

SOUTH ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK 2011-2012

Darlene Weir
Principal

715 West Third Street
Mt. Carmel, Illinois 62863
Telephone 618- 263-3851
Fax 618- 262-8094

PARENT/STUDENT HANDBOOK
2011 - 2012

SOUTH ELEMENTARY SCHOOL
713 WEST THIRD STREET
MT. CARMEL, ILLINOIS 62863
OFFICE - 263- 3851
FAX - 618-262-8094
WEBSITE - www.south.wabash.k12.il.us

Principal - Mrs. Darlene Weir

SCHOOL HOURS

Office: 7:30 am to 4:00 PM
 Student's arrival: 7:30 am
 Breakfast served: 7:30 am
 Class begins: 8:00 am
 Student Dismissal: Bus Riders 2:55 PM
 Walkers Immediately after buses leave
 Teacher Day: 7:40 am to 3:20 PM

DAILY CLASS SCHEDULE

7:30 - 7:55 Students report to gym
 7:55 - 8:05 Dismissed from gym, report to homeroom for attendance and lunch count
 8:15 - 11:00 A.M. academics or unified arts periods begin
 11:00 - 11:45 Kindergarten grade recess/lunch
 11:45 - 12:15 First grade recess/lunch
 12:05 - 12:50 Second grade lunch/recess
 12:50 - 1:30 K Activity and 1 and 2 Academics
 1:30 - 2:10 1ST Grade Activity and K & 2 Academics
 2:10 - 2:50 2nd Grade Activity and K & 1 Academics
 2:55 - 3:00 Bus riders leave
 3:05- 3:10 Walkers/car riders leave

CALENDAR FOR THIS YEAR

WABASH COMMUNITY UNIT SCHOOL DISTRICT #348	
2011-2012 SCHOOL CALENDAR	
AUGUST	13 First Day of School - Fees and Registration 14 Teacher Institute Day (No School for Students) 17 Teacher Institute Day (No School for Students) 18 First Day of Class
SEPTEMBER	5 Labor Day (No School) 23 School Improvement Day (2-Hour Early Dismissal) 30 End of First Month (29 days)
OCTOBER	7 Teacher Institute Day (No School for Students) 10 Columbus Day (No School) 14 End of 1 st Quarter (91 days) 27 Parent Teacher Conference Day (5:00 p.m. - 7:30 p.m.) 28 Parent Teacher Conference Day (5:00 a.m. - 11:30 a.m.) (No School for Students) 31 End of Second Month (10 days)
NOVEMBER	11 Veterans Day (No School) 23 Thanksgiving Holiday Begins at Close of School (2-Hour Early Dismissal) 24-25 Thanksgiving Holiday 30 End of Third Month (19 days)
DECEMBER	20 End of Fourth Month (14 days) 23 End of 1 st Quarter (91 days) 29 End of 1 st Semester (181 days) 30 Christmas Holiday Begins at Close of School (2-Hour Early Dismissal)
JANUARY	3 Clean Room 13 School Improvement Day (2-Hour Early Dismissal) 14 MLK Day (Holiday (No School)) 31 End of Fifth Month (29 days)
FEBRUARY	29 President Day (No School) 29 End of Sixth Month (59 days)
MARCH	9 End of 1 st Quarter (91 days) 22 Parent Teacher Conference Day (5:00 p.m. - 7:30 p.m.) 23 Parent Teacher Conference Day (5:00 a.m. - 11:30 a.m.) (No School for Students) 30 Teacher Institute Day (No School for Students) 30 End of Seventh Month (17 days)
APRIL	24 Spring Break April 24 (No School) 9 Easter Monday - No School 27 School Improvement Day (2-Hour Early Dismissal) 30 End of Eighth Month (12 days)
MAY	22 Regular School Closure - If no emergency days are used 28 Memorial Day (No School) 30 Last Day of School - If no (5) emergency days are used 30 End of Ninth Month (21 days) 30 End of 1 st Semester (181 days) 30 End of 1 st Quarter (91 days)

174 Actual Days of Pupil Attendance
 + 2 Parent Teacher Conference Days
 + 4 Institute Days
 + 3 Emergencies Days
 = 183 Day Calendar
 Two-Hour Early Dismissal Before Thanksgiving and Christmas Holidays

(Adopted by Wabash C.U.S.D. Board of Education - February 28, 2011)

SOUTH ELEMENTARY
General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the District Office located at 218 W. 13th Street or through the district's website (dist348.com).

The School Board governs the school district, and is elected by the community. Current School board members include:

*Tim Schuler
 Doug Kieffer
 Terry Beckerman
 Kevin Raber
 Janice Alka
 Larry Peterson
 Neil Earnest*

The School Board has employed the following administrative staff and office personnel to operate SOUTH ELEMENTARY SCHOOL.

*Tim Buss, Superintendent
 Darlene Weir, SES Principal
 Nancy Vargo, SES Social Worker
 Jammie Knight, SES Secretary
 Chris Pitzer, Nurse/Secretary*

WELCOME

The administration and staff take this opportunity to welcome you to the **2011-2012** school year. We are here to assist you with any concerns or suggestions you may have regarding our learning community. We encourage your involvement in helping us provide a quality education for our children.

As a Parent or Guardian we ask you to please take a few moments to review this Handbook yourself and with your students.

(Adopted by Wabash C.U.S.D. #348 Board of Education - May, 2011)

TABLE OF CONTENTS

Accidents	page 4
Animals	page 4
Arriving and Departing From School	page 4
Asbestos Management Plan	page 5
Attendance Information	page 5
Book Rental	page 6
Bullying and Harassment Policy	page 7
Bus Driveway	page 9
Bus Rules and Regulations	page 9
Cafeteria Information	page 10
Child Custody	page 10
Classroom Placement	page 11
Closed-Campus	page 11
Computer Usage Policy	page 11
Curriculum	page 12
Dental/Doctor Appointment	page 12
Disclaimer	page 4
Dress Code	page 12
Emergency Drills	page 12
Emergency Forms	page 13
Enrollment Age and Procedures	page 13
Family Life and Sex Education	page 13
Field Trips	page 13
Food and Drinks and Candy	page 13
Grading, Progress Reports, Grades	page 13
Grievance Procedures	page 14
Guidance	page 14
Head Lice	page 14
Health Concerns	page 14
Homeles	page 15
Homework	page 15
Insurance and Insurance Claims	page 15
Library Information	page 15
Lockers	page 16
Lost and Found	page 16
Make-up Work	page 16
Mandated Reporters	page 16
Medication Authorization Form	page 27
Medication at School	page 16
Message For Our Parents	page 4
Mission Statement	page 3
Non-Discrimination Statement	page 16
Non-Interrupted Reading Instruction	page 16
Objectives	page 4
Parent Conference and Classroom	
Observations	page 17
Parent Resources	page 18
Parent's Right-To-Know	page 18
Parking Lot	page 18
Permission to Leave School	page 18
Personal Items	page 18
Personal Messages to Students	page 18
Pesticides	page 19
Philosophy	page 3

Physical Education	page 19
Physical Examinations and Immunizations	page 19
Pictures	page 19
Playground Rules	page 19
Promotion Policy	page 19
Releasing a Student From Class	page 20
Response to Intervention	page 20
Safety Drill Procedure	page 20
School Calendar	page 1/20
School Closing	page 20
School Pictures	page 20
School Report Card	page 21
School Visitation Rights	page 21
Screenings	page 21
Sexual Harassment	page 22
Sex Offender Notification Law	page 21
Skateboarding	page 21
Smoke Free Environment	page 21
South School Pledge	page 4
Special Education	page 22
Storm/Student Pick-Up	page 22
Student Conduct	page 22
Student Discipline	page 23
Student Records	page 24
Substitute Teachers	page 25
Textbooks	page 25
Title I	page 25
Video & Audio	page 25
Visitors	page 25
Web Site	page 26
Wellness Policy for SES and District	page 26
Withdrawal from School	page 26

WABASH COMMUNITY SCHOOL DISTRICT NO. 348 AND SOUTH SCHOOL PHILOSOPHY

It is the philosophy of this district that education is an ongoing, lifelong process. Education in this district is student-centered. Each child is encouraged to build a knowledge base that transfers to life situations. Each student is provided the opportunity to develop his/her potential to become a productive member of society and self-fulfilled individual.

We believe that:

All students can learn.

Education should deal with the whole student.

The educational system should provide a secure environment conducive to learning.

Family and community involvement is vital to the development of the student.

The educational system is obliged to adjust and correct its course for the benefit of the student.

SOUTH ELEMENTARY SCHOOL MISSION STATEMENT

We are committed to providing a quality education, in a

safe and secure environment, that is student centered.

OBJECTIVES

The educational objectives of South Elementary School are:

1. To lay the foundation on which each child can build toward a successful academic career
2. To partner with parents in order to help them raise their children to succeed in school and in life
3. To provide a safe learning environment for our students
4. To enhance education with technology by providing equipment and up-to-date Programs.

SOUTH SCHOOL PLEDGE

I am a student of South Elementary School.
I honor and respect my parents, my teachers, my classmates, and myself.
I accept responsibility for all of my behaviors.
I am learning to set goals for myself.
I come to school with all supplies I need.
I come to school to listen and participate, so that
I will become a well informed, well read, and well rounded citizen of these United States.

A MESSAGE FOR OUR PARENTS

You are the most critical influence on your child's success, both in school and, more broadly, in life. You have an awesome responsibility to:

- love your child unconditionally and make sure he/she knows it
- provide reasonable and consistent limitations
- promote the development of independence and self-confidence
- teach your child right from wrong by modeling honesty, integrity and respect
- be sure your child receives consistent medical and dental attention, a sound, balanced diet, and plenty of uninterrupted sleep to ensure good health
- expect your child to learn to accept responsibility for his choices
- introduce your child to the world in all its richness
- model joy in learning
- read to your child daily, and when he acquires the skills to read independently, read together
- help your child see himself as a powerful, unique person with a great capacity for success
- provide structure and boundaries for your child
- support your child's interests, even if they are not your interests

You are the key to their success in school. Your attitude about learning and about school is very important to how your child responds to school. As parents/guardians, please do not hesitate to make contact with the appropriate school

staff with your support, questions, and concerns.

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 (or code of conduct). Membership or participation in a school - sanctioned activity is a privilege and not a property right.

This handbook cannot be, nor even presumed to be, all-inclusive. Therefore, the principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools to meet any situations that may arise.

ACCIDENTS

All accidents and injuries are to be reported to the supervisory teacher/staff member and to the office immediately. (See Insurance and Insurance Claims).

ANIMALS

Animals, unless for exceptional (handicapped) reasons, are not to be brought to school without the teacher's permission. Under no circumstances are animals ever permitted on school busses.

We all love dogs, but even the friendliest one can be a hazard on a playground or school-yard full of children. Please see that pets are kept at home.

ARRIVING AND DEPARTING FROM SCHOOL

Upon arrival at school before 8:00 a.m., students are to enter the school through the front doors and report to the gym. Kindergarten students will report to their rooms for the first week of school and then start reporting to the gym. Students are encouraged not to arrive before 7:30 a.m. Doors will remain locked until 7:30 a.m. or the arrival of the first school bus. At 7:30 a.m., students on school premises are to report to the gym where they will remain until dismissed. Students will be dismissed and will pass by grade levels directly to their classroom.

The following procedure will normally be followed at the end of each day:

2:55 p.m. – Bus riders will be dismissed.

3:00 p.m. – Walkers/car riders will be dismissed after the buses have departed.

Kindergarten students leaving after school are to be picked up at the assigned front exits.. First grade students will exit

the building by the west doors. Second grade students will exit the building by the east doors. **Parents of all are encouraged to wait outside for their child.** Parents with more than one student at South School may pick up all children at the youngest sibling's exit point.

Students who leave before 3:00 p.m. must be signed-out in the office. If an adult other than the parent is picking up the student, **the parent is to specify, in writing, who they are giving permission to pick up their child.**

Students not picked up by 3:20 p.m. will be brought to the office to wait for their ride. The office closes at 4:00 p.m. and every attempt should be made to pick the student up by 4:00 p.m.

ASBESTOS MANAGEMENT PLAN

The school's asbestos management plan is on file in the principal's office.

ATTENDANCE INFORMATION

The successful progress of your child in school depends upon regular attendance. Absenteeism, for whatever reason, deprives your child of the experience of participating in classroom activities. It should be understood by both parent and student that a class period cannot really be made up. Although assignments done in lieu of class attendance meet the legal requirements for makeup work, such assignments are only a poor substitute for the learning experience your child gains by attending class. Normally there is no way to repeat a classroom experience.

Perfect attendance is recognized at South School as no absences, no tardies, and no leaving early.

We are mandated by law to make a reasonable effort to telephone and notify parents of a child's absence from school. You can help us meet this requirement by calling South Elementary School at 263-3851 prior to 9:00 a.m. when your child is absent. If you do not notify us when your child is absent, our school nurse will call you sometime during the morning. The office opens at 7:30 a.m.

A student can only be excused or unexcused when he/she misses school

There are five (7) types of absences. They are:

1. **Excused (E)**
2. **Verified Absence (V)**
3. **Truant Absence (T)**
4. **Tardy (X)**
5. **In-School Suspension (I)**
6. **Out of School Suspension (O)**
7. **Early Leave (L)**

Excused Absence (E):

Illness with a Doctor's statement, observance of a religious holiday, death in the immediate family, family emergency, or other situations beyond the control of the student, school related absences such as field trips or sports activities, court appearances, college or military visits.

Verified Absence (V):

When a student is absent without a doctor's statement, but with verification by parent/guardian in person, by a telephone call or note (MCMS DOES NOT ACCEPT A NOTE).

Truant Absence (T):

When a school has not been notified in person, by a telephone call or note (MCHS does not accept a note) by the parent/guardian of the reason for the student's absence.

Tardy (X):

*Students are to be in their respective classroom. At SES this is 8:00 a.m. If the student arrives after 8:00 a.m. the student is tardy. The routine of the classroom starts at 8:00 a.m. and again after lunch. Late arrival interrupts the learning process for not only the late student but the entire class. **Every 5th Tardy will be considered excessive and will result in a Misconduct Report. A one (1) day recess detention will also be assigned at the 10th Tardy and every fifth Tardy thereafter.***

All AM and PM tardy students will report to the office for a tardy slip.

In-School Suspension (I): Only in rare cases at SES until parent can be reached to take the child home. Time Outs are assigned as needed for lesser offenses.

ISS is for students who are assigned to the Alternative Education Room (AER). (Available at MCMS and MCHS Only.) At SES we sometimes have students serve a "Time Out" in the office. A longer period of time in the office may be called an ISS.

Out-of-School Suspension (O):

Students who are suspended out-of-school: Parents are called and the student is sent home for the rest of the day or for the next day.

Early Leave (L):

Students who leave early miss instructional time. Early leave interrupts the learning process for them and for the entire classroom. Students who leave between the end

of school and the time for half-day (1/2) absence will be counted as Early Leave. Every fifth (5th) Early Leave will be considered excessive and a letter to express concern will be sent to parent/guardian.

Definition of Truant: *A child subject to compulsory school attendance and who is absent without valid cause for a school day or portion thereof.*

Definition of Chronic Truant: *A child subject to compulsory school attendance and who is absent without valid cause for 10% or more of the previous 180 regular attendance days.*

The following will take place when addressing absences:
Five (5) Verified Absences and/or Truant Absences

The school will notify the parent/guardian by telephone, letter, or home visit that their student has reached the above total.

Ten (10) Verified Absences and/or Truant Absences

The school will send a letter to inform the parent/guardian that a conference will be set-up with the Wabash County Truant Officer and may include the School Resource Officer, Principal or Assistant Principal or Teacher. Wabash County Truant Officer will notify parent/guardian of meeting date, place, and time.

Fifteen (15) Verified Absences and/or Truant Absences:

The school will send a letter to inform the parent/guardian that their student has been referred to the Wabash County Truancy Board. The Principal will provide past 180 days attendance with referral. Copy of referral will also be sent to Truant Officer. Students with 10% absences over past 180 days will be classified as Chronic Truant.

Eighteen (18) Verified Absences and/or Truant Absences:

The school will send a letter to inform the parent/guardian that their student is a "chronic truant".

The Wabash County Truancy Review Board will monitor student's attendance for the next year and will use available resources to improve student attendance. Students may be assigned Community Service, In-School suspension or as an Alternative to Expulsion after school curriculum, alternative school, or other resources. Counseling and other services may also be used. If attendance does not improve, chronic truants will be turned over to the State's Attorney's office.

According to Illinois School Code section 105 ILCS 5/26-a, any person having custody or control of a child and who knowingly and willfully permits such a child to persist in his/her truancy within that school year, upon conviction thereof shall be subject to not more than 30 days imprisonment and/or a fine up to \$1,500.00.

**** Procedures for Students returning after an absence:**

1. Report to office prior to start of school, between 7:30 a.m. and 8:00 a.m.
2. Present a note (**the day of return**) signed by parent or doctor indicating reason for absence and date(s) you were absent. **If there is no note (day of return) or the school has not been contacted by phone (the days of actual absents) it will be considered an unexcused absence.**
3. The office will issue you an admittance slip.
4. Present the admittance slip to your teacher. **NOTE:** If you change classes take slip to each class missed to be initialed by the teacher. The slip will be collected by the last teacher of the day.

Students who arrive in the morning after 9:25 a.m. will be counted half-day (1/2) absent, and students leaving school before 1:40 p.m. will be counted half-day (1/2) absent.

All late arrivals to school, a.m./p.m., must report to the office and sign in before going to class.

All early leaves must report to the Office and sign out prior to leaving.

While school-arranged homebound instruction with certified teachers will satisfy the attendance requirement of Provision 24, home schooling will not satisfy said requirement.

BOOK RENTAL AND FEES

Textbook Rental and fees are collected on Registration Day. The fees payable at South Elementary School are as indicated:

<u>Early Childhood</u>	
Supplies	\$40.00
<u>Kindergarten</u>	
Book Rental	30.00
Technology Fee	3.00
Activity Fee	2.00

<u>Extra Supplies</u>	12.00
TOTAL	\$47.00

First/Second Grade

Book Rental	\$35.00
Workbook	5.00
Technology Fee	3.00
Activity Fee	2.00
<u>Extra Supplies</u>	<u>5.00</u>
TOTAL	\$52.00

Families who are considered indigent or who for some reason cannot pay the fees by the first day should contact the office so arrangements can be made to take care of the above needs.

BULLYING AND HARASSMENT POLICY

We want our students to develop respect for others and for their rights. All students and teachers have the right to learn and work in an environment free from harassment and it is the responsibility of each of us to make sure that happens.

Bullying is an anti-social behavior that can have negative effects in the school community. It can limit opportunities to learn and grow in our school environment. This policy is aimed at preventing bullying at South School.

Bullying can be defined as any deliberate, hurtful behavior, which is repeated over a period of time toward another person or group of people.

Bullying can take many forms, including:

- Physical (hitting, hitting back, retaliation, kicking, spitting, slapping, etc.)
- Verbal (name calling, racist remarks, homophobic remarks, threatening remarks, etc.)
- Indirect (spreading rumors, excluding someone from social groups)
- Theft from another student, coercion
- Cyber (texting offensive remarks, offensive e-mails, etc.)

Harassment is any behavior that is unwarranted, unwelcome, and undesired that causes another person to feel discomfort because it is designed to hurt, embarrass, upset, and cause embarrassment and discomfort to another person. Bullying is just one form of harassment. Some examples of harassment are:

- Teasing and rumors, could be sexual, but not limited to sexual
- Unwarranted touching
- Discrimination
- Name calling
- Damage to property, derogatory graffiti
- Racist comments
- Sending nasty notes

- Deliberately leaving one out of activities
- Put downs
- Threatening or aggressive behavior

Are you a bully?

- Do you tease, abuse or hit others?
- Do you call people names, insult them, belittle them, or try to scare them?
- Do you take part with a group to offend others?
- Do you condone bullying of others by not helping or seeking help for them?

What you can do to help yourself as a victim of bullying:

- Ignore it. Act like it doesn't upset you. This will discourage the bully and he/she may stop.
- If that doesn't work, tell them their actions are not wanted and walk away.
- Talk about it to a teacher or supervisor.

Anyone feeling bullied or harassed, as per the definition within this policy, is encouraged to use social skills that promote a bully-free school or report bullying to the Supervising Adults at school such as a teacher, lunch supervisor, counselor, bus driver, or Principal.

If one is found to be a bully, several things can occur depending on the severity of the situation:

- Counseling
- Parent Conferencing
- Detention
- Lunch or Recess Detention
- In or Out of School Suspension
- Police Involvement
- Other

We are striving to make South School and our buses a bully-free zone.

DISTRICT BULLYING POLICY

BULLYING

The District and South School (SES) are committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from bullying, harassment or intimidation. This environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities. Our school has adopted a zero-tolerance policy to help promote this environment and to repair the harm done to the victims.

Bullying is defined as: Any severe or pervasive physical or verbal act or conduct, including communications made in writing, verbally, or electronically, directed towards a student or

students that places the student(s) in reasonable fear to them or their property; causes a substantially detrimental effect on the student's physical or mental health; or substantially interfering with student's academic performance or ability to participate in school activities or privileges provided by the school. Bullying, as defined, can take various forms, including but not limited to, harassment, threats, intimidation, physical violence, sexual harassment, slurs, drawings, theft, public humiliation, destruction of property. Bullying can be motivated by physical or clothing appearance, socioeconomic status, sexual orientation, race, religion, or marital status. Bullying is characterized by being repeated and intentional as well as having a power or size difference between victim and bully.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of positive climate, and support for victims and others impacted by the violation. False reports or retaliation for bullying also constitutes violations of this policy.

PROCEDURE – Reporting Bullying

Anyone can make a report of bullying. Reports can be made in any of the following ways. Report in person should be made to the Principal, Social Worker, or any faculty member. Faculty members will report any bullying complaints to the Administration and/or the School Resource Officer. To report a bully situation via email, use “Stop Bullying Now” button on the schools’ or District web page which will send a private email to the School Resource Officer. The Text-A-Tip Line, 26-ACES-TIP-2 (1-262-237-8472), can also be used to send a private text message to the School Resource Officer. All reports will be taken seriously. Any reports of bullying found to be false will be considered a violation of this policy and can result in action being taken against the complainant.

PROCEDURE - Remedies

Once a report of bullying has been received and investigated by the Principal, Social

Worker, or School Resource Officer and is found to be substantiated, remedies will be administered. Be advised that each report will be viewed/handled on an individual basis depending on the severity. At all times, the offender will be made aware of the detrimental effects of bullying by the Principal, Social Worker, and/or School Resource Officer.

First Offense: The Principal, School Social Worker, and/or School Resource Officer will hold a conference with the offender(s) to discuss the effects of bullying. This may include parents/guardians, Social Worker, and/or School Resource Officer. The offender will be given a warning to immediately stop all forms of bullying.

Second Offense: The student will be brought to the Principal's office for a meeting. The Principal will have the options of imposing detention or time-out, office lunch/recess detention, counseling, or other options. The offender will be advised of possible legal consequences (referral to law enforcement and/or Juvenile Court) and a discipline report will be filed in the student's file. The parent will receive a copy of the referral as notification.

Third or Subsequent Offense: The Principal will have the option of imposing detention, out of school suspension, Police involvement, or other additional remedies, depending on the situation. A discipline report will be sent to the parents/guardians/legal custodian and filed in the student's file.

During these remedies, the victim may be given the opportunity to explain to the offender why this conduct is not wanted and what effects the bullying is having on him/her. This conferencing will be done with the Principal or Social Worker and the School Resource Officer. If there are no witnesses and it is one word against the other, the accused will be told that if he/she is doing it, it stops, and if he/she is not doing it, it doesn't start.

It is the expectation at South School that everyone is nice to everyone else. We expect a bully-free zone.

BUS DRIVEWAY

SES has an area designated for buses only. For safety reasons, buses are the only vehicles that are to be in this driveway early in the morning and at pick-up times throughout the day. On occasions, buses use this driveway even after pickup at dismissal. If you are using this drive your license number may be turned over to the Mt. Carmel Police Department.

BUS RULES AND REGULATIONS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Final determination for distances that are questionable will be that of the District Transportation Director. Students are not permitted to ride a bus other than the bus to which they are assigned. The bus driver is in full charge of the students on the bus. The driver's relationship with the student is on the same plan that is expected with a teacher. Students **MUST** obey the driver. **The right of all students to ride the bus is dependant on their good behavior and observance of the rules and regulations.** Safety demands complete cooperation. Should any student persist in violation of the rules and regulations, it shall be the duty of the driver to report that student to the principal. Appropriate disciplinary actions will be taken for violation of bus rules and regulations.

Students may be suspended from riding the school bus for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus, he/she is not suspended from school and by law must still attend school. Parents/guardians will be responsible to have the student at school.

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

Parents will be informed of inappropriate student behavior on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children.

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

1. Be on time at the designated bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting on the bus.
3. Wait until the bus comes to a complete stop before getting on the bus.
4. Be careful when approaching the place where the bus stops.

5. Do not move toward the bus at the school loading zone until the bus is completely stopped.

6. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.

7. Do not move from one seat to another unless directed to do so by the driver.

8. Keep all parts of the body and all objects inside the bus.

9. Keep all body parts clear of the aisles when seated.

9. Assist in keeping the bus safe and sanitary at all times.

8. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.

9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotions are grounds for disciplinary action.

10. All school rules apply while on the bus, at a bus stop, or waiting for the bus.

11. NEVER tamper with, damage, or deface anything in or on the bus, or any of the bus and school equipment.

12. Help look after the safety of smaller children.

13. Keep all books, packages, coats, and other objects out of the aisle.

14. Leave no books, lunches, or other articles on the bus.

15. Keep the bus neat and clean.

16. Do not throw anything out of the bus window.

17. BE ABSOLUTELY QUIET WHEN APPROACHING A RAILROAD CROSSING.

18. Use emergency door only in an emergency.

19. In the event of emergency, stay on the bus and await instructions from the driver.

20. At a discharge point where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway and remain there until a signal to cross is given by the bus driver.

21. On trips, follow the directions of chaperone(s) appointed by the school.

22. There is neither eating nor drinking on the bus. This includes gum.

23. Be alert to danger signals from the driver.

24. Do not bring flammable materials, nor glass on the bus.

25. If you take balloons on the bus, keep them down between you and the seat in front of you.

26. Parents will be liable for any defacement or damage their student does on the bus.

27. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

Students who ride the school bus must abide by the rules set by the school. This includes the period of time before boarding or after alighting from the bus.

Transportation is considered an extension of the regular school program and students who violate behavior expectations are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are on school premises.

CAFETERIA INFORMATION

The cafeteria provides a lunch program authorized by the state. Well-balanced meals are provided for all students at a cost of \$1.75 per meal. Adult lunches are \$2.25. Students are also allowed to bring their lunch. A breakfast is available at \$1.00 for students and \$1.25 for adults. Lunch tickets should be purchased in the morning upon arriving at school. We use a system called Comalex, a computer point of sale system, which tracks the purchases and balances of a student's account.

The following rules governing behavior in the cafeteria have been established to minimize problems.

1. Students are to refrain from horseplay in lines and in the cafeteria. Students are to keep their hands and feet to themselves. Playing with food, throwing things, smashing paper cartons, etc. is strictly forbidden. Quiet talking is permissible as long as there are no problems.
2. If a student has a question or a problem, he/she should raise his/her hand and those on duty will help him/her.
3. Trading or sharing food in the lunchroom is NOT permitted.
4. Students will be dismissed from the cafeteria by a lunchroom supervisor.

DISTRICT # 348 POLICIES ON CHARGES:

1. Students are expected to pay for breakfast and lunches on a daily, weekly, or monthly basis. It is realized that students sometimes forget their money and need to charge. The maximum number of charges a student may accrue is five (5), at which time the student will be denied the privilege of charging until the five (5) are paid for in full. Parents need to make some other provisions for meals until the charges are paid,

such as sending a sack breakfast and/or lunch with their child. With the new program, parents can purchase lunches way in advance in any amount.

2. A notice of meal charges will be sent home when balance is low or -0-. with the student to keep parents informed, generally when the balance is at or near zero..
3. No charges will be allowed the last two (2) weeks of school.
4. All charges are to be paid by the end of the school year.
5. Parents who feel their family qualifies for the federally funded free and reduced lunch program may apply at any time during the school year. Please contact Kathy Dersch at 262-5104 with any questions or problems.
6. Balances at the end of the year will be carried over to NICE School.
7. Parents can also pay for lunches online at Café Prepay located on the South School Web Site.

If you have any questions about filling out a form, please contact Kathy Dersch at 262-5104 or 262-5105.

Please make sure you fill out the form completely and correctly. Any form not completed or with the wrong public aid numbers will not be accepted.

IMPORTANT: The new state aid formula figuring state aid for our schools is based on the free and reduced lunch count. If you feel that your family may qualify, please fill out a lunch form.

Lunch/Recess Times:

Kindergarten	11:00 a.m. - 11:45 p.m.
First Grade	11:30 a.m. - 12:15 p.m.
Second Grade	12:00 p.m. - 12:45 p.m.

CHILD CUSTODY

The school presumes that the person who enrolls the student is the residential parent of the student. The residential parent is responsible for discussions regarding day-to-day care and control of the student. Parents, legal guardians, or defacto parents have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent or as otherwise authorized by statute. The school, unless otherwise informed, assumes that there are no restrictions regarding the non-residential parent's right to be kept informed of school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of a Court Order which curtails the right(s). If the rights are questioned by the non-residential parent the issue will be referred to

police authorities for resolution. Unless there are Court restrictions, the non-residential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. Notice to the non-residential parent's request for records will be provided to the residential parent. The student is not permitted to be released to anyone, including the non-residential parent, during the school hours without the approval of the residential parent.

CLASSROOM PLACEMENT

Student placement is one of our more important tasks. We work hard to create classrooms that are positive learning environments for everyone. In May, our staff begins the involved process of creating class assignments for the following school year. Our goal is generally to develop heterogeneous groups and to provide for each child's needs. Many factors play a part and are carefully considered in the decision. These factors include: program needs of each child; balance of achievement levels; reading group, ratio of girls to boys; motivation level of each student; behavior factors regarding each student; compatibility of students in the classroom; independent work habits of students; student's social needs and leadership abilities.

Requests for specific teachers will not be honored. We will try to make an appropriate class placement, and all of our teachers are highly qualified teachers.

CLOSED-CAMPUS POLICY

The closed-campus policy was developed for the safety of South Elementary School students. Under this policy students and their parents are allowed two options. All parents are required to fill out and sign a Parental Statement of Intent concerning the closed lunch policy.

Option # 1 - A child will go home daily and will eat at home with a parent or guardian.

Option # 2 - A child will eat lunch at school daily unless a note signed by the student's parent is brought to school for the day or days the student will join the parent for lunch. Students are not allowed to leave unless this note is brought to school and turned in in advance.

Exceptions to this rule are possible with the consent of the Principal. However, under no circumstances will students be allowed to go out and eat without being accompanied by an adult. Each student leaving the building for lunch is to have on file with his/her classroom teacher written permission from his/her parented.

COMMUNICABLE DISEASES

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

diseases.

Parents are required to notify the school nurse if they suspect their child has a communicable disease.

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.

The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.

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 students' doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

COMMUNICATION WITH STAFF

According to District guidelines, staff should not be interrupted during their teaching times to take phone calls unless it is an emergency situation. Staff will be available for calls during their non-teaching times. If needed, the office will be happy to relay messages to staff or a voice mail can be left. Staff will then respond to any messages when not teaching. Staff will be available during these times: Kindergarten (12:50 – 1:30) 1st Grade (1:30 – 2:10) 2nd Grade (2:10 – 3:00) or they may be called during their lunch period.

COMPUTER USAGE POLICY

User Responsibilities

As outlined in Board Policy and procedures on student rights and responsibilities the following are not permitted: We currently do not offer students at South Elementary School access to the district computer network for electronic mail or access to the Internet. Therefore, the following information is not relevant for our students, but it is applicable to adults at this school, and by law must be included in every student handbook. If internet access were ever granted to students, all students would have to obtain parental permission and sign and return a Permission Form to the office. All this information does apply to all adults at our school who utilize email or access the internet.

District Internet and E-mail Rules

Students are responsible for good behavior on school computer networks should this ever be allowed, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network could be provided for students to conduct research and communicate with others. Access to network

services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access requires responsibility.

Individual users of the district computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with district standards; the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas shall be treated like school lockers. School administrators shall review files and communications stored on the system responsibly. Users should not expect that files stored on the system will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance that they exercise with other information sources such as television, telephones, movies, radio, and other potentially offensive media.

1. Sending or displaying offensive messages or pictures
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems or networks.
5. Violating copyright laws.
6. Using another's password.
7. Trespassing in another's folder, work or files.
8. Using the network for commercial purposes.

Violations shall result in a loss of access as well as other disciplinary or legal action.

CURRICULUM

At the K-2 level, we concentrate on our reading, language arts and math curriculums. Our school uses a highly acclaimed Math curriculum to teach mathematics. It has been an excellent choice. All new concepts are developed through hands-on activities and rich mathematical conversations that actively engage students in the learning process. Concepts are developed, reviewed, and practiced over time. Students move from the concrete to the pictorial to the abstract. This curriculum works because of the daily mixed practice, the frequent, cumulative assessment, and the opportunities for connections, communication and justification. It features complete transcripts of math conversations for every lesson. Teachers gain techniques to guide students to conceptual understanding.

Our core reading and language arts program is a scientific research-based series that features direct instruction. According to statistics, this program delivers on the promise of its name. It is proven to help students decode

and comprehend the meaning of print, while focusing on the five big areas of reading: 1.) phonemic awareness, 2.) phonetics and word analysis, 3.) vocabulary, 4.) fluency and 5.) reading comprehension. The curriculum allows the high-end performer to move ahead in the curriculum – even advance to the next grade levels and the curriculum remediates students who are seriously at risk for failure. The series features a strategy-based instruction that allows students to learn more efficiently. It has intensive, explicit, systematic teaching to help students achieve a high rate of success. The curriculum has carefully scaffolded lessons that build confidence and independence. It provides ongoing assessments and specific guidelines for remediation and effective instructional decisions. It also provides spelling instruction that helps make the connection between decoding and spelling patterns. Another wonderful feature of the reading curriculum is that it is heavily embedded in science and social studies to enhance and enrich the learning curriculum and the students love that!

South School also offers music, library, art, writing, physical education, and character education.

DENTAL/DOCTOR APPOINTMENTS

While we encourage parents to secure such appointments after school and on Saturdays, conditions do exist that make it necessary to have this attention during school hours. When this is necessary, the parents should make arrangements with the school office the day before the appointment by sending a note. This will allow the student to secure assignments prior to the absence and be prepared when he/she returns to school. Secure a doctor's note to present to the school upon returning to school for an excused absence.

DRESS CODE

The District #348 Board of Education believes it is advisable to govern to some extent the determination of what constitutes proper dress for attendance at school. The rules and regulations shall be reviewed periodically and revised when deemed necessary.

The mode of dress should reflect the proper attitude toward school and promote self-respect. One should be clean, neat, and well groomed at all times. Dress that will create undue distractions or result in disruptive actions on the part of the person will not be allowed.

Generally, acceptable dress for both boys and girls should be in good taste. Shirts and blouses which expose the abdomen and clothing that exposes any underwear are not acceptable. Spaghetti string tops, halter tops, tube tops, and muscle shirts are not acceptable. All students must wear shoes. Caps, hats, headgear and visors must be removed upon entering the building.

Clothing with vulgar or suggestive writing or pictures will not be tolerated. Clothing advertising alcoholic beverages, smoking, or drugs will not be allowed.

Unusual or questionable dress will be screened by the administration and students will be asked to change the clothing.

EMERGENCY DRILLS

As part of the school safety program and to insure the safety of your child, fire and disaster drills are held at intervals during the school year. Procedures are posted in each classroom and reviewed by teachers with students periodically.

Should a real emergency situation arise, and parents want to pick up their child it must be done through the office. The school staff must keep a record of students leaving the premises.

EMERGENCY FORMS

Each person at the beginning of the school year fills out an emergency form for use should your child be injured or be involved in some emergency during the year. **Please help us keep this information current by notifying the office of any changes in work place, name, address, or telephone. It is important that these forms are correct.**

ENROLLMENT AGE AND PROCEDURE

In accordance with state law, children who attain the age of five (5) *on or before* September 1 are eligible to begin kindergarten in August.

Children should be accompanied by their parents when enrolling in school. Please bring the child's certified birth certificate, physical on an Illinois form and any school records if he/she has attended school before. Parents may be required to sign a Verification of Residence Form when enrolling their child(ren).

FAMILY LIFE AND SEX EDUCATION - ABSTINENCE

The need for a strong family institution in which family members can live together in dignity and with respect for self/others cannot be overemphasized. Therefore, the family is fundamental to any sex education program developed within or outside the school district.

The school plays a vital part, acting in cooperation with and reinforcing parents and church, in providing family life and sex education information. Because we are a K-2 school, we have very little curriculum on sex education, but due to state policy this must be included in every student handbook. Parents will be given at least 5 days

advance notice prior to instruction in classes of this nature. We do offer "Good Touch, Bad Touch" through the Guardian Center for the safety of our students.

FIELD TRIPS

Field trips are part of the educational program and students are generally expected to participate. Students whose parents object to the child's participation in a field trip will notify either the principal or classroom teacher in writing. Those students will not participate in scheduled field trips. Permission slips for all field trips are presented during the registration process, making it unnecessary to send permission slips for each field trip. However, in most cases, teachers will notify parents to let them know their student will be going on a field trip. If a parent changes his/her mind from the original consent form, he/she should notify the teacher immediately.

FOOD AND DRINKS AND CANDY

The policy dealing with candy, gum food, and drinks is as follows:

1. The use of gum will be prohibited, unless with staff permission and supervision.
2. Candy and snacks will be consumed in the class for which it was brought. If candy is received from a teacher, it is to be consumed while with that teacher or taken home and not to be consumed on school grounds or on the bus.
3. All food purchased in the cafeteria or brought from home is to be consumed in the cafeteria.
4. Glass bottled soft drinks are not to be sent with student's lunches

GRADING PROGRESS REPORTS and GRADE REPORTS

The grading of a student's work is solely the task of each individual teacher in his/her classroom. Grades will be comprised of tests, homework, and daily activities.

Progress reports may be sent out during the school year to indicate student progress. This is done at the teacher's discretion.

Grade reports are issued four times each year (approximately every nine weeks) to inform parents and students of student achievement. Grade reports are to be signed by parents or guardian and returned within one week. An explanation of grades is found on the grade report. Parents and students should note the teacher comment section of the grade report.

GRIEVANCE PROCEDURES

A grievance is a difference of opinion raised by a student, a group of students, a parent or parents, or a member of the community involving:

1. the meaning, interpretation, or application of established policies.
2. difference of treatment.
3. application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Any hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity to participate for all persons involved in the process.

Information is available in the office of the superintendent, building principal, Title IX coordinator, 504 coordinator, and athletic director. Time limits refer to days when school is in session.

Step I – The student(s) and/or parent(s) (“grievant”) should discuss the matter with the person(s) with whom the grievance issue arises with 14 days of the time when a reasonably alert person should have been aware of the event giving rise to the grievance. An oral response must be provided within 5 days thereafter.

Step II - (if appropriate, otherwise proceed to Step III) If the problem is not resolved at Step I, the grievance should be referred informally to the Title IX or 504 Coordinator, if appropriate. A meeting must be held within 5 days from notification of referral and a written response made within 5 days thereafter.

Step III – If the problem is not resolved at Step I or II, the grievance should be formally referred in writing to the Building Principal. A meeting shall be held within 5 days from receipt of written notification and a written response provided to the grievant within 5 days thereafter.

Step IV – If the grievance is still not resolved, grievant should within 10 days submit the grievance in writing to the Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be conducted and documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and Superintendent or a duly appointed district representative within 10 days and a written response provided within 5 days thereafter.

Step V – If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Board of Education within 10 days from the receipt of the response in Step IV. The grievant may then appear at the next regular meeting of the Board of Education or a special meeting if called by the Board. A written response will be provided with 10 days thereafter.

Step VI – If the issue is not satisfactorily resolved at Step

V, the grievant(s) may appeal the grievance in writing and, if grievant(s) so choose, request a meeting with the Superintendent of the Educational Service Region.

Step VII – If the issue is not satisfactorily resolved in Step VI, the grievant(s) may appeal the grievance in writing to the Illinois State Board of Education/State Superintendent. Due process shall exist through the grievance procedure and shall include the rights to representation, presentation of witnesses and evidence, confidentiality, review of relevant records, and proceed without harassment and/or retaliation.

GUIDANCE/COUNSELING SERVICES

Guidance service will be available by district personnel. These services include: counseling, conferences for students, parents, and teachers; testing, both individual and group. All students and parents are encouraged to visit the Social Worker. It is the Social Worker’s goal to help each student to reach his/her fullest potential.

Conferences with the Social Worker may be arranged by parents/guardians by telephoning the school or by sending a note or letter to the Social Worker. Also, the Social Worker may request a conference whenever it may be deemed as needed or beneficial to the student. Our guidance counselor is Mrs. Nancy Vargo. You can reach her at 263-3851.

HEAD LICE

If a student is found to have head lice or nits, they will be sent home. If live lice are found, the student must bring to school proof of treatment before they have their heads checked and be free of lice and/or nits before being allowed back in school. The State Board of Health has stated that it should take no more than two (2) days to get your child’s head free of nits and lice and back into school, and in most cases only one. If this does not happen or becomes a persistent problem the child could be found truant. If truancy exists legal action can be taken. There will be repeated head checks to see that they remain free of lice and/or nits. All students who ride the bus must be cleared by the nurse as lice free/nit free before resuming the riding of the bus or returning to class. If you need assistance in knowing how to free your house of lice, you may call the school at 263- 3851 and ask the nurse or you may call the health department. All students are checked for head lice at specific times throughout the year.

Health Concerns: Allergy Policy & Diabetes

Wabash District #348 adopted a new policy in 2010 - 2011 related to Food Allergy Management. The purpose of the policy is to reduce the risk of exposure to allergens when a student is at school. If a student has a known food allergy, please notify the school nurse with that information.

In addition, the district remains proactive in managing childhood diabetes. The district is required by state law to have a Diabetes Medical Management Plan on file for any students who have been diagnosed with diabetes. That plan needs to be updated at least every year. If your child has been diagnosed with diabetes, please contact the school nurse so we can have close collaboration to ensure a safe and positive learning environment.

HOMELESS

South School and the Illinois State Board of Education consider school enrollment, attendance and success of homeless children a high priority and a free and appropriate education will be provided. Both Illinois and federal law define “homeless”. Homeless students include, but are not limited to, children or youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as being “doubled up”); are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; are staying in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; or are otherwise not residing in a fixed, regular and adequate nighttime residence. There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

“Homeless” children and youth are entitled to attend any of the following:

1. the school in which he/she was enrolled when permanently housed;
2. the school in which he/she was last enrolled; or
3. any public school that non homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend.

If you feel your child or youth fall into the “Homeless” category please contact:

- SES, Social Worker and the District Homeless Coordinator, Nancy Vargo
263-3851

HOMEWORK

Every child should have his own quiet corner and regular time for reading and studying. Homework is purposeful

when it provides needed practice in newly developed skills, helps train a youngster to work independently, and enriches and extends his/her school experiences. One of the teacher’s objectives in preparing homework assignments is to promote initiative, responsibility and self-reliance.

Parents should talk about school with their youngsters each day, discuss the assignments, and later check to see that assignments have been completed. Parents should never do homework assignments for their children, but after discussing the assignments, should allow the child to complete them independently.

At this age, K – 2 students shouldn’t consistently spend more time than 1/2 hour on homework, or if his grades are low and he/she has no homework, a conference with the teachers, counselors, or principal may be needed.

INSURANCE AND INSURANCE CLAIMS

Each student will have the opportunity to sign up for school insurance at a reasonable rate. Information on specific policies and cost will be released at the time of student registration in August. Generally, school insurance is not required.

Students or parents filing a claim for school insurance coverage are to contact the school nurse or secretary to obtain and fill out any claim forms. A parent or guardian must have the form signed by a doctor, and then forward it to the insurance company.

School insurance is a supplemental insurance to your insurance. Your insurance company should be billed first.

LIBRARY INFORMATION

All students, faculty members, and staff members at South Elementary School are encouraged to use the library and borrow materials from it

All books to be taken from the library by a student must be checked out by the librarian or library assistant.

Library books may be borrowed for one week. Each book may be renewed.

Each student is responsible for the book he/she checks out in his/her name. Library books should not be loaned to another student. Return the book to the library and let the other student check out the book in his/her name. Damage to books and/or lost books will be paid for by the student and/or his/her parent(s) by the end of the school year. The book cost will be determined by the librarian. The cost of the book must be paid for before the student can receive his/her report card at the end of the school year.

If you cannot find what you want in the library, ask the librarian for help. He/she will be glad to help you.

The materials in the library will reward you in many ways. The books on the shelves encircle the whole field of human knowledge and imagination.

Enjoy the time you spend in the library at South Elementary School.

LOCKERS

Lockers may be assigned to students for use during the year. The school retains ownership and the right to inspect and search the lockers and to confiscate items that are considered contraband, inappropriate, or dangerous. Items are not to be taped onto the lockers.

LOST AND FOUND

1. All lost books will be turned into the library.
2. Lost clothing will be turned in to the office.
3. All gym equipment will be turned in to the P. E. teacher.
4. All other items will be turned in to the school's office.

If a student has lost anything, he/she should check for the lost item at the designated location.

MAKE UP WORK

A student that has been absent is to contact his/her teacher when he/she returns to arrange for make-up work he/she has missed. When absence is anticipated, the student should arrange to do the work in advance to prevent extensive make-up work. Parents/guardians may call the school before 9:30 a.m. to request homework, which may be picked up in the office after 3:00 p.m.

MANDATED REPORTERS

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

MEDICATION AT SCHOOL

The following is the policy of District #348 concerning student medications.

Students should not take medication during the school hours or during school-related activities unless it is prescribed by a doctor and necessary for a student's health and well-being. When a student's licensed health care

provider and parent or guardian believes that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication.

1. No School District employee shall administer to a student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed "School Medication Authorization Form" is submitted by the student's parent/guardian.
2. No student shall 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 policy and its implementing procedures.
3. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form," a "Policy Statement for Self-Administration of Medication," a "Parent Agreement for Child to Carry Medication," and a "Physician Request for Self-Administration of Medication."
4. The School 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 the medication's storage by school personnel.
5. Parent/guardian must 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 medication or the storage of the medication by school personnel.
6. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

NON-DISCRIMINATION STATEMENT

Equal educational and extracurricular opportunity shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the grievance procedure.

Section 504 of the Rehabilitation Act:: Section 504 has been with us since 1973. For many years its main thrust has been in the area of employment for individuals with disabilities and for members of minority groups. However, within the last several years, the Office for Civil Rights (OCR), charged with enforcement of Section 504, has

become pro-active in the field of education of individuals with disabilities. Advocacy organizations and the legal system likewise have increasingly focused on Section 504's requirements to insure the education system provides the full range of special accommodations and services necessary for students with special needs to participate in and benefit from public education programs and activities. The information in this "Resource Guide" focuses upon the instruction issues of Section 504 (Subpart D), and not upon employment practices. Section 504 prohibits discrimination against persons with disabilities, including students, district patrons and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds, regardless of whether the specific program or activity involved is a direct recipient of federal funds. Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a Free Appropriate Public Education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the United States. All individuals who are disabled under the Individuals with Disabilities Education Act (IDEA) are also considered to be disabled and therefore protected, under Section 504. However, all individuals who have been determined to be disabled under Section 504 may not be disabled under the IDEA. These children require a response from the regular education staff and curriculum. With respect to most students with disabilities, many aspects of the Section 504 regulation concerning FAPE parallel the requirements of the Individuals with Disabilities Education Act (formerly the Education of the Handicapped Act) and state law. In those areas, by fulfilling responsibilities under the IDEA and state law, a district is also meeting the standards of the Section 504 regulations. However, in some other respects the requirements of the laws are different. There are some students who are not eligible for IDEA services but who nevertheless are deemed disabled under Section 504, and to whom a district may therefore have responsibilities.

Teachers or parents may request a 504eligibility meeting to see if a student qualifies for a 504 Plan. To qualify a student must have a disability that substantially limits a major life activity. The District 504 Coordinator is Darlene Weir. Her office is located at South Elementary School, 715West Third Street here in Mt. Carmel. She can be reached at 618-263=3851.

Any complaints concerning this Non-Discrimination Statement should be registered with:

Complaint Managers: Building Principal

Darlene Weir, Principal
South Elementary School

715 West Third Street
Mt. Carmel, IL 62863
618-263-3851

Nondiscrimination Coordinator:
Tim Buss, Superintendent
Wabash Community Unit School District #348
218 West Thirteenth Street,
Mt. Carmel, IL 62863
Telephone - 618/262-4181

NON-INTERRUPTED READING INSTRUCTION

South School uses Reading Mastery, a curriculum that utilizes Direct Instruction. Reading instruction is scheduled so that all reading classes in each grade level are at the same time.

For Kindergarten, this time is 9:30 – 11:00 each day.
For First Grade, this time is 10:00 – 11:30.
For Second Grade this time is 10:00 – 12:05.

These times of reading instruction are not to be interrupted. During this time students will not be called out of their classroom, sent out of their classrooms and messages will not be delivered to students or staff.

PARENT CONFERENCES AND CLASSROOM OBSERVATIONS

Conferences are an important part of the school program. Parents may request a conference at any time during the school year by sending a note to the teacher or calling the school. Teachers may request additional conferences as the need is noted. Conferences should be scheduled at a mutually agreed-upon time and should be scheduled so as not to take other pupils' class time or interfere with the performance of the teacher's other duties.

On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations, however to limit disruptions to the classroom setting, we have established the following guidelines.

1. Classroom observations must be scheduled with your child's classroom teacher at least one day in advance.
2. Classroom observations will be limited to thirty minutes in length or one class period.
3. The parent cannot disrupt the educational setting, i.e. talk to or distract the child or classroom teacher during instruction.
4. Upon arrival, parents need to sign in at the front office and have their hand stamped as a visitor. Once in the classroom, the teacher will show you where to be seated during the observation.

After a classroom observation, any conversation with the teacher should be held when students are not present.

We'd be happy to set up a conference time with you to provide the time and attention you deserve. Thank you for your cooperation.

DISTRICT #348/SES SCHEDULED PARENT/TEACHER CONFERENCES

South School will conduct four (4) scheduled conference days. These days for the 2010-2011 school year will be:

Thursday, October <u>27, 2011</u>	5:00 p.m. – 7:30 p.m.
Friday, October <u>28, 2011</u>	8:00 a.m. – 11:30 a.m.
Thursday, March <u>22, 2012</u>	5:00 p.m. – 7:30 p.m.
Friday, March <u>23, 2012</u>	8:00 a.m. – 11:30 a.m.

PARENT RESOURCES

Our Parent Liaison and social worker will be available to speak with parents by appointment or as her schedule allows. For further information about services contact the school office at 263-3851. Please ask for Mrs. Vargo.

PARENT'S RIGHT-TO-KNOW

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum the following:

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

Request for such information should be made, in writing, to the principal or their designee.

PARKING LOT

The South School parking lot is divided into 3 areas for entering and leaving. Please observe the arrows to follow the correct traffic flow. **Do not drive across or park in the crosswalk area during school hours of 7:30 a.m. – 3:30 p.m. Also, cars are not allowed to park in the bus lane at any time.** If you are getting out of your vehicle to come inside the building, please park in a parking stall.

If you are parking in the parking lot to pick up your first grader, you are not permitted to park behind and block the parking stalls.

PERMISSION TO LEAVE SCHOOL

No student is to leave the building without going through the office first and signing out.

Illness

Before a student can leave school due to illness, doctor's appointment, etc., they must either have approval of the nurse or office personnel, who will in turn notify the principal and their classroom teacher. Additionally, the parent/guardian will be notified to pick up the student.

Leave School Early

The proper procedure for leaving school early is as follows:

1. The student presents a note from his/her parent/guardian to his/her teacher when he/she arrives at school in the morning.
2. The parent will pick the student up in the office and sign the student out.
3. The parent will come to the office to request the student for early dismissal and sign the student out.

PERSONAL ITEMS

Students are not to bring personal items, toys, skates, roller blades, skateboards, radios, CD's, etc. to school unless they are to be used in the classroom for an activity. If they are brought for an activity, they are to remain in the classroom until they are taken home. If CD's, radios, etc. are used on the bus, they must be put in the back pack before entering school and left there until back on bus. These items often cause conflict and disruptions for your child, as well as the problem that the items could be lost or stolen. We do reserve the right to collect any item that presents a problem. The item(s) may be kept in the office and released to the parent/guardian. Money in amounts more than necessary for school purchases is also discouraged. In most cases it is unnecessary for elementary youngsters to have extra money at school. Trading, selling, and exchanging of any personal items is not allowed at school. The school will not be responsible for lost and/or broken personal items that are brought to school.

PERSONAL MESSAGES TO STUDENTS

We understand that unforeseen situations and emergencies will arise and necessitate that a message be left for your child (via telephone, written note, or in person). We do ask that, when possible, all personal messages or communications between home and students be taken care of outside of school. Our purpose in making this request is to minimize classroom interruptions and maximize instructional time. If needed, the office would be happy to relay personal messages to students at the appropriate times.

PESTICIDES

In accordance with the Structural Pest Control Act, 225 ILCS 235, parents/guardians have a right to be notified, in writing, two (2) business days before the school applies any pesticides, excluding anti-microbial agents and insecticide or rodent baits. Parents/guardians must sign a register with complete information in order to be notified. This register is available at student registration or you may come to the main office and sign the register.

PHYSICAL EDUCATION

Physical Education is required of all students unless excused for medical reasons. Physical Education is offered daily at SES. Boys and girls will need a pair of gym shoes left at school for them to change for PE.

PHYSICAL EXAMINATION AND IMMUNIZATIONS, HEALTH, VISION AND DENTAL EXAMINATION

All students entering school for the first time (Kindergarten) or enrolled in the fifth or ninth grade must complete a physical recorded on an Illinois form and have a completed up-to-date shot record. Physical exam forms are available at the school or from a local doctor.

Required shots are Polio, Old-Fashioned Measles, German Measles, Diphtheria, Mumps, Whooping Cough, Tetanus, Varicella (Chicken Pox) and Hepatitis B. The record must list each shot given and dates on which they were given and be signed by a licensed medical professional.

The above requirement must be met at the time of enrollment, or by law the child must be excluded from school.

All students enrolling in school for kindergarten, second and sixth grade must also complete a dental examination recorded on an Illinois form. Dental exam forms are available at the school or from a local dentist. The child will be required to have a dental examination between July 1, 2006 and May 15, 2007 to be in compliance. If the examination is not done after July 1, 2006 and before school starts, then you must bring an appointment card showing the date that the examination is scheduled to be completed. If a child cannot get a dental exam due to undue burden or lack of access to a dentist, you will be required to get a waiver from the local health department and return it to the school.

Likewise all students entering Kindergarten or school for the first time in the State of Illinois must present proof before October 15 of the current school year of a vision/eye examination performed within one year prior to entry of Kindergarten or entry into an Illinois school. Failure to present proof by October 15, allows the school

to hold the student's report card until the student presents the proof of a completed eye examination, or that an eye examination will take place within 60 days after October 15.

PICTURES

The school may release names, pictures and/or videos of school events to the news media for school promotions. Should parents object to the use of their son's or daughter's picture or name being used, they need to advise the school in writing.

PLAYGROUND RULES

1. Slides are for sliding down only, not walking up, standing on, or jumping off.
2. Do not stand on top of any playground equipment.
3. Sit in the swings.
4. Never push another student.
5. Students are to stay away from the street.
6. Watch for other students when running or playing tag.
7. When playing tag, tap the other person. Do not push or hit.
8. No fighting, pushing, shoving, kicking, tripping, or karate chopping.
9. When using the teeter-totter, do not bounce other students or jump off of the teeter-totter.
10. When you hear the supervisors blow their whistle, everyone must stop, listen, and follow directions.

PROMOTION POLICY

In response to the state mandate, a student shall be promoted from one grade to the next based upon academic performance measured by standards determined by the Board of Education. The Principal and the grade level teachers shall make the promotion recommendation. Exemplary attendance is essential to a student's academic achievement based on the following criteria:

The standard required for promotion to the next higher grade shall be based upon successful completion of curriculum requirements.

Skills will be considered by the building principal and teacher in reviewing the student's progress. Benchmark assessments will also be considered as criteria of promotion.

Students who fail to meet the standard for promotion shall receive a remedial assistance program. The building principal in consultation with grade level/subject area teachers and the affected student's parents or guardians will develop the program.

Failure to complete the required remedial assistance program successfully could result in retention in the grade.

RELEASING STUDENTS FROM CLASS

All students who leave school before dismissal **MUST** sign out in the office. Also, students returning to school after leaving **MUST** sign in, in the office. **NOTE** – Parents must pick up and/or drop off their student in the Office, not in the hallways or their rooms. The student will not be excused from class until the parent is in the office. This will help us provide better supervision of our students and monitor our early dismissals.

Unless it is absolutely necessary, please avoid picking children up 5 to 15 minutes before the end of the school day. Lesson closure, homework assignments, communication/hand-outs to go home and special announcements are often reserved for the end of the school day. See Early Leave under Attendance. Students being picked up during school hours and after school **MUST** be picked up by their parent/guardian in the Office. If the parent sends someone else to pick up the child: **THE PARENT/GUARDIAN MUST SPECIFY IN WRITING THE IDENTITY OF THE ADULT THAT WILL BE PICKING UP THE STUDENT AND THEY MUST SIGN THE NOTE.**

RESPONSE TO INTERVENTION

As of January 2009, schools must implement a state initiative called Response to Intervention which is referred to as RtI. RtI is a tiered methodology in which increasing levels of intensity in programming are provided. RtI includes the practice of high quality instruction and scientific research-based interventions which are specifically matched to student needs within the general education classroom. Consistent with No Child Left Behind, RtI is a data-driven approach which requires schools to monitor progress and make decisions about implementing instruction based on performance data. Within the general education environment, interventionists/service providers are those same professionals who service the general and special education population. Included are the general classroom teachers, special education teachers, speech language pathologist, reading specialist, occupational therapist, psychologist, social worker or counselor, and paraprofessionals.

The key **components** of the RtI process are: 1.) Universal Screening which identifies levels of proficiency for each student in essential skills and which should be performed multiple times throughout the school year. We universally screen students three times a year. 2.) Research-based Instruction which reflects the accumulation of research on how children learn and how teachers need to teach. 3.) Differentiated Instruction 4.) Early Intervention which

focuses on ensuring that targeted instruction is begun as early as possible and matched to individual student needs. 5.) Progress Monitoring which includes frequent assessment of student progress to gather information that is used to identify student needs of the student. 6.) Data-driven decision making that uses data to drive instruction.

Instruction is based upon a three-tiered approach and includes both academics and behavior. RtI attempts to ensure that a student who is ultimately placed in Special Education has a genuine learning disability or behavior problem, rather than one related to poor instruction, environmental issues, or the need for additional time or more intense interventions.

SAFETY DRILL PROCEDURES and CONDUCT

Safety drills will occur at times established by the school administrator. 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 (one with Fire Department participation), a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, a minimum of one (1) bus evacuation drill, and a minimum of one (1) earthquake drill each school year. There may be other drills at the direction of the administrator. Drills are not announced to the students ahead of time.

SCHOOL CALENDAR

A copy of the tentative school calendar for the year will be found at the front of the handbook and is available upon request in the school office. Parents are reminded that the school calendar available at the beginning of the year is tentative and will be adjusted or amended on the basis of snow or emergency days used. The calendar is usually amended in March or April.

SCHOOL CLOSING

In case of delayed school opening or school closing because of inclement weather, notification will be made via local radio and TV stations.

WYNG– 94.9FM – Mt. Carmel

WVJC- 89.1FM – Mt. Carmel

WSJD – 100.5FM - Mt. Carmel

Mt. Carmel Cable Channel 15 – WCJ - TV

Our district utilizes Global Connect, a call system that calls the homes and cell phones of parents for school closures or other special messages.

SCHOOL PICTURES

Individual student pictures will be taken in the fall and spring. In the fall parents will be presented with several optional packages and may choose the one that they prefer.

Pictures are to be paid for when ordered and may be returned for refund or retake if the pictures are unsatisfactory. In the spring the school pictures will be sent home with the students. Parents may choose to purchase part or the entire package or return the pictures.

All students generally have their picture taken whether they buy a packet or not since a picture is needed for the cumulative folder.

SEX OFFENDER NOTIFICATION LAW

Sex Offender 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) as listed below.

However, anytime that a convicted child sex offender is present on school property – including the three reasons listed below – he or she is responsible for notifying the principal's office before 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 in the vicinity of children.

- 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 a special waiver of written permission from the superintendent or school board for the specific visit.

A violation of this law is a Class 4 felony.

Please be aware of the Public Act 940004: Sex Offender Registration.

This legislation requires that principals of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public.

The sex offender information is available at

www.isp.state.il.us/sor

SKATEBOARDING

Skateboarding is not allowed on school property. The property is posted – NO SKATEBOARDING.

SCHOOL REPORT CARD

The School Report Card can be viewed on the District web site:

www.district348.wabash.k12.il.us

Hard copies will also be available in the school office upon request.

SCHOOL VISITATION RIGHTS FOR PARENTS AND GUARDIANS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon requests.

SCREENINGS

All students have vision and hearing screenings annually in grades kindergarten, first, and second. Parents are notified by letter if a problem is detected.

The school screenings are no a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered with the previous 12 months.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, district agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile” and “offensive” include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

All allegations another student sexually harassed that one student shall be referred to the Building Principal and Counselor for appropriate action.

Complaint Manager: Building Principal

SMOKE FREE ENVIRONMENT

South Elementary School supports the policy of a smoke-free environment for faculty and students and therefore prohibits smoking on school premises and carrying tobacco. Tobacco is considered a contraband item and will be confiscated by faculty members. Neither students, nor adults are allowed to smoke on school premises. This includes no smoking in the parking lot at any time including when you drop off or pick up your child at school.

SPECIAL EDUCATION AND THE EDUCATION OF CHILDREN WITH DISABILITIES

In order that instruction and training may be given to exceptional children of the school district, a special education program is maintained in accordance with the regulations and standards issued by the State Superintendent of Education. South School practices “Response to Intervention” before making any referrals to special education. Through a partnership with WOVSED and District #348, we offer special education services in Learning Disabilities, Communication Disorders, Emotional Disorders, Early Childhood, Physical Therapy, Occupational Therapy and Speech and Language. Our Special Education Director is Mrs. Susan Harrison and if you have any questions or need special assistance, she can be reached at 262-5104 at Mt. Carmel High School.

It is the intent of the district to ensure that students who are disabled within the definition for Section 504 of the

Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The District 504 Coordinator is Darlene Weir. She can be reached at South School at 263-3851.

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

STORM/STUDENT PICK-UP

We maintain that during a storm the safest location for the students is at school and not out in the storm. If parents/guardians come to school to pick up their child, the parents/guardians may stay with their child at school until the storm passes. However, if parents/guardians feel they must take their child and leave, they may. We cannot hold you and your student at school. You may leave with your child at your own risk. The procedure for taking a student during a storm is: 1. Report to Office 2. Give your name and relationship to student. Sign student out. 3. Go to gym entrance hallways 4. Your student will be contacted to come up to your location 5. You may then leave. This procedure is for safety reasons and to aid us in keeping the halls as clear of traffic as possible.

STUDENT CONDUCT

1. Students should attend school and classes regularly, on time, and are to leave the school campus immediately at the end of the school day unless supervised by school personnel.
2. Students should be prepared for class with the appropriate materials and work.
3. Students should know and obey school rules and regulations.
4. Students should respect the rights of school personnel, fellow students, and the public in general while going to, coming from and during school.
5. Students should achieve to the best of his/her ability.
6. Students should be accountable for all actions.

Any student engaged in gross and/or chronic disobedience or misconduct during the school year may be suspended or expelled. If the conduct occurs at the end of the school year the suspension may exceed the remaining school days. The remaining days of the suspension will be completed at the beginning of the following school year regardless of the school of attendance in Wabash CUSD #348.

STUDENT DISCIPLINE

Teachers will make every effort to discipline students within the classroom. Using Positive Behavior and Intervention Supports (PBIS), positive interventions will be offered to achieve the desired student behaviors whenever we can. While consequences are necessary, re-direction and social skill instruction is a huge part of PBIS and the student discipline process at South School. If needed the school social worker and/or Principal may become involved. Our school has adopted five all-school rules called the High Fives so that students know exactly what is expected of them in all areas of the school environment. The High Fives are: 1.) Be there and be ready. 2.) Be responsible. 3.) Be respectful. 4.) Be safe. 5.) Follow directions. We prefer to put the emphasis on recognizing what our students do right, but in some cases it does become necessary to take corrective measures to address student discipline.

Arena of School Control

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

1. On, or near, 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 an educational function.

Disciplinary Measures:

Disciplinary measures include but are not limited to: warning, parent contact, withholding of privileges, personal counseling, time-out, seizure of contraband, detention (lunch or after school), parent conference, removal from classroom, out-of-school suspension, and expulsion.

Definitions of Consequences:

Warning – Students are told that repeated offense(s) will result in more severe disciplinary action.

Parent contact – Parent is notified of the discipline concern by phone, mail, sending the report home, or in person.

Parent conference – A formal scheduled meeting with parent/guardian to discuss a student's behavior.

Personal counseling – The student may be referred to the guidance counselor.

Withholding privileges – exclusion from participation in and/or attendance at extracurricular school-sanctioned

activity.

Seizure of contraband – The contraband item will be taken away from the student and returned to the student or parent.

Detention – Time assigned the student by a staff member or administrator to be served outside of the academic portion of the day such as recess.

Removal from classroom – The student may be sent to the office or another classroom to be removed from the situation. The student may be placed in "Time-Out" within the classroom or in the school office.

Out-of-School Suspension (OSS) – A temporary exclusion of a student from school (including all activities sanctioned by Wabash Community Unit School District #348), from all school property, from riding the school bus or from a class or classes for a period of time not to exceed (10) school days.

Expulsion – Board of Education approves expulsion of a student for a period of time greater than ten (10) school days but not to exceed two (2) calendar years.

*Offenses may result in the involvement of the law enforcement agencies being contacted. Although it is not required to notify parents if the police are involved, out of courtesy and concern, we typically try to contact the parents.

Discipline Violations:

Discipline consequences indicate the minimum measure for the first offense. More stringent consequences may be used when necessary or when multiple violations occur.

All parents/guardians and students should be aware that some of the acts listed below as well as violation of the Safe School Zone, can also bring criminal prosecution and penalties as well as school disciplinary action.

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including matches and/or lighters
2. Disruptive Behavior
3. Truant
4. Leaving school without permission
5. Theft*
6. Physical Confrontation/Physical Violence
7. Threats*/Intimidation
8. Bullying
9. Insubordination
10. Tardies
11. Toys, Cameras, Radios, Electronic Devices, and items that interrupt the educational process.
12. Possession, use, or sale of drugs or drugs look-alikes and paraphernalia*
13. Weapons*
14. Using, possessing, distributing, purchasing, selling of alcoholic beverages.*
15. Display of gang symbols or paraphernalia*
16. Bus misconduct

17. Profanity/Profane Gestures, Verbal/Written slurs, including Racial Slurs

Parent conference or notification is required in all suspensions and changes of placement. The asterisk signifies the more serious violations.

The school administration retains the right to take disciplinary action deemed appropriate regardless of the occurrence in severe cases. Teachers and school personnel will deal with minor and moderate misbehavior by working with students and parents to change behaviors. Major misbehavior will be referred to the administration. The above does not and cannot cover every situation that might arise during the school year. Each situation of misbehavior that affects the educational process will be addressed and handled by school personnel.

Delegation of Authority:

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, or corporal punishment, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational 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 for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, Dean of Students or designee is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross and/or chronic disobedience/misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Discipline Policies:

Drug and Weapons Policy:

The possession, use, sale, distribution and purchasing of alcohol, drugs or drug look alike, and drug paraphernalia cannot be tolerated. The possession of a weapon at school will not be tolerated. The consequences will include suspension to expulsion, require counseling and/or legal authorities will be notified. All state and federal guidelines will be followed.

Aggressive Behavior Reporting

It is the policy of Wabash Community Schools to discourage and prohibit aggressive student behavior, including bullying, at school. Prohibited aggressive behavior includes behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive

behavior, without limitation, includes the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or comparable conduct.

A record of incidents of aggressive behavior shall be kept in the student's discipline file and a report of such incidents shall be provided the parent or guardian of the child who uses aggressive behavior.

STUDENT RECORDS

Federal and Illinois law goes into much detail on the rights and responsibilities of students, parents and school officials where records are concerned. Following is a summary of the major provisions of these laws and regulations.

1. The student permanent record consists of basic identifying information academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal.
2. The student's temporary record consists of all information not required to be in the student's permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record and disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment relating to drugs, weapons or bodily harm to another. The temporary record is reviewed every four years. If a student transfers to another building the record is held until it becomes out-of-date. The temporary records are destroyed five years after the student's graduation or permanent withdrawal occurs.
3. Parents have the rights to:
 - a. Inspect and copy all information contained in the student's record. There may be a 35 cents per page charge for copies. However, no parent may be denied a copy of student records because of an inability to pay such costs.
 - b. Challenge the contents of the records, except grades, by notifying the administration of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed at the school will be scheduled.
 - c. Request and receive copies of records proposed to be destroyed. The school must notify parents of the destruction

- schedule.
- d. Inspect and challenge information proposed to be transferred to a school outside the district or to another school district in the event of transfer.
 4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without a subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other person. Parents must be notified of the release of court order or subpoena. All other release of information required the informed, written consent of the parent of eligible student.
 5. The following is designated as public information and shall be released to the general public, unless the parents(s) request that such information not be release: student's name and addresses, information on participation in activities and athletic, and attendance record in the school.
 6. No person or agency having access to the temporary record through the provisions of the Illinois School Records Act may force a parent to student to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Parents must be notified annually of their rights under the law, as well as applicable district policies and procedures. Copies of the law, rules and regulations and local policies on student records are available from the record custodian of each school and the Superintendent of the district.

SUBSTITUTE TEACHERS

Substitute teachers should be treated as guests in our school. Students should act especially courteous and well-behaved toward them. Failure to cooperate will result in disciplinary action. The same holds true for substitute assistants.

TEXTBOOKS

Textbooks are provided for students through the textbook rental program. The responsibility for the safe keeping and proper care of books remains with each student. If a student loses or misplaces a book, he/she must pay for the lost book before receiving a second book. A student's report card may be withheld at the end of the school year as a result of lost books or unpaid damage to books. Fines will be levied on damaged or misused books.

TRANSFER STUDENTS

All students transferring into Wabash District #348 school from any public or private school, in or out of the state of Illinois, are require to complete or have completed a Student Transfer Form (ISBE 33-78) prior to their new enrollment and must be "in good standing," which means the student is not being disciplined by an out-of school suspension or expulsion, and is entitled to attend class as of the date of the signature by the principal of the student's former school.

It shall be the policy of Wabash Community Schools not to enroll students who are currently out of school due to suspension or expulsion in any public or private school of any state until the student has served the entire period of suspension or expulsion imposed by the school from which the student is transferring. Students who transfer to District #348 are subject to all requirements of The School Code.

TITLE I

South School provides Title I teachers/assistants at each grade level. The goal of Title I is to provide a high-quality education for every child. The Title I program is monitored by the federal government through the Illinois State Board of Education. Title I programs at South Elementary School include: Response to Intervention, Reading Recovery, and the teaching of any interventions that aid in reading success.

South School is a Title I school and all of our staff members are highly qualified under No Child Left Behind. The Title I Director for District #348 is Mrs. Shelley Richardson. She can be reached at 262-8948.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building or on the school grounds. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as a basis for imposing discipline.

If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS

Parents or guardians are welcome at any time. **However, all visitors must buzz in, identify themselves, and wait for release to enter the building. Upon entering, all visitors must report directly to the office.**

Upon entering the office, visitors must receive permission

to visit any classrooms. If the school staff deems it necessary, visitors may have their hand stamped with the SES Visitors identification to signify their clearance to be in the building.

Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify him/herself properly or leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the Principal has the authority to request aid from the law enforcement agency.

WEBSITE FOR SOUTH SCHOOL

Feel free to visit South School's website to gain insights and information: www.south.wabash.k12.il.us South School's website is created and maintained by MCHS Business lab students and their instructors. It is a constant work in progress. We do not maintain our own website, but we do submit information and items to the MCHS Business lab students for posting. We truly appreciate their service.

ON THE WEBSITE YOU MAY FIND:

- SCHOOL INFORMATION
- STAFF INFORMATION
- DAILY STUDENT ANNOUNCEMENTS
- MONTHLY NEWSLETTERS
- SCHOOL IMPROVEMENT PLAN
- ACTIVITY PICTURES
- HANDBOOKS
- SCHOOL REPORT CARD
- OTHER INFORMATION
- DISTRICT POLICIES: WELLNESS, ALLERGY, BULLYING, 504 INFORMATION

WELLNESS POLICY

South Elementary School participates in many student-centered activities in an effort to promote wellness. Our kitchen tries to prepare meals that are healthy and nutritious. Ideally, we would love it if all students ate a school lunch that follows strict guidelines where nutrition is concerned. Our lunch supervisors educate your students about the nutritional value of foods with our Nutrition Nuggets program. In Character Education and PE classes, students learn about the vital organs of the body, and what they can do to keep themselves healthy through a curriculum called Organ Wise Guys. We sponsor a Special

Events Day during lunch once a month where students are rewarded for eating a healthy school lunch.

If you send your student to school with a lunch from home, as a Welborn HEROES School, we ask that you only send lunches that meet the state guidelines: low-fat, low sugar, healthy and nutritious. **We implore that you send no sodas, no candy, no high fat food items, or foods that are high in sugar. We conscientiously fight childhood obesity, and we hope you will be our partner in doing the same.** Childhood Obesity is on the rise nationwide, and for the sake of all students, we must address this problem. At the beginning of each school year, we send home examples of healthy foods that parents can send to school for lunch. We also provide a list of healthy alternatives for celebrating student birthdays. Please help us in this fight against obesity and illnesses that are a result of being overweight. We also collect physiological data two to three times a year to track improvements in body mass index.

We also promote high levels of physical activity. We offer the SPARK curriculum in everyday PE classes, energizers for the classroom and an indoor recess program called Minds in Motion. During outdoor recess, we keep students active by providing three daily stations of activity: The Play Station for free play, an organized game with a supervisor, and concrete games called Peaceful Playgrounds. We follow the guidelines adopted by the Board of Education in the District Wellness Plan, and strive to go above and beyond district policy in our Wellness Plan. One can request to see the District Wellness Plan in our school office.

WITHDRAWAL FROM SCHOOL (TRANSFER)

The office and classroom teacher should be informed two to three days prior to departure so the work, records, and grades can be completed. When possible, the office should be given a forwarding address.

On the last day of attendance, the student should turn in all books and school rental property. Also, the student should clear all accounts through the office, take all personal items and obtain the "Student Transfer Form" to be given to the receiving school.

School Medication Authorization Form

Non-certified individuals may not give medication in Illinois. Since the nurse is not available in the school at all times, **medication will only be given to a student if the following regulations have been met.**

1. Students who are ill, particularly with a fever, should remain at home.
2. Giving medication by school personnel is discouraged; however, parents may come to school to give the medication.
3. If students are able to be in school and require any medication, **including over the counter medication**, have the physician complete the information below.
4. Medication, including over-the-counter medications such as aspirin or cough drops, must be in the manufacturer's original container with the student's name.
5. Medication is to be brought to school by a parent or responsible adult.
6. Medications will not be carried by students during the day, except for certain asthma medications which must also have a physician and parent request form filed with the school.
7. School personnel will be responsible for the safe storage of medication at school.

Parent Consent: I request and give consent for school personnel to give medication to my child as directed by the physician. Medication in this container is prescribed by a physician and dispensed by a pharmacist for my child. **In addition**, I also give my permission for school personnel to release or exchange information with the prescribing physician about my child regarding this medication or the condition for which it is given.

Date: _____ Phone#: _____ Parent's Signature: _____

FOR THE PHYSICIAN

Name of Student: _____ Condition: _____

Is he/she able to attend school? Yes _____ No _____

Name of Medication #1 _____ Med #2 _____

Dosage, Time, Duration _____

Hour(s) to Administer: _____

Expected Side Effects, if any: _____

Date: _____ Physician's Signature: _____

Physician's Printed Name: _____