

Student Handbook

2011-2012



Arcola Elementary School

351 W. Washington St.
Arcola, IL 61910

217-268-4961

<http://www.arcola.k12.il.us>

Purple PRIDE School Wide!

Approved by the Arcola CUSD #306 Board of Education on June 8, 2011



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RIDER RULES:
 Be Respectful.
 Be Responsible.
 Be Safe.
 Be a Problem Solver.



GENERAL INFORMATION

MISSION STATEMENT

The mission of the Arcola School District is to foster a safe, positive and rewarding environment that challenges the mind, body and soul of each student to reach his/her unique academic potential. Students will use these skills to communicate effectively, think clearly, make knowledgeable decisions, and become responsible citizens who embrace diversity, encourage community pride and are productive members of our society and country.

Contact Information

Elementary School Office: (217) 268-4961

Principal

Angie Gentry
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Secretary

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Office Hours:

7:30 AM to 3:45 PM Monday through Friday

Summer Office Hours:

Open June & August Monday – Thursday 8:00 AM – 3:00 PM, Friday 8:00 AM – Noon
Closed in July

School Day Hours: 8:05 AM to 3:00 PM

24 HOUR ATTENDANCE HOTLINE: (217) 268-4703

Please call this number to report absences.

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, procedures, rules, and regulations. This handbook serves as a summary of board policies and may be amended during the school term without notice. Any additions or deletions will be brought to the attention of the students, parents, and staff in timely manner.

STUDENT REGISTRATION, ENROLLMENT, AND ATTENDANCE

Residency

Only students that are residents of the district may attend a district school without a tuition charge, except as otherwise provided in Board policy or in State Law. A student's residence is the same as the person who has legal custody of him/her. A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without the payment of tuition. (The entire Residency Board Policy 7:60 is posted online or is available at the Unit Office.)

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by Board Policy 7:60.

Homeless Child's Right to Education

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

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

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children. Please contact Cindy Mills for more information.

Registration

Registration for all kindergarten through sixth grade students is held annually in August. Parents must present their child's physical and immunization records to the school officials to complete the registration process. Proof of residency, social security card, and a birth certificate are necessary for first time enrollment. If a parent/guardian is unable to produce a birth certificate, an affidavit as to why it is not available must be produced along with another proof of identity. Registration fees are payable at the time of registration. Unpaid fees will be turned into a collection agency if not received within 30 days of registration.

Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. Waiver forms are available at the office or through the district's website. They are subject to approval by district personnel whose decision will be based on Board Policy.

As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or

- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal. Families with financial hardship may apply for **textbook fee waivers** to eliminate all fees.

Attendance

School attendance, participation, and interaction in classroom activities are fundamentally important and integral to scholastic achievement and advancement in life. The responsibility for regular student attendance is the responsibility of the parent/guardian and the student. All children between the ages of 7 and 17 must attend a public school unless:

1. He/she attends a private, parochial, or home school;
2. He/she is physically or mentally unable and has a written excuse from a doctor;
3. He/she is attending religious classes or is otherwise excused by school authorities in accordance with the Board of Education policies.

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Students that have been home-schooled will be assessed by district personnel to determine grade level placement.

Procedures for Absences

1. When your child will be absent from school, please notify the school by calling the Attendance Hotline at 268-4703 anytime, 24 hours a day. If the school is not notified of the absence, in order to ensure student safety, the school will attempt to contact the parent to confirm the absence within 2 hours of the start of the school day. Each parent/guardian must provide two current telephone numbers for the purposes of this section.
2. After each absence, if the school has not been contacted, a written note from a parent must be submitted to the office upon the first day of return to indicate the date(s) the student was absent and the reason for the absence(s).
3. Any absence without parental notification may be considered unexcused.
4. **If you desire homework for an absentee**, please call the school, and the teacher will have it available for pick up at the office by 3:00 PM.
5. If a child has been called in or left school early due to illness, he or she may not attend school activities that day or evening.
6. If a child has had a fever, we ask that he/she not attend school until fever-free for 24 hours without fever-reducing medications.

Excused Absences

An excused absence is an absence from class for a legitimate purpose such as personal illness, medical and dental appointments, family emergencies, death in the family, observance of a religious holiday, or other reasons that have pre-approval by the principal. Students will be allowed to make up work assignments or tests that are missed due to an excused absence. The time allowed for making up assignments will be equal to the number of days absent. When a student is called in sick, he/she may not attend any school activities that evening.

When medical and dental appointments cannot be scheduled outside of the school day, a **doctor's note is required**. Please avoid scheduling appointments during standardized testing weeks in March and April. In general, it is best to schedule any appointments in the afternoons.

Any absence for illness beyond 3 days requires a doctor's note. When an extended illness exceeds ten school days duration and is of such a nature that the student is able to study but unable to attend classes, the parents may request that the school provide homebound instruction for their child.

Advance Approval for Absences

At times, it may be necessary for your child to miss school for reasons other than those listed as legitimate causes for absenteeism. It is the position of the Arcola Elementary School to discourage extended absences because classroom experiences cannot be made up. However, if a parent insists on taking a student out of school, he/she must complete an Advance Approval Form (available at the office or online). This form must be completed in as far in advance as possible prior to the absence, and students will be required to make up the work missed. The number of excused pre-arranged/advanced approval absences for vacations shall be limited to five (5) days.

Unexcused Absences

An unexcused absence is an absence from class that in the discretion of the principal is not for a legitimate reason. Examples include truancy, missing the bus, oversleeping, hair appointments, shopping trips, out-of-school suspensions, a medical or dental appointment that is not that of the absent child, any unreported absence, etc. A student that has an unexcused absence **may not attend any school activity on that day or evening**. Students will be required to make-up all work missed due to the absence and will be given the same amount of time to do so as the number of days absent. Full credit for assignments will be allowed.

Appeal of Decisions Regarding Absences

If a parent is dissatisfied with a principal's decision regarding an unexcused absence and would like to appeal the decision, the parent must first meet face-to-face with the principal to discuss the absence. Following this conference, a parent may appeal the decision to the superintendent who will review the circumstances and whose decision shall be final.

Truancy Intervention and Prevention Services

A student is considered truant when he/she is absent without valid cause for a school day or a portion thereof. Students who are truant for 10% or more of the previous 180 days are considered chronic truants and will be offered supportive services including prevention, diagnostic, intervention, and remedial services, alternative programs, and other school and community resources before punitive actions including suspension, expulsion, or court action is taken.

Causes of student absences may be identified through interviews with the student, parent school officials, or other people who may have information. The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Student and/or family counseling
- Information about community agency services

If the supportive services prove ineffective and unexcused absences continue, the truant student will be referred to the Truant Office of the Regional Office of Education for Douglas County and disciplinary or legal action may be taken. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

PROCEDURES RELATED TO SCHOOL ATTENDANCE

Morning Drop Off

Students may be dropped off at the north elementary school entrance or the south entrance of the high school. Please do not drop off your child before 7:30 AM because there will not be supervision before that time. Students arriving between 7:30 AM and 7:55 AM should report to the high school gym or the south black top area as weather permits. If your child eats breakfast at school, he or she should report directly to the cafeteria and may enter through the cafeteria doors. Students will be released to classrooms at 7:55 AM. After the first two weeks of school, students will be expected to walk to the classroom by themselves. If a child is having separation problems, school staff will assist with the transition.

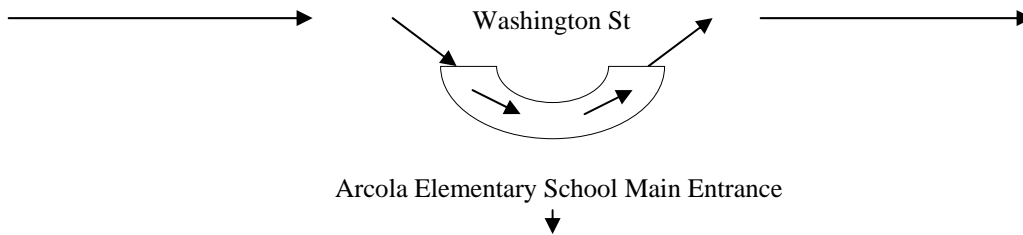
If your child is late (after 8:05 AM) for any reason, it is important that he/she check in at the office. Students that arrive late due to bus service will not be marked tardy.

Dismissal

Only elementary *bus riders* will be dismissed **at the south entrances where buses arrive**. For safety reasons, no other students will be permitted to exit the building in areas where buses are loading. When picking up your child, please help ensure safety by picking up **at the curb** on the north side of the elementary building (Washington Street) or the main exit on the south side of the high school. Please do not allow your child to cross the street or busy parking lot to get to your vehicle. Children should not be picked up on Diamond Street due to congestion and bus traffic. All students are expected to leave campus immediately upon dismissal.

Traffic Patterns: Morning Drop Off and Pick Up

In order to cut down on congestion on Washington Street, please follow the traffic pattern below, **making right turns only** into the circle.



Bike Riders

Bicycles must be parked in racks provided. It is the responsibility of each student to secure his or her bicycle during school hours. The school is not responsible for lost or stolen bicycles.

Leaving Campus during the School Day

If it is necessary for a student to leave school during the regular school day, a parent or guardian must check the student out by reporting to the office to identify him/herself, give a reason for the absence, and sign the student out. **Teachers will not release students until notified by the office that the appropriate parent or guardian has signed the student out.** If the person checking out the student is not recognized, school officials may ask for identification. School officials will not release students to anyone but the parent or legal guardian without authorization and confirmation by the parent or legal guardian.

If a student becomes ill during the school day, he or she must obtain approval from the office to leave the campus and must follow the procedures for checking out of school.

Emergency Contacts

It is required that we have current phone numbers where parents can be reached throughout the day. Registration forms should include a home phone, work phone, cell phone, and numbers of other emergency contacts. **Please keep us informed when changes occur.**

PARENTAL INVOLVEMENT

School Visitation

Parents are a vital part of the education process, and we invite you to visit or volunteer at our school. In the interest of child safety and building security, all doors except the main entry are locked during the school day. All visitors, including parents, must first report to the office, sign in, and take a visitor's badge. As a courtesy to the teacher, an appointment should be made for each classroom visitation and/or conference. **No visitors are allowed during testing.** You are also welcome to eat lunch in the cafeteria with your child. However, when you plan to eat a school lunch, please let the teacher know that morning so that the cooks include you in the lunch count.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. All visitors are asked to silence and refrain from using cell phones in the school.

School Volunteers

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

Project Success

Parents/guardians are invited to join Project Success, which is the elementary school's parent-teacher organization. General meetings are held during the year with additional committee meetings scheduled as needed. Meetings generally do not last longer than one hour. You are not required to attend meetings to be a member. You can stay up-to-date via email and the website. Please consider volunteering for the various activities organized by Project such as the Annual Family Fun Night. Everything this group does directly benefits the students at Arcola Elementary School.

Parent-Teacher Conferences

District-wide parent-teacher conferences are scheduled at the end of the first quarter, but conferences may be requested by you or the teacher at any time throughout the year. Teachers will be available to meet with you before or after school or during plan time. (Daily classroom schedules are posted on the district's website.)

Parents with Disabilities or Limited English-Speaking Skills

Parents or guardians with disabilities who require reasonable accommodations to attend a parent conference, school program, athletic event, School Board meeting, etc. should contact the classroom teacher or administrator. Parents with limited English-speaking skills may request that the district provide a translator for conferences.

Title 1 Parent Involvement Policy

The Arcola Community School District #306 will ensure that parents/guardians of children attending Arcola Elementary will have an adequate opportunity to participate in the design and implementation of the district's Title 1 program as described below in the School-Parent Compact and by participating in an annual Title I meeting which is held in the fall. The purpose of the annual meeting is to inform parents about the Title I program and parent rights. This meeting will allow parents and teachers to share ideas, express concerns, and more. Suggestions for increased parent involvement will be encouraged. An interpreter will be provided for parents whose spoken language is Spanish.

Title 1 teachers will attend workshops and conferences to improve their skills and enhance communication and involvement with parents.

Requests for processing complaints and criticisms regarding the Title I program may be obtained in the district office.

School-Parent Title I Compact

This compact outlines how Arcola Elementary and its parents will share the responsibility for improved student academic achievement and the means by which they will develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year noted on the cover of the student handbook.

School Responsibilities

Arcola Elementary will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the State's student academic achievement standards as follows:

- The curriculum will be research-based and aligned with State Standards. Teachers will be supported in continual professional development that keeps them current on best practices in the field.
- Hold parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held in the fall following the end of the 1st quarter grading period and as needed or requested throughout the year.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports at each midterm and quarter per school year.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows before and after school, during planning periods, or at other mutually agreed upon times. Parents will have access to all staff email addresses as another way to communicate.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe or participate in classroom activities such as holiday parties, field trips, special projects, and general classroom assistance. Parents will also be encouraged to participate within the school as members of the school's parent-teacher association, *Project Success*, and by attending various free family programs throughout the year such as *Family Reading Night*.

Parent Responsibilities

Parents will support children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Encouraging and rewarding reading and other literacy activities at home.
- Limiting TV, computer, and gaming time for their children.
- Participating, as appropriate, in decisions relating to their children's education.
- Promoting positive use of their children's extracurricular time.
- Staying informed about their children's education and communicating with the school by promptly reading all notices from the school or the school district either received by child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory groups, such as being the Title I parent representative on a School Improvement Team, the Title I Policy Advisory Committee, and/or *Project Success*.

PARTIES AND TREATS

Class Parties

Elementary classes will have three scheduled parties: Fall Harvest, Christmas, and Valentine's Day. Students *may* exchange gifts at the Christmas party and Valentine cards in February. Families that need financial assistance for gifts or cards may contact the office or classroom teachers. Parents will have the opportunity to serve as volunteers for these parties. If you are interested, please contact the teacher.

Class Treats/Birthdays

If your child wishes to bring treats for his/her class, please keep the following in mind: 1) Commercially prepared, packaged, and labeled snacks are now **required** due to health and safety reasons; 2) All treats must be provided in individualized servings. Desserts that require serving effort (cutting, scooping, etc.), such as cake and ice cream, are not permitted; 3) Birthday celebrations should be pre-arranged with the classroom teacher.

Party Invitations

Party invitations of any type are not to be distributed at school unless the student has one for the entire class. This helps alleviate hurt feelings.

Delivery of Gifts

Deliveries of flowers, balloons, or any other type of gift are **strongly discouraged** because of the potential for disruption and distraction. Deliveries of this nature will be retained in the school office until the end of the school day. Students will be responsible for retrieving them from the building office.

Name in Lights

Students and school personnel may be recognized on birthdays on the electronic signs by filling out the *Name in Lights* form which is available in the office or on the school's website. The form must be submitted at least one week in advance. The cost is \$1 per birthday. Money raised will go toward sign expenses and will also benefit local charities.

INSTRUCTIONAL MATERIALS

Care of Books, Materials, and Equipment

School materials and equipment used by students should be kept free from marks, scratches, and other signs of misuse. Parents will be required to pay the replacement costs of the books, instructional materials, and equipment lost or damaged by their children.

Dedication Books

Parents may purchase a Dedication Book from the elementary library for \$15.00. These books make wonderful gifts and memorials – and they provide additional reading materials for the students. Simply stop by the office to complete a form or download one from the website. Once your order is complete, you and/or your child will be allowed to choose a book from a selection of titles. A bookplate will be placed inside the book noting to whom and by whom the book was dedicated. You or the honoree will be the first to check out the new book. Once the book is returned, it will become a permanent part of the library's collection for all students to enjoy.

Library Circulation Policy

Arcola Elementary School's Library Circulation Policy is intended to provide for the widest possible use of library materials by students and teachers.

Loan Periods

1. **Books:** Students may check out books for a period of 2 weeks. A book may be renewed 2 additional times for a total of 6 weeks.
2. **Magazines:** A variety of magazines are housed in the elementary library. They are available for check out for grades 3-6.
3. **Reference Material:** Reference materials will remain at school for students to use for research. These materials may be checked out for use in the classroom, and must be returned to the library at the end of each school day.
4. **Inter-Library Loan Materials:** The loan period for inter-library loan materials will be specified by the organization loaning the materials to our school.

Overdue, Lost, or Damaged Books

Books must be returned by the date stamped inside the cover upon check out. A grace period of 1 day is allowed. After this period, a fine will be charged until the book is returned. The total fine will not exceed the cost of the book. Students with overdue library materials will not be allowed to check out additional materials until all overdue items are returned or fines paid. A fine will be charged for lost used books, and the entire replacement cost will be charged for new books.

INSTRUCTION

Notification of Lessons Pertaining to Recognizing and Avoiding Sexual Abuse

The district provides five days advance notice to parents or guardians prior to offering any instruction in recognizing and avoiding sexual abuse to pupils in grades 1 – 8. Parents or guardians who do not want their children to receive this mandated instruction in recognizing and avoiding sexual abuse should submit a written objection to the building principal. Advance notice regarding these lessons will be provided.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Curriculum, Instructional Materials, or Program Complaints

Parents with complaints about curriculum, instructional materials, and programs should complete a Curriculum Objection Form (available online) and use the Uniform Grievance Procedure (available online and at building Unit offices). A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

Internet Access/Acceptable Use of Technology

Arcola CUSD #306 has the ability to enhance your child's education through the use of our own computer network and the Internet. Our computer network offers the students the ability to store and retrieve work on any computer attached to the network. It offers access to a wide variety of education software and better access to the computer equipment such as printers and CD-ROMs.

The Internet offers vast, diverse, and unique resources. The district's goal in providing this service is to promote education excellence by facilitating resource sharing, innovation, and communication. However, with this educational opportunity also comes responsibility. You and your child should read and discuss the **Authorization for Internet Access** received at registration (also available on the school website). The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The district takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, the parent(s)/guardian(s) are responsible for setting and conveying the standards that their child should follow. To that end, the school district supports and respects each family's right to decide

whether or not to authorize Internet access. If you agree to allow your child to have an Internet account, sign the authorization form and return it to the school.

Field Trips

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

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

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office. A parent/guardian will also receive notice when a student has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks.

Placement Requests

Written requests for class placement considerations must be submitted by **May 1st**. However, it is important that rosters be balanced; therefore, there is no guarantee that requests will be honored. Once classes are assigned, there will be no changes.

Supportive Services

Arcola Elementary offers an array of support services in varying delivery models which encompass the following: Special education including an Early Childhood Education Program, remedial reading/Title I, Speech/Language therapy, social work, occupational therapy, physical therapy, vision, hard of hearing, behavioral management, *Response to Intervention (RTI), counseling, and English Language Learning. Criteria for eligibility can be obtained by contacting the elementary office or the Special Services Director.

If your child is experiencing difficulties that are not being addressed, please contact your child's teacher to set up a parent-teacher conference to discuss your concerns. You and the teacher will work together to discuss options and accommodations that can be implemented to assist your child in the classroom or on homework if needed.

*** Response to Intervention (RTI)**

Arcola Elementary has recently implemented Response to Intervention (RTI). Students that are experiencing daily or chronic learning, behavioral, social, or emotional difficulties might be referred to the RTI Team. This team typically consists of the classroom teacher, a special education teacher, the principal, the parent, and other relevant personnel. The objective of the meeting is to identify the student's needs and develop accommodations, modifications, and/or interventions to aid the student in the regular education classroom. Progress monitoring (data collection) and team meetings will be continued throughout the process to measure student improvement. In some cases, a child might be referred for a Comprehensive Case Study to one of several specialists in the school. Your written consent is required before the formal evaluation can commence. Following the evaluation, a meeting will be held to discuss results with parents and staff and to plan further recommendations for helping the student be successful in school.

Education of Children with Disabilities

All exceptional children in Illinois, ages 3-21, have a right to a free appropriate public education. We are striving to provide the appropriate services. If at any time you wish to take advantage of a special program or have questions concerning the program, please call the building principal, Special Services Director, or district superintendent. Additional information regarding rights of children with disabilities may be found in A Parent's Guide: The Educational Rights of Students with Disabilities and in Rules and Regulations to Govern the Administration and Operation of Special Education (21 Illinois Administrative Code 226 – Special Education). These documents are available through the district's Special Services Director and the Regional Office of Education.

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, call the elementary office at 217-268-4961.

STUDENT PROGRESS & RECORDS

Report Cards

Report cards are issued four times per year at 9-week intervals and indicate a child's academic progress, record of attendance, and personal growth such as work habits and social skills. Unsatisfactory marks should be followed up with a parent-teacher conference for better understanding. Non-custodial parents may request and receive copies of grade cards or other information that is normally distributed to parents. Arcola Elementary parents have continuous access to the Parent Connect System (located on our district website) in order to view their students' grades throughout the year.

Students in grades 1 – 6 * will receive letter grades as follows:

A = Excellent	100% = A+	92-99% = A	90-91% = A-
B = Good	88-89% = B+	82-87% = B	80-81% = B-
C = Average	78-79% = C+	72-77% = C	70-71% = C-
D = Below Average	68-69% = D+	62-67% = D	60-61% = D-
		F = Failing	Below 60% = F

* At the time of printing, kindergarten progress reporting was being analyzed and revised. Parents of kindergarteners will be informed at the beginning of the school year about how progress is assessed at that level.

Procedure for Appealing a Grade

1) A request is made to meet with the teacher for an explanation of the grade; 2) If Step 1 fails, a meeting will be held with the parent(s)/guardian(s), teacher, and building principal; 3) If Step 2 fails, a meeting with the parents, teacher, building principal, and superintendent will be held; 4) The final step would be a request to meet with the School Board in Executive Session to appeal the grade. The School Board will have the final authority to change a grade.

Promotion, Retention, and Remediation

The professional staff has established a system of grading, developed procedures of reporting academic achievement to parents and students, and determines when the requirements for promotion have been met. Social promotions are not authorized by the Board of Education. The decision to promote a student to the next grade level is based upon the following criteria:

<u>Grade Level</u>	<u>Evidence for Promotion</u>
K	Student has made satisfactory progress in pre-reading and pre-math skills.
1	Student has earned 60% or higher for the yearly average in reading and math
2	Student has earned 60% or higher for the yearly average in reading, mathematics, and one other academic subject.
3-6	Student has earned 60% or higher in 4 academic subjects.

Students that fail to perform as expected and who are at risk of failure are provided with a variety of remedial activities and strategies that are designed to avoid retention. (See examples in section under *Supportive Services*.) Students who do not

meet the established criteria for promotion will be retained. Parents are notified no later than the third grading period that their child is at risk of retention. The building principal will make a final retention decision by the end of the school year.

Homework Tips

Parents can help make homework a successful learning experience for children by doing the following:

1. Supervise your child's homework, but avoid the tendency to do the work for the child. You may give occasional help as needed.
2. Set a definite time to study in the afternoon or early evening
3. Provide a quiet place to study away from the noise of the television, radio, or other children playing.
4. Check to be sure that the child starts and finishes the assignment, does it neatly, and returns it to school the next day.
5. Provide a desk or table with good lighting along with proper materials (paper, pencil, pen, ruler, eraser, etc.).
6. Encourage your child to begin using the library in the primary grades and to continue in upper elementary. Students' reading skills will improve by daily reading.
7. Encourage your child to do the best work possible for him/her.
8. Talk with your child's teacher if he/she is having difficulty with homework or is not receiving satisfactory grades on assignments. Check your child's progress weekly by reviewing graded work in the Friday Folder. Please ask questions about grades that you do not understand.

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. For more information, refer to Illinois School Student Records Act (105 ILCS 10/1, et seq.), available on the district's website and at the Unit office.

STUDENT HEALTH AND SAFETY INFORMATION

Administration of Emergency Care

The district nurse will provide medical assistance to a student in an emergency situation. Medical assistance will include first aid and, if necessary, referral for immediate medical care at a hospital, clinic, or physician's office. The school district does not assume responsibility for medical bills incurred as a result of the administration of emergency care.

The success of these procedures depends upon accurate information regarding medical providers, telephone numbers (home and work), and addresses. Parents are asked to fill out an emergency information form during registration and to **notify the school regarding any change in emergency information.**

Administering Medicines to Students

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

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

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

Immunization, Health, Eye and Dental Examinations & Screenings

Required Health Examinations, Immunizations, and Screenings

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

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

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

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Note: If a child has had a fever, we ask that he/she not attend school until fever-free for 24 hours without fever-reducing medications.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.

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

If a student is excluded from school with active lice or nits, a reasonable time period (three days) will be given to remedy this situation. After three days, this will be considered as an unexcused absence from school.

Exemption from Physical Activity

A child may be exempted from some or all physical activities, including PE, when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. A parent excuse will only be valid for two days; beyond that, a doctor's excuse must be provided.

Accidents/Emergency Information

In spite of all efforts to be cautious and vigilant, accidents sometimes happen at school. If a serious accident occurs, parents are telephoned and asked to come for the child. If it is not possible to contact parents, the person designated as the emergency contact person will be called, and parents will be notified as soon as possible. If immediate medical attention is needed, the student will be taken by ambulance to the local hospital.

It is required, therefore, that all medical information and the emergency contact person be updated annually or as when any changes occur.

Student Insurance

Parents/Guardians must show proof of insurance at registration, or they must purchase school insurance. Optional student accident insurance is available. The school assumes no responsibility for any accident or for the filing of claims. All medical bills are charged to the parents.

STUDENT EXPECTATIONS

School-Wide Behavior Plan

Purple PRIDE

Arcola Elementary has developed a "Purple PRIDE School Wide" motto. We value

- P** – Positive Attitudes
- R** – Respect & Responsibility
- I** – Integrity
- D** – Diversity
- E** - Excellence

As part of our PRIDE program, we also promote four **Rider Rules**:

- Be respectful.
- Be responsible.
- Be safe.
- Be a problem-solver.

Students that follow the *Rider Rules* will earn *Rider Bucks* which may be redeemed for special privileges and prizes. Appropriate behavior is also rewarded with invitations to *Quarterly Celebrations*. Entire classes may receive *Kudos* by any staff member to recognize good team work and group effort. Students that violate Rider Rules will be issued *Strike Slips*. Each classroom teacher will execute a plan in which consequences will be given for *Strikes*. Four *Strikes* in a day will automatically warrant a visit with the principal; however, students may be sent to the principal with fewer *Strikes* depending on the severity of the infraction.

Playground Rules

- * While playing on the blacktop, students should stay away from classroom windows and entry doors to avoid disturbing classrooms and for safety purposes.
- * Students must ask permission before leaving the playground area.

- * Rough play or other rough contact games are not allowed. This includes tackle football, dodge ball, Red Rover, etc.
- * Students must sit on seats of swings and swing back and forth only; no sideways swinging or twisting. Only one person per seat.
- * Students should report injuries to a teacher or recess supervisor.
- * Any objects that hurt others (such as sticks and rocks) should not be thrown.
- * Students should report any damage of property or safety concerns to a teacher or recess supervisor.
- * Students must go down the slides on their bottoms. No walking or standing on slide.
- * Basketballs must stay on the blacktop.
- * Shoes must stay on feet.
- * The seesaw should have no more than two people using it at a time.
- * Students must share equipment and play kindly with others.
- * Students will not be permitted to stand on the picnic table.
- * Students will learn the playground boundaries and stay within them.
- * If a ball accidentally lands on the roof or goes outside the playground boundaries, students should report it to the recess supervisor.
- * Students must not kick basketballs or throw them aimlessly across the court.
- * Students must listen to and respect the playground supervisors at all times.

SOCCER:

- * Only one soccer ball will be allowed on the field. Basketballs will not be used as soccer balls.
- * Basic soccer rules apply – no hands, high kicks, etc.
- * Good sportsmanship is expected.
- * No climbing or pulling on the nets.
- * No climbing on soccer goals.
- * Students that do not follow the rules and/or play roughly will be asked to leave the area.

NOTE: Playing Outside During Cold Weather

Medical authorities have advised that cold air associated with Illinois winters does not present a health hazard to normal healthy children who are properly dressed, and that children should be encouraged to play outside during winter months. Therefore, all students will go outside for play periods when the outside temperature is not extreme (below 25 degrees including the wind chill factor). Parents should be sure that children are appropriately dressed for the season. Properly labeled hats, gloves, scarves, coats, and boots are recommended. Please contact the school counselor if you need assistance with warm winter clothing for your child. A parent may request that his/her child remain inside for up to two days without a doctor's note for health reasons.

Appearance

It is expected that each student demonstrate good personal hygiene by arriving physically clean without offensive odor. Students' dress/appearance should not create undue distractions or interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Clothing, jewelry, and other accessories will be monitored by the teaching staff and principal. At the teacher's or principal's discretion, students who dress inappropriately will be expected to phone a parent/guardian for a change of clothes, or he/she will be given suitable attire to change into at school.

Students are expected to conform to the following dress guidelines:

- * Shirts, blouses, and dresses must completely cover the abdomen and back. Shirts must cover the waistband of pants, shorts, or skirts with no midriff visible. Pants must be worn securely at the waist (no low rider jeans or over-sized dropping pants).
- * Clothes with excessive holes will not be tolerated.
- * Clothes shall be sufficient to conceal undergarments at all times.
- * Extremely tight or revealing garments, see-through or fishnet fabrics, and off-the-shoulder or low cut tops are prohibited. Spaghetti and/or thin-strapped shirts may be worn only if over another T-shirt or if covered by a blouse with sleeves.
- * Skirts, shorts, and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh.
- * Clothing or accessories may not display offensive, vulgar language or images and must not advertise products, which students may not legally purchase such as tobacco or alcohol.
- * Socks and tennis shoes are required for physical education classes.
- * Long chains for wallets are to be left at home.

* Hoods and hats may not be worn inside the building.

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the federal and state constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

- * Using, possessing, distributing, purchasing, or selling tobacco products, alcoholic beverages, illegal drugs, “look-alike” drugs, drug paraphernalia, or weapons; a “weapon” means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clips, or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.
- * Use of electronic signaling devices (unless approved by an administrator).
- * Use of a cellular telephone, or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student’s IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- * Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
- * Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- * Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- * Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- * Unexcused absenteeism,
- * Being involved with any public school fraternity, sorority, or secret society, by (a) being a member, (b) promising to join, (c) pledging to become a member, or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- * Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
- * Engaging in any activity that constitutes an interference with school purposes or an education function or any disruptive activity.
- * Using or possessing an I-pod, MP3 players, or other electronic device unless under a staff member’s supervision and in the context of instruction.
- * Vandalism

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student’s person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, automobiles, or (c) in the school’s student locker, desk, or other school property, or (d) any other location on school property or at a school sponsored event.

The grounds of disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event, or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or educational function.

Disciplinary Measures

Disciplinary measures may include:

- * Disciplinary conference
- * Withholding of privileges
- * Seizure of contraband
- * Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- * Suspension of bus riding privileges, provided that appropriate procedures are followed.
- * Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
- * Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
- * Notification of parent(s)/guardian(s).
- * Removal from classroom.
- * In-school suspension for a period not to exceed 5 school days. The building’s principal or designee shall ensure that the student is properly supervised.
- * Detention or Saturday school, provided that student’s parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior is/are notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated education employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The superintendent or building principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including school functions) and from riding the school bus, for up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Suspension Procedures

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such a case, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student’s parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to

the parent(s)/guardian(s) of his/her right to a review of the suspension. A copy of a notice shall be given to the Superintendent.

4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Anti-Bullying and Aggressive Student Behavior Policy

Our school does not tolerate bullying or aggressive student behavior. Members of the school community, in cooperation with parents, are committed to ensuring a safe and caring environment that promotes personal and social growth and positive self-esteem for all students. The following definition of bullying is used in our school:

***Bullying happens when someone with greater power
unfairly hurts someone with less power over and over again.***

Bullying can take many forms such as physical, verbal, non-verbal (gestures, facial expressions, etc.), and exclusion.

Parents and students are encouraged to report incidents of bullying to any school staff member. The specific case will be discussed with the building principal and appropriate steps will be taken to alleviate the problem. Parents will be notified through a letter or phone call regarding the incident in which their child is involved.

Early intervention is provided through programs such as bullying awareness, conflict mediation, and Drug Abuse Resistance Education (DARE) to deter many of these behaviors. The entire school community assists students to make good decisions and to resolve conflicts in appropriate ways.

Bus Conduct

Riding a bus is a privilege which may be removed when the behavior of a student does not conform to the rules of safe riding. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Students and parents need to be aware that video cameras may be used on school buses to protect the safety and welfare of the passengers, driver, and school property. Any student wishing to bring a guest on the bus must have written permission from his/her own parent/guardian as well as the visiting student's parent/guardian.

Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

Seizure of Property

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

FOOD SERVICE PROGRAM

Sack Lunches

Students may bring sack lunches to school. Please label the lunch sack or box with the child’s name. Sack lunches are not refrigerated while at school; therefore, parents should exercise caution with respect to food selection and preparation. Students may purchase milk in the school cafeteria.

Cafeteria Breakfast and Lunch

Menus will be sent home each month. You may purchase student breakfast and/or lunch on a daily, weekly, or monthly basis.

Breakfast Prices

\$1.25 per day
Reduced Price: \$.30 per day

Lunch Prices

\$1.60 per day
Reduced Price: \$.40 per day

Extra Milk

\$.30

Free or Reduced Breakfast and Lunch Program

The Federal Government requires that free or reduced breakfasts and lunches be provided for those who qualify. Qualifications are based upon need and family income. A Free and Reduced Breakfast and Lunch Application will be provided to families upon registration. This form is also available online or in the school offices. To apply for free and reduced priced meals, complete the application and return it to the school office. Applications may be submitted any time during the school year. School officials will determine that information furnished is correct and notify families of eligibility based upon a standard policy. The information that is provided by the household is confidential.

Milk Breaks

Students in kindergarten through 3rd grades will have daily milk breaks in their classrooms. You may pay for milk by the day, week, semester, or year at the price listed above. Unused milk money will be applied to the next school year until a student enters 4th grade, at which point any milk credit will be applied to the student’s lunch account.

Milk, Breakfast, and Lunch Accounts

All milk, breakfast, and lunch fees must be paid in advance. There will be no charges. Please watch for notices regarding lunch balances and pay upon receipt.

INCLEMENT WEATHER & EMERGENCY DISMISSAL PROCEDURES

The school will utilize an automated reporting system, School Reach, to notify parents/guardians about any special plans for school closings or any modifications of school times. These changes will also be communicated on key radio and television stations including:

Radio:

WSOY 1340 AM (Decatur)
WLRW 94.5 FM (Champaign)
WDWS 97.5 FM (Champaign)

WXIT 99.1 FM (Danville)
WLBH 1170 AM (Mattoon)
WIXY 100.3 FM (Champaign)

Television:

WCIA Channel 3 (Champaign)
WICD Channel 15 (Champaign)
WAND Channel 17 (Decatur)

Please call the elementary office **only as a last resort** to inquire about school closings. To ensure that your child has an alternate place to go in the event that school dismisses early, talk to your child in advance so that he/she knows what to do. In most cases, parents will not be called, so it is important to have a plan.

MISCELLANEOUS INFORMATION

Arcola CUSD #306 Asbestos Management Plan

The Illinois Department of Public Health and the Federal Environmental Protection Agency has determined that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. Our buildings were initially inspected for asbestos on August 15, 1989. The law requires a visual surveillance of asbestos containing areas to be completed every 6 months and a re-inspection to be conducted every 3 years. Any evidence of disturbance or change in condition will be documented in the management plan as required. No abatement will be done when the students or personnel are present.

The Arcola CUSD#306 Asbestos Management Plan is available for public review in the unit office. It can also be accessed by visiting the district's website. Direct any concerns regarding asbestos-containing materials to the superintendent.

Pesticide Application Notice

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

Accommodating Individuals with Disabilities

Individuals with disabilities will not be prohibited from opportunities to participate in school-sponsored services, programs, or activities except in cases where such activities are prohibited by the nature of the disability itself. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Safety Drill Procedures and Conduct

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

Equal Education Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, physical or mental handicap or disability, or status of homelessness. Furthermore, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on any of these bases. Any student may file a complaint by using the **Uniform Grievance Procedure** available in the Unit Office or on the district website.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advancements, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature imposed on the basis of sex. Please refer to the complete Board Policy online for more information or request a copy from the Unit Office.

Mandated Reporter Status

Anyone employed by a school district in the state of Illinois is a mandated reporter under the *Abused and Neglected Child Reporting Act*. Therefore, each school employee is **required to report or cause a report to be made** to the Child Abuse Hotline at 1-800-252-2873 whenever he/she has reasonable cause to believe that a child known to him/her in his/her professional or official capacity may be abused or neglected.

Any employee who willfully fails to report suspected child abuse or neglect may be found guilty of a Class A Misdemeanor, may have his/her license suspended or revoked, and is subject to employee discipline up to and including dismissal.

Sex Offender Registration Act

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the Sex Offender Registration Act and requires school districts to notify parents that information about sex offenders is available to the public as provided in the Act. The website for the Illinois Sex Offender Registry is: <http://www.isp.state.il.us/sor/>. Click on "I agree" at the bottom of the page to complete a search. To view a map of registered offenders, please go to <http://www.familywatchdog.us/>.

Sex Offender Notification Law

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

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

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

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

Additional Notices

The following notices and policies are available at registration, on the district's website, and/or in district offices.

Student Conduct

- Weapons and Firearms Policy
- Interviews of Pupils by Law Enforcement

Student Services

- Transportation reimbursement eligibility and dispute resolution (23rd Ill Admin Code 120.230)
- Notice to parents of students who are deaf, hard of hearing, blind, or visually impaired regarding special state schools (105 ILCS 5/14-8.02(b))
- Notice to parents of secular textbook loan program, including consumable science kits (if applicable) (105 ILCS 5/18-17; 23rd Ill Admin code 350.15)
- AYP Notice and notice of availability of supplemental services, if applicable (20 USC 6316 (b)(6)(A)-(F))
- Notice of survey policies (20 USC 1232h)

Curriculum

- Alternative learning opportunities (if applicable) (105 ILCS 5/13B-60.5, 23 Ill. Admin Code 240.20(e))
- Parental right to review instructional material (20 USC 1232h)
- Anti-bias curriculum (105 ILCS 5/27-23.6)
- Computer Acceptable Use Policy

Nondiscrimination

- Notice of non-discrimination coordinators and procedures for raising complaints (Uniform Grievance Procedure) of illegal discrimination and sexual harassment including non-sexist language in district's publications (various discrimination laws)

Student Records

- Notice of parent and student rights under the *Illinois School Student Records Act* (105 ILCS 10-1 et. Seq.; 23rd Ill Admin Code 226.740, 375.30) and the *Family Educational Rights and Privacy Act* (20 USC 1232g; 34 CFR Part 99)
- Disclosure of directory information (105 ILCS 10/6(e))

Other

- Gift Ban Policy

Forms Available at Building Offices or Website

Application for Waiver of Fees
Free and Reduced Breakfast and Lunch Program Application
School Administration of Medication
Physician's Request for Self-Administration of Medication
Parent Agreement for Child to Carry Medications
Advanced Approval for Absences
Dedication Books
Authorization for Internet Access
Curriculum Objection Form