governing that sport or activity. Any violation of those rules will be counted as a violation of the CUSD #99 Rules of Conduct, triggering the provisions for 1st, 2nd, and 3rd offenses, which have been detailed above. All Z-R students participating in a sport or activity hosted by CUSD #99 will be held accountable to the CUSD #99 Rules of Conduct. Violations by Z-R students during a Z-R sport season will also trigger the above provisions.

A. **Student Transfer Policy**

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

transfers and their subsequent eligibility to participate in IHSA sanctioned activities are covered in the IHSA Handbook.)

B. **Legal Residence of Students**

The IHSA rules governing the legal residence of students for participation in IHSA sanctioned activities are covered in the IHSA Handbook. The IHSA handbook can be viewed at www.ihsa.org.

C. **Academic Eligibility for Participation**

Students must meet the following criteria to be considered eligible for extra-curricular activities:

1. Students must pass 6 classes on a semester basis.

"Passing" is determined by the student's grade for the current semester—not the current grading period. The academic progress of participating students will be checked and evaluated weekly by the Athletic Director. If a student is academically ineligible at the end of a semester, according to CUSD #99 academic guidelines, the student will be ineligible for all of the following semester.

D. **Student Attendance at School**

To be eligible for practice or contests that night, the student participant must be in attendance for at least 300 instructional minutes (five of seven classes, consecutively attended). The administration reserves the right to waive the 300 minute attendance rule when extenuating circumstances are present.

E. **Student Insurance Coverage**

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

F. **Athletic Physical Examinations**

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

G. **Out of School Suspension**

Students serving an administrative out of school suspension may not participate in extra-curricular activities that day.

I. Equipment

All equipment must be turned in before a student may participate in the next season.

Student Responsibilities

Discipline Policy

Teachers may remove students from classrooms for disruptive behavior, and the student will be dealt with according to the seriousness of the offense. Gross misbehavior may result in the removal from the class, detention, suspension, or expulsion from school as provided in Section 10-22.6 of **The School Code of Illinois.** It is recommended that teachers attempt to solve the disciplinary problems, which arise in their classes; but if a student fails to respond or to cooperate and thus becomes detrimental to the well being of the rest of the class, he/she will be sent to the office. An attempt will be made by the administration to work with the student and his/her parents in resolving the problems which students encounter. If this fails to bring about the desired results, the student will face disciplinary action. Disruptive or dangerous students will not be allowed to destroy the learning environment, regardless of the reason for their behavior.

Closed Campus

Christopher High School has a closed campus at lunch/Power Hour. Students are not to leave the campus at lunch unless they have permission from the office and sign out in the office. Students will face disciplinary action for violating this policy.

Transportation

Our primary concern with students' transportation is the safety of our children. Because of this, we will deal severely with any misbehavior on our buses. **Riding the school bus to and from school is a privilege, and any student who fails to cooperate with the driver or disobeys any school bus rule may be suspended or not allowed to ride the bus. Parents will then be responsible for transporting their students to and from school.**
Parents are reminded that the district is only required to get buses within one and one-half miles of your home for service. However, every effort will be made to provide bus stops as convenient as possible for students. Students should be at the stop ready to board when the bus arrives. Students may not ride an alternate bus. A list of bus rules follows.

Rules for Bus Riders

1. No harassment or bullying will be permitted on the bus.
2. Be on TIME at the designated school bus stop; help keep the bus on schedule.
3. Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
4. Be careful in approaching the place where the bus will stop. **DO NOT MOVE TOWARD THE BUS** until the bus has been brought to a complete stop. When entering the bus, use the handrail, and move quickly to your seat.
5. Do not leave your seat, stand up, or kneel in your seat while the bus is in motion.
6. Be alert to danger signal from the driver. He/she is in complete command of the bus.
7. Keep your hands and arms inside the bus at all times. Never throw things out the window of a bus. Students should not lower or raise the windows.
8. Remain in the bus in the event of a road emergency until the driver gives instructions.
9. Remember that loud taking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident. Neither students nor the driver should use profanity.
10. Be absolutely **QUIET** when approaching and crossing a railroad.
11. Treat bus equipment as you would your own valuable furniture in your home. Never tamper with the bus or any of its safety equipment.
12. Assist in keeping the bus safe and sanitary at all times.
13. Carry no animals or pets on the bus.

14. Keep books, packages, band instruments, athletic equipment, project materials, and all other objects out of the aisles.
15. Be courteous to fellow students and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. On the rare occasion of a request for a change, a note for the request of change must be submitted in writing for Office approval prior to the requested change.
    a. Student will submit the approved note to the appropriate bus driver that will execute the requested change of bus route.
18. Observe safety precautions at all unloading points. Where it is necessary to cross a two-lane highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely.
19. The same rules and regulations for safe riding practices should be observed on co-curricular or extra curricular activities under school sponsorship as practiced daily.
20. Students who persist in misconduct or violations of the above rules will be subject to detentions and possible suspension from riding the bus.
21. A student may not ride any other bus, except the one to which he/she is assigned. Students not on a bus route may not ride that particular bus.
22. No food or drinks should be consumed while riding a bus.

Parking Lot and Motor Vehicle Regulations

Parking facilities are available for students who intend to drive to and from school. The school does not accept the responsibility or guarantee students a place to park nor does it guarantee the security of personal possessions. Therefore, personal driving and parking is a privilege. A parking permit will be required to park on school property. The fee will be $5 and expected to be paid during registration.

The following rules and regulations are necessary and will be enforced:

1. Careless, reckless, or hazardous driving on the school grounds will not be tolerated.
2. Park in the designated student parking lots.
3. Cooperate with and follow the instructions of the parking lot supervisor.
4. Observe the traffic laws and ordinances of the state and city.
5. Students are not to be in the parking lot during assigned class periods without permission.
6. Illegally parked vehicles may be towed at the owner's expense.
7. School officials may investigate vehicles parked on campus in order to provide security and to maintain a proper school environment.
8. Sitting in cars before and during school is not permitted. Students must leave cars immediately upon arrival.
9. Students are not to be in the parking lot during school hours without an off-grounds pass.

Violations of the above regulations will be referred to the administration and may result in the loss of parking privileges, suspension, probation, or expulsion from the school.

Cafeteria

The school cafeteria is maintained for the benefit of our students. To encourage good nutrition, a well-balanced menu is offered at a reasonable price.

The cafeteria management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in proper receptacles.
2. Returning trays and silverware to the dishwashing area.
3. Leaving the table and floor around your eating area in a clean condition for others.
4. Students will form a single line with no cutting.
5. Students will demonstrate respect for the cafeteria employees.

All food and drink must be consumed in the cafeteria or designated eating areas.

No food or drinks allowed in the hallways! Only water in clear containers with lids/caps will be allowed in students lockers. Food and improper beverages left in the locker may be confiscated.

Telephone Use

Students will not be allowed to use the school telephone for any personal business at any time during the school day including lunch periods. Students will only be allowed to use the telephone in emergency situations. If the District has reason to believe that a cell phone has been used improperly, the District reserves the right to discipline that student accordingly. More information on cell phones and electronic devices can be found on pages 24 and 25.

Homecoming, Prom, and Field Trips

Attendance at Homecoming and Prom is a privilege, not a right. To attend, students should exhibit good attendance and good behavior during the school year. Students who have been suspended out of school during the current school year may not attend. Students with absences in excess of 10% for the current school year may not attend. The administration maintains the ability to review cases with extenuating circumstances and allow attendance.

No non-Christopher High School student 21 years of age or older may attend prom or homecoming. Any non-Christopher high school person wanting to attend prom must get prior administrative approval. Approval forms may be picked up in the office. Prom is reserved for juniors and seniors. Freshman or sophomores can attend prom as a guest of a junior or senior.

No Bullying

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, no-hostile learning environment are important District goals. Bullying incidents should be reported to the principal or other school personnel. The District policy on bullying can be viewed on the school website: www.cpher99.org. Students can also utilize the Bearcat Care resource on the school website to report bullying, health concerns, sexual harassment, personal or cyber safety or other concerns.

Misconduct

A safe school zone surrounds Christopher High School. Students may not loiter or engage in gang related activities.

The following paragraphs summarize the policies of the Board of Education of Christopher Unit School District concerning misconduct.

Students who are good citizens maintain a cooperative attitude in school and conform to classroom situations. Those who do not are guilty of misconduct, for they not only fail to make progress themselves, but also distract others who want to learn.

Parents and guardians of children in school are expected to cooperate with school, promote good citizenship in the home, and teach their children the importance of good behavior and proper attitude in the classroom. Without these, tax money spent on uncooperative students is largely wasted.

Any student who is guilty of misconduct will be subject to suspension, probation, expulsion, and/or court action as dictated under the mandates of the law. Any known violations should be reported immediately to the school authorities.

The policies of the Board of Education of Christopher Unit School District concerning misconduct are as follows:

1. **Computer Use-** Computers and other technology equipment shall be used for authorized school assignments. A teacher or supervisor must approve usage not related to class assignments. Copyright laws and agreements related to computer software shall be observed. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct.

2. **Student Use of Electronic Devices-** The use of electronic devices and other technology 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. Smartwatches, headphones, earbuds, bluetooth speakers, etc., are also considered electronic devices. Pocket pagers and other paging devices are not allowed on school property at any time, except with the permission of the building principal.

During instructional time electronic devices must be 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; or (c) it is an emergency that threatens the safety of students, staff or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before or after school and during the student's lunch period. These privileges can be revoked if deemed necessary by the District.

Electronic devices may never be used in any manner which 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 of any electronic device brought to school.

Possessing a cell phone at school is prohibited unless the following stipulations are met: To be able to carry a cell phone at school the student and the parent/guardian must agree to the use of a Yondr sleeve at a cost of $20. The contract includes the following expectations for students and parents/guardians:

Student Expectations:

a. I understand that having a cell phone is a privilege.

b. In order to have my cell phone in my possession during the instructional day, I agree to keep my phone of use and other electronic devices turned off and locked in a Yondr sleeve unless given expressed permission by a member of the CHS administration.

c. I understand that I am responsible for the safekeeping of my cell phone and the Yondr sleeve. Replacement Yondr pouches/sleeves are also $20.

Parent Expectations:

a. I will reinforce the school's cell phone policy with my child.
b. I will monitor my child's use of his/her cell phone.
c. I will ensure my child understands the dangers of texting/communicating with people they are unfamiliar with, posting pictures and/or videos and posting to social media.
d. I understand and agree that Christopher High School and CUSD No. 99 is not responsible for the theft, loss or damage to my child's cell phone or their Yondr sleeve.

I agree that if I violate any part of the expectations within this contract, I will be considered in non-compliance and insubordinate and will be subject to consequences under the CHS Student Handbook. (1st offense = 1 day In-School Suspension (ISS), 2nd offense = ISS and cell phone ban for 10 days, 3rd offense = ISS and cell phone ban for the remainder of the school year.)

3. **Extracurricular Activities-** All students of Christopher Unit School District are subject to and are expected to obey the policies, rules, and regulations found in the student and parent handbook while attending or participating in school-sponsored activities. All persons, students and non-students, who attend or participate in events sponsored by Christopher Unit School District or events held on the campus of Christopher Unit School District are required to obey the rules of behavior and conduct established by the Board of Education and any other officially recognized governing body, such as the Illinois High School Association.
4. **Failure to Report-** A student who willfully fails to report to the office or other designated office or location when requested to do so by any school employee shall be guilty of gross disobedience and shall be subject to the board's disciplinary penalties for misconduct.
5. **Failure to Comply with Request –** A student who willfully fails to comply with reasonable requests from staff members shall be guilty of gross disobedience and subject to the Board's disciplinary penalties for misconduct.
6. **False Alarm-** The willful making of a false alarm of fire by outcry, mechanical alarm, or other device is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
7. **Fighting-** Fighting, threats, or use of profane or abusive language will not be tolerated. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
8. **Gross Misconduct-** Gross disobedience of school rules, including but not limited to the rules on insubordination, attendance, smoking, and behavior, is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
9. **Hall Pass/ Handbook-** Students on campus during class time should carry a pass/handbook with student's name, date, hour and time and be signed by a teacher. Students who are late for class as a result of being held by another teacher must have a pass from that teacher. Students who are in the hallways or on campus without a pass/handbook or abuse their privileges may have that privilege suspended or revoked. Any student found in violation of this policy shall be subject to the Board's disciplinary penalties for misconduct. Students must sign out on a classroom device when leaving the classroom.

10. **Personal Habits and Dress Code-** Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state or local health and obscenity laws or affect the welfare and safety of the students or his/her classmates. Any decision concerning questionable dress will be made by the administration.

    a. Clothing may not be worn to school that advertises or displays any type of alcoholic beverages, drugs, nudity, improper language or double meaning slogans.

    b. Sunglasses, hats, and bandanas are not to be worn in school.

    c. Students are not to wear shirts with excessive side openings, or sagging pants. Hats can be confiscated by staff and/or administration.

    d. Shorts with large "V" notches on the legs should not be worn.

    e. Shirts without sleeves will not be allowed for male or female students.

    f. Dress shorts (i.e. walking shorts, worn in good taste) and skirts should meet local standards of decency (mid-thigh length shorts will be considered appropriate attire).

    g. Clothes with holes will be addressed when deemed to be inappropriate by the administration. Holes in jeans or pants must be below mid-thigh.

    h. The wearing of yoga pants or leggings will not be permitted unless covered by a tunic or something similar that extends beyond the length of the students' fingertips extended.

    Teachers may require stricter dress restrictions in some classes for safety reasons. Sponsors and coaches may require special dress codes for special groups with administrative approval.

11. **Plagiarism-** Cheating and/or plagiarizing schoolwork and materials are prohibited. Any student found cheating or plagiarizing will receive a zero on the questioned material and shall be subject to the board's disciplinary penalties for misconduct.
12. **Projectiles-** The throwing of any snowball, stone, or other missile at any other person is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
13. **Radio and/or Tape Player/Recorder/Electronic Device-** The possession, or use for entertainment purposes of any kind, of portable radio and/or tape player/recorder, including those equipped with headphones is restricted during the school day and during school-sponsored activities. Teachers have the discretion to allow the use of single function music players during class with headphones, as long as the use of such items does not inhibit the educational process or endanger anyone's safety.
    a. Music players may be used during student's lunch time.
        i. Students must use earphones to listen to the device.
        ii. The High School reserves the right to rescind this privilege if the general use of these devices inhibit an orderly lunch time.
14. **Theft-** The pilfering or theft of another's property, including school property, and/or the taking of money, books, or other property through the use of threats, force, or coercion is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
15. **Trespassing-** Trespassing on school property by an unauthorized person or persons will be reported to the police. Students who have been suspended, expelled, or have withdrawn from Christopher Unit District should not be permitted to visit except in unusual circumstances.

16. **Vandalism-** The willful destruction of school property or the property of another individual is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
17. **Weapons (including guns)- ANY STUDENT WHO COMES ON THE SCHOOL CAMPUS WITH WHAT THE SCHOOL OFFICIALS DETERMINE IS A DEADLY WEAPON MAY BE EXPELLED FROM SCHOOL FOR UP TO TWO YEARS, AS ALLOWED BY THE ILLINOIS SCHOOL CODE.** Also, the possession and/or use of any kind of pocket knife is prohibited in school buildings, on school buses, and on all other school property at all times. Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the office where it may be claimed by a parent or guardian. Any student who uses a pocket knife as a weapon to threaten or harm another person during the school day or at any school sponsored and related activities shall be subject to the board's disciplinary penalties for misconduct.
18. **Gun Possession-** In accordance with federal and state law, any student who brings or possesses a firearm or look-alike firearm may be suspended/expelled from school.
19. **Tobacco-** The use and/or possession of tobacco (or vaping devices) by students is prohibited at all times. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
20. **Pornography** – Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.
21. No form of derogatory racial or ethnic comments or actions will be permitted. Students engaging in this type of activity will be subject to disciplinary action.
22. **Public Display of Affection** –Christopher High School expects students to show respect to each other, everyday. This includes when students wish to show affection to each other. Any display of affection that is deemed as inappropriate, insulting, embarrassing or potentially harmful to others is prohibited.

PENALTIES FOR MISCONDUCT

All Students are subject to discipline for violation of all relevant Board of Education policies. Failure to follow the Board Policies makes the student(s) eligible for penalties. Penalties for misconduct may include, but are not limited to, the following:

1. **Denial of Privileges-** Denial of privileges may include, but is not limited to loss of classroom sign out privileges, restricted lunch period, detainment after school, removal from a class.
2. **Detention-** In-school detention may be assigned to the student for tardiness and misconduct. Students may be assigned in-school detention by the school administration or faculty. Detentions may be assigned to be served before school, at lunch/Power Hour, or after school. Students will be under supervision during the entire detention.
3. **After School Detention-** Staff may assign after-school detentions that will run from 3:00-3:30 p.m. on Tuesdays and Thursdays. Administrators may assign detentions on Saturdays from 8:00-11:00 a.m. Students will be responsible for transportation home. Students referred to the detention room may serve the detention on the day given or the

next time it is offered. Students are not required to stay for detention on the day they misbehave. They will be given that afternoon to arrange transportation home.

A student assigned after school detention may be excused from attending on his/her assigned day for the following reasons. It is vital to note, however, that the student will be expected to serve his/her detention on the next available day.

a. Being absent from school on the day of the assigned detention.
b. Acquiring a note from a physician documenting an appointment on the day and time of the assigned detention.
c. Extraordinary circumstances as authorized by the administration.
    i. Requests for special consideration must be made to the Administration prior to the start time of scheduled detentions.

Students who miss/skip detention without an acceptable excuse will be subject to more severe disciplinary action, as determined by the Administration.

4. **Alternative Education Program or In-school Suspension (ISS)-** Christopher Unit School District #99's Alternative Education Program will provide continuing educational instruction for students who establish patterns of unacceptable behavior in the regular classroom. While in AEP, students will have to behave in certain acceptable ways to earn their right to be reassigned to the regular classroom. Students who do not behave appropriately during the assigned period will remain in the AEP until the instructor feels that the student is eligible to return to the regular classroom.

Alternative Education Program Classroom Rules (or ISS)

1. Students are to report to the office immediately after arriving at school.
2. Students must bring everything they will need to the AEP/ISS classroom.
3. Students will be expected to do classroom work and take the necessary tests.
4. Any student who refuses to work will be sent to the office.
5. Students should be polite, courteous, and mannerly toward the instructor and other students.
6. Students must follow any additional rules posted by the AEP/ISS instructor.

5. **Removal from Class** – If the student's behavior does not improve after the implementation of AEP, the District reserves the right to remove the student from a particular class with no semester credit awarded.
    a. Failure to earn credit due to removal from class may affect the student's athletic eligibility and participation in activities that require class designation.
6. **Suspension-** A student who is suspended from class for any reason shall be held responsible for work missed. Students will be given unexcused absences for the days suspended out of school (OSS). Students will receive a maximum of fifty percent of the earned credit after grading for assignments turned in the day the student returns to any portion of the school day. Suspended students are not allowed to be on school property or attend school functions.
7. **Expulsion-** The Board of Education may expel students for gross disobedience or misconduct.

SUBSTANCE USE/ABUSE POLICY

Rules of Conduct

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

Definitions

A. **Drugs-** Unless the context requires otherwise, The word "drugs" includes substances containing alcohol and/or mind altering drugs and substance recognized as drugs in *The Physicians Desk Reference*, *Official United State Pharmacopoeia*, *Official Homeopathic Pharmacopoeia of the United States*, or *Official National Formulary*, or any supplement to any of them, unless specially prescribed by a licensed practitioner for medical purposes for use by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.

B. **Under The Influence-** A student is under the influence of drugs if his behavior or character is modified to any degree as a result of the ingestion, inhalation, or the consumption of drugs. It shall not be necessary that a student be deemed "drunk" or "drugged" to be under the influence of drugs.

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

Searches

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

B. Lockers- If there is reasonable suspicion to believe that drugs or other evidence may be contained within a student's locker and that drugs are currently present in the student's

locker, the administrator or his designee is directed to search the locker. If practicable, the search shall be conducted in the presence of the student but outside the presence of other students.

C. Automobiles- In the event there is a reasonable suspicion to believe that a motor vehicle located on school property contains drugs or other evidence, the vehicle, if practicable, shall be kept under observation. The administration shall attempt to confirm that the vehicle belongs to a student by any appropriate method, including the personal knowledge of staff members or other students including the personal knowledge of staff members or other students.
    i. The administrator shall seek permission of the student to voluntarily search the vehicle. However, if the student does not voluntarily agree to a search, the administrator shall be authorized to open the vehicle with any key in the student's possession and search the vehicle for drugs or alcohol.
    ii. If there is reasonable suspicion to believe that an unattended automobile on school property contains drugs or alcohol but the automobile is not that of a student, the administrator shall contact local authorities immediately. If possible, the vehicle shall be placed under observation.
    iii. If, as a result of any search, any substance believed to be drugs or alcohol is discovered, the administrator shall make an inventory of the same. The administrator shall contact local police authorities and inform them of the discovery of any illegal substances.
D. Contraband – Contraband items brought or found on District property are eligible for search and seizure as determined by the Administration. This includes, but is not limited to, electronic devices.

SUSPENSION/EXPULSION

(Discipline)

SUSPENSION: In accordance with the provisions of the Illinois School Code, the Administration may suspend a student who is guilty of gross disobedience or misconduct from school and all school functions for a period not to extend ten days.

*Students suspended or expelled may not attend school functions.

1. Definitions
    A. Suspension: An exclusion of a student from school and/or denial of educational service to which the student would otherwise be entitled, for a period not to exceed ten days.
    B. Expulsion: An exclusion by the Board of Education of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period of more than ten days, not to exceed the school term.
    C. Gross Disobedience and Misconduct will include the following:
2. Behavior which is injurious to person or property, or which directly threatens injury to person or property.
3. Behavior which substantially and materially disrupts the educational process or discipline in the school.
4. Repeat minor incidents of misbehavior as described in the discipline code which other disciplinary measures have failed to deter.

5. Gross disrespect, which includes insubordination, intimidating, or attempting to intimidate school personnel or students, fighting with or assaulting school personnel or students, and verbal abuse or use of profanity or obscenity to school personnel or other students, derogatory ethnic or racial statements or actions.
6. Smoking and/or possession of smoking materials or vaping devices on school buses, in school buildings, or on school campus.
7. First and subsequent offenses when a student is found to be using, possessing or distributing alcohol or non-prescribed drugs.
8. Repeatedly failing to comply with the directions of teachers, student teachers, substitutes, teacher's aides, principals or other authorized personnel during any period of time when he/she is properly under authority of school personnel.
9. Repeated truancies and/or unexcused absences which are detrimental to the welfare of the student and disruptive of the educational process.
10. Repeated tardiness which substantially disrupts the educational process.
11. Students found in the school building or upon its property (school property includes all properties owned and/or maintained by the CUSD #99 Board of Education) for any purpose other than as related to school activities shall be considered trespassers, and in violation of criminal law, which will be referred to the proper law enforcement authorities.

1. Due Process for Suspension

A. Except as set forth in sub-paragraph B below, prior to the imposition of suspension, the following procedures will be observed:
   1) The suspending school official will give the student an informal hearing to notify the student of the charges and disciplinary action being considered.
   2) The student will have an opportunity to present an explanation regarding the charges and evidence with the suspending school official.
   3) The suspending school official will make a decision and then inform the student if suspension is to be imposed.

B. Students whose presence posed a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the requirements of notice and hearing set forth in Section 2 A-b above will follow as soon as possible.

C. Any such suspension will be reported immediately to the parents or guardians of such a pupil including the date and time of the hearing, a full statement of reasons for such suspension and a notice of the parent's right to review. This notice is to be sent to the parents by mail.

D. A copy of the suspension notice is to be sent to the Board of Education by the Superintendent.

E. A request for review hearing will be submitted in writing within ten school days after receipt of the suspension notice. The hearing will be conducted on a date mutually acceptable to all parties involved.

2. **Due Process for Expulsion**
    A. In the event gross disobedience or misconduct leads to expulsion, a student will be excluded from school prior to expulsion procedures as outlined below (not to exceed ten school days)
        1. The board of education may expel students for gross disobedience or misconduct; such expulsion will take place only after a review hearing by the board of education or the board has taken action upon finding submitted by a hearing officer appointed by the board.
        2. The students and the parents or guardians of the student will be notified by certified mail of the following:
            A. A letter shall be sent at least five days prior to the hearing, or at least three days prior to the date of the hearing if a copy of the letter is personally delivered to the parent or guardian. This letter will include a statement of the incident or incidents. The letter will also state the time, place, and date of the hearing as well as include a copy of the review hearing procedures as set forth below.
                B. The hearing will be held at a time and date mutually convenient to the parties involved.
3. **Review Hearing Procedures**
    A. The hearing will be held in closed session at the request of the parents or guardians or the school administrator.
    B. The student will be afforded the following:
        - The right to be represented by counsel (at the expense of the student or parent)
        - The right to present evidence and call witnesses
        - The right to cross-examine the opposing witnesses
    C. A written decision will be issued to the student and the parents or guardians within ten school days after a review hearing conducted by the Board of Education. It will contain a statement of facts and the basis for the decision.
4. If the Board of Education finds in a hearing on the suspension or expulsion of a student that the action was unjustified or unreasonable, the following procedures will be followed:
    A. The student's records will be expunged of all notations or remarks in regard to the suspension or expulsion
    B. The student's absence(s) will be recorded as excused.
    C. All educational opportunities and services missed by the student will be afforded.
5. A student may not be expelled for behavior which is, or results from, a handicap.
    A. A student may be suspended for behavior which is, or results from, a handicap if, as a result of the behavior, the child is a direct physical danger to himself, other students, faculty, or school property.
    B. If evidence is presented during an expulsion or suspension proceeding, which indicates that the student's behavior is symptomatic of, or results from handicap, the student will be referred for special education evaluation

pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education.

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

TRESPASSERS

No unauthorized persons are to be in any portion of the building when school is not in session. Unauthorized and unsupervised students of the high school or grade school are not to be in the high school, especially in the gymnasium. Any violations will be prosecuted to the full extent of the law.

VISITORS

School policy dictates that we accept only visitors who have legitimate business at school. Guests and visitors must, by state law, report to the office. Parents are always welcome.

HEALTH SERVICES

Prescription medication is defined as any medication prescribed by a physician or assistant.

1. A written physician order must be obtained from the physician before administration by the Healthcare Provider.

2. This order can be obtained on a physician prescription pad or a **Medication Administration Form** located in the Healthcare Provider's office.

3. The medication must be sent to school in the original container with prescribed directions for administration. **This includes life saving medications. Life saving medication includes inhalers for asthma, Epi-pen for severe allergic reactions and insulin for diabetic reactions.** The district strongly recommends that a parent/guardian provide an additional dose of life-saving medication to be kept in the nurse's office in the event that the student forgets or loses his/her medication.

4. If there is an 11:00 dismissal, there will not be any lunch medication administered. If there is a 12:30 or 2:00 dismissal there will not be any afternoon medication administered.

Over the Counter Medication is defined as any medication that is purchased by an individual without a physician order.

1. **A physician order is required on all over-the-counter medications.** If your child will require over-the-counter medication other than Tylenol or ibuprofen, you will need to bring the medication in the original bottle with labeled directions. The school will stock Tylenol and ibuprofen. All over the counter medications will be administered according to the package directions or physicians/assistants order.

General Procedure

1. The Healthcare Provider reserves the right not to administer a medication if the above procedure is not followed.

2. Students are not allowed to have any medication (excluding life saving medication) on their person without the knowledge of proper school authorities. If a student is found to be in possession of any medication there will be disciplinary action. **Parents/guardians are required to bring medication to the office.**

3. If the student requires a life saving medication, a physician order must be obtained.

4. Medication (excluding life saving medications) will be sent home at the end of school unless indicated to remain at school.
5. It is the responsibility of the student who is taking routine medications to come to the office for their medication.

6. Medications will be documented on the high school Medication Flow Sheet.

7. Empty medication bottles will be sent home with the student to inform the parent more medication is needed.

8. If there is a medication change throughout the school year, the parent/guardian is responsible for informing the Healthcare Provider along with a physician signature indicating the change. No medication will be changed without a physician's order.

9. When on field trips, it is the student's responsibility to notify the teacher their medication will be needed. Each dose of medication will be placed into a sealed plastic bag. The student's name, medication, dosage, and time of administration will be written on the bag. The teacher will come to the office to obtain the medication prior to departure.

10. If your child is taking a medication that is to be administered twice or three times daily, the medication is expected to be administered at home.

11. If your child is carrying life-saving medication and using it in a non-medical manner, disciplinary action may be taken. Students who become ill at the high school report to the office. If there is a necessity to go home, the school will attempt to inform a parent/guardian, and the student will be released.

HEAD LICE

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

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

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

A. The student is found to have pediculosis of the head or body (presence of nits and/or lice) and has not been treated with an approved pediculicide.
B. IF the student, upon return to school, is found to have live lice, the student will be sent home.
C. The presence of nits will not result in the student being sent home, IF the student has been treated with the appropriate pediculicide. Evidence of such treatment must be verified by the nurse.

1. Random head checks will be performed periodically throughout the school year.
2. If two or more students are found to have head lice within one classroom, the entire classroom will be checked.
3. The students who have had head lice will be checked weekly for 4 weeks for signs of re-infestation.
4. If evidence of re-infestation is noted, the student will be sent home for further treatment. A head lice letter will accompany the child. The head lice letter will inform the parent of proper measures to rid the home of head lice. If a parent/guardian cannot be reached, the emergency numbers will be used. If contact cannot be made, a letter will be sent home in the student's backpack.
5. Siblings attending CUSD #99 will also be checked for infestation. Siblings not attending CUSD #99 should also be checked by parent/guardian.
6. **Teachers and the healthcare provider will maintain strict professional confidentiality among students and school personnel.**
7. The nurse will notify the student if head lice are present.
8. Teachers will be notified the student will be going home.

EMERGENCY CLOSING

In the event that it becomes necessary to close school due to severe weather conditions or an emergency, such a decision will be made by a committee of county administrators and is called in to local radio and television stations by the regional superintendent of the school. An automated phone call and/or a text message may also be sent out for emergency closings or announcements. Please check the District website or social media for emergency closings.

SEX EQUALITY

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. Students and parents/guardians have the right to initiate a discrimination grievance if they feel discrimination exists. All discrimination inquiries should be directed to the superintendent.

SEXUAL HARASSMENT

The board of education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty and staff, and interferes with a student's performance, and creates an intimidating, hostile educational environment. Accordingly, it is the policy of this board of education that sexual harassment of students shall not be permitted. Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly during a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's education performance or creating an intimidating, hostile or offensive working environment.

Students who are victims of sexual harassment are encouraged to notify the school district through the principal, or if he has allegedly committed the act or acts of harassment, through the superintendent. Such a report is requested to be made in writing detailing the specifics of the charge and should be submitted within a reasonable time after the incident. The identity of the parties and the alleged events shall remain confidential to the extent feasible. Acts of sexual harassment, depending upon the circumstances of the case may be considered cause for expulsion or such other disciplinary action as is warranted.

When there is sufficient evidence of violation of this policy, the board of education or its designee shall take appropriate disciplinary action. Such action may include warning, suspension, expulsion, and/or such other disciplinary action as may be warranted. Students are to be informed annually of Sexual Harassment Policy.

SECTION 504

It is the philosophy of the Board of Education of Christopher Unit School District #99 that no student or employee of said school shall be discriminated against due to race, creed, color, or handicapping condition. Consequently, the Christopher Unit School District #99 shall not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973 and in the admission, access to, participation in, or employment in its programs and activities.

Furthermore, the Board of Education of Christopher Unit School District #99 hereby appoints its superintendent or his/her designee to serve as Section 504 Coordinator fully vested with the authority to process compliance as may be required under Section 504 or the Rehabilitation Act of 1973.

AMERICANS WITH DISABILITIES ACT NOTICE

In accordance with the Americans With Disabilities Act ("ADA"), 42 U.S.C. Sections 12101, et seq., no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Christopher Unit School District #99, or be subjected to discrimination by the district. Nor shall any qualified individual with a disability be discriminated against because of the disability of such an individual in regard to job application procedures; the hiring, advancement or discharge of employees; employee compensation, job training, and other terms; conditions and privileges of employment.

ASBESTOS NOTICE/PESTICIDE NOTICE

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

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

Our management plan has been drafted and updated on three-year intervals. It has been approved by the governor's office. It outlines, in detail, the methods we will use to maintain the materials in a safe manner. It also includes a schedule for the past removal of these materials. A copy of the management plan is on file for your review at the school office. Christopher High School uses pesticides to help control pests.

SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT

Mrs. Sandra Zawaske is the official records custodian of the Christopher Unit School District #99.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois Student Records Act of the Illinois Revised Status (1985) and the rules promulgated thereunder by the Illinois State Board of Education which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information: academic transcript, attendance, accident reports and health record, release of record information, and may consist of records of awards and participation in school related activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal.
2. The student's temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student's permanent record. It may include family background, intelligence test scores, aptitude scores, psychological and personality test results, and other teacher evaluations.

A record of release of temporary record information must be included in the student's temporary record. The temporary record will be reviewed for elimination of out of date, inaccurate, or unnecessary information every four years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within five years after graduation or permanent withdrawal.

3. Parents, or any person specifically designated as a representative by a parent, have the right to:
    a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the

official records custodian. A student shall have the right to inspect and copy their school student permanent record.

b. Have present at the option of the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student's temporary record.
c. Challenge the accuracy, relevancy, or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
    i. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry to be challenged and the basis of the charge.
    ii. An informational conference will be held within 15 school days of receipt of the request for the hearing.
    iii. If the challenge is not resolved by the informal conference a formal hearing shall be initiated.
    iv. Formal Hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine and to call witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order retention of the challenged contents of the school record, or change, clarification of addition to the challenged contents of the student record. Parties shall have the right to appeal the decision of the hearing officer to the regional superintendent of schools.
    v. Appeal: Notice of an appeal must be presented to the regional superintendent of schools within 20 days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the regional superintendent of schools. Upon receipt of such documents, the regional superintendent of schools shall examine the documents and record, make findings, and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevancy or propriety of any entry in special education records, the regional superintendent should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the

regional superintendent. Such decision shall be final and may be appealed to the circuit court of the county in which the school is located.

4. No school records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:
    a. To a parent or student specifically designated as a representative by a parent;
    b. To any employee or official of the school district or the Illinois State Board of Education with a current demonstrable or administrative interest in the student, in furtherance of such interest.
    c. To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and 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 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school;
    d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the persons requesting the use of such information has signed an affidavit to comply with all rules and the status regarding school records;
    e. Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to inspect, copy and challenge the contents of the records;
    f. To any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information is related to more than 25 students such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents;
    g. Subject to regulations of the Illinois State Board of Education, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization, and the purpose of the release;
    h. To any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records of designated portions of the information to be released.
5. Parents may insert in the child's school student record a statement of reasonable length setting forth their position on any disputed information contained in the record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

6. Parents will be given reasonable prior notice before any school record is destroyed or information deleted there from and an opportunity to copy the record to be destroyed or deleted.
7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of the parent obtained in accordance with ISSRA.
8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release.
9. All rights and privileges accorded a parent under ISSRA shall become exclusively the student's upon his/her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. The student, at any time with respect to the student's permanent record, may also exercise such rights and privileges.
10. The following is designated as directory information and may be released to the general public unless the parent request that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school.
11. No person may condition the granting or withholding of any right, privilege, or benefit or may a condition of employment, credit or insurance the acquisition 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 the Illinois School Student Record Act/ISSRA.
12. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the student or parent if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of these records.
13. (Any policies of the school relating to student's records that are not included in the Act or Rules.)
14. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (student records), and district or school policies relating to school student records which are not included in the act or the rules are available for review in the office of the school records custodian and the district's superintendent.

DISTRICT TECHNOLOGY RESPONSIBLE USE POLICY

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

Expectations of Responsible Use

The District recognizes Christopher High School students as responsible young adults and holds high expectations of their conduct in connection with their use of school devices and networks. All staff and students are subject to the same expectations of responsible use.

Curriculum

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

Responsible Use

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

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

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

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

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

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

Internet Safety
Each district computer with Internet access shall access the Internet via a filtering device that maintains block lists intended to prevent access/entry to content that is (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act (CIPA) and as determined by the superintendent or designee. Attempts to bypass this filtering, via proxies or personal hotspots will be seen as a violation of the school's responsible use policy. The superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the superintendent or system administrator.

Implementation of the policy shall address the following:

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

Responsible Use of District technology

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

A responsible user does not:

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

Offending Users

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

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

VIDEO/AUDIO SURVEILLANCE

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

CUSD #99
Healthcare Provider

Policy: Treatment of illness/injury during school hours. The healthcare provider is responsible for assessing only injuries/illness that occur in the school setting. Students should be sent to the office for assessment on the day of injury/illness based on the educators' judgment. The healthcare provider will monitor students who have a diagnosed health concern and is being followed by and physician.

The healthcare provider is a licensed registered nurse (R.N.), responsible for assessing and evaluating the children. A physician is the only healthcare professional that can diagnose illness/injury. Recommendations may be made by the R.N., based on her/his education, assessment, and experience, however the R.N. is not responsible for the diagnosis of a child's illness and injury. The parent/guardian should examine their child and determine if further evaluation is required.

Purpose: To outline the responsibility of the healthcare provider to assist students during injury/illness while ensuring they receive timely, efficient, and safe care.

Procedure

Christopher High School

- If your child has a health concern that may require health services during school hours you will need to contact the healthcare provider. The healthcare provider will need to know the student's diagnosis and have documentation from your physician. The healthcare provider can be reached at 618-724-2631 ext 1106.

- The healthcare provider is primarily based at the Christopher Elementary School, but is available to the high school on a needed basis.

- The high school secretaries will handle minor complaints.

- Students are responsible for following the Medication Administration Policy.

- If an illness/injury arises that requires further evaluation, administration will be notified immediately.

- Administration will assess the child and determine if further evaluation is warranted. The school nurse will be notified; if available, will evaluate the child as soon as possible, if unavailable, administration will contact parent/guardian. Phone triage may be utilized if the school nurse is unavailable to see the child in a timely manner.

- If the situation is determined to be an emergency with life or death consequences the EMS (Emergency Medical System, ambulance) will be activated.

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

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. IHSA policy requires athletes 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 and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. 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/

_____	_____	_____
Student-athlete Name Printed	Student-athlete Signature	Date

_____	_____	_____
Parent or Legal Guardian Printed	Parent or Legal Guardian Signature	Date

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 7/1/2011

Assurances for Christopher High School Sign-Off Sheet

#1 AUTHORIZATION FOR NETWORK ACCESS/RESPONSIBLE COMPUTER USE

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

The CUSD #99 student (and parents if the student is under 18) must accept these policies **before** he or she will be granted access to **use a computer or the Internet at school**. Alternative assignments will be given if appropriate; however, some assignments may require such access and discretion will be given to CUSD staff regarding alternatives and grading of such assignments.

By checking "Yes" on the "CHS Sign-Off Sheet", I assert that I have read and understand the District's policy and procedure on **Responsible Use**. I agree to follow these and any other district, school, and classroom rules and understand that failure to do so may result in my network account being revoked, Internet access curtailed, and/or disciplinary sanctions imposed in line with the Responsible Use Policy and the Student Code of Conduct.

#2 PARENT / STUDENT NOTIFICATION FORM

As a parent or guardian of a CHS student, I have read each section of the student handbook approved by the Board of Education at Christopher High School.

As a CHS student, I have read each section of the student handbook approved by the Board of Education at Christopher High School.

#3 MEDIA PERMIT

I hereby affirm that I am the Parent (or guardian) and I give my consent for photographs, slides, videotapes, and digital images to be taken of him/her at school or in school related activities. The photos may appear on the world wide web. However, I understand my child will not be identified by name. Only school sponsored photographs will be allowed for Senior Pictures in the yearbook. If the senior wishes to include a personal senior portrait, the student can purchase an ad in the yearbook for this purpose.

#4 HEALTH SERVICES

I understand the policy regarding the distribution of **any** medication (prescribed and over the counter) in the Health Services Policy which begins on p. 33.

#5 CONCUSSION POLICY

I understand the concussion policy as outlined on p.46.

#6 SOCIAL WORKER COUNSELING CONSENT

#7 CELL PHONE/PERSONAL DEVICE USE POLICY

Christopher High School Sign Off Sheet – 2026-27

This sheet must be returned signed by both parent/guardian and student.

I have read, understand, and accept responsibility for the following conditions of the handbook. The conditions are listed on pages 6 through 47 of the handbook. (www.cpher99.org)

YES	NO	
( )	( )	#1 Authorization of Network Use/Responsible Computer Use
( )	( )	#2 Parent/Guardian/Student Acceptance of Handbook Rules
( )	( )	#3 Use of media/photo permission
( )	( )	#4 Health Services Policy
( )	( )	#5 Concussion Information
( )	( )	#6 Social worker counseling consent
( )	( )	#7 Cell phone use policy

Unless "NO" is specifically marked, it will be assumed that permission and/or acceptance is granted upon receipt of the signed sign-off sheet. **Failure to turn in this signed sheet to the High School could result in restrictions of privileges, including, but not limited to, computer use, field trips and participation in athletic events.**

I, as a student of CHS, have read and understand the rules and guidelines of the 2026-27 Christopher High School Handbook.

_____	_____	_____
Student Name (Printed)	Student Signature	Date

I, as a parent/guardian of a student of CHS, have read and understand the rules and guidelines of the 2026-27 Christopher High School Handbook.

_____	_____	_____
Parent/Guardian Name (Printed)	Parent/Guardian Signature	Date

Medication Authorization Form

CUSD #99
501 S. Snider St.
Christopher, IL 62822
School Nurse R. N./B.S.N.
Phone: 618-724-2631 Fax: 618-724-4324

School stock medications are administered following these guidelines:

*The medication must be in the original labeled container as dispensed.