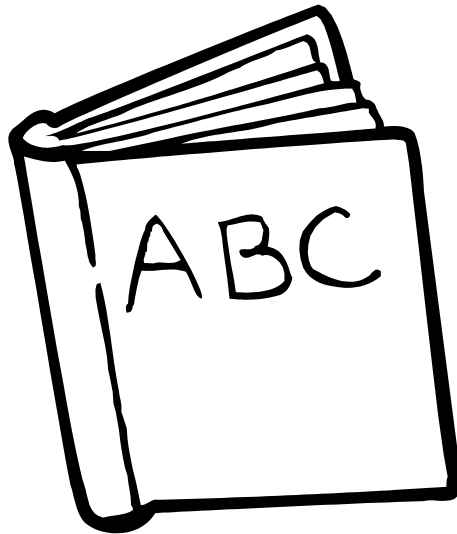


**COLLINSVILLE COMMUNITY UNIT  
SCHOOL DISTRICT #10**



**JEFFERSON**

**ELEMENTARY HANDBOOK**

**2009-2010**

**Members of the School Board**

**Mr. Gary Peccola, President  
Mrs. Theresa Billy, Vice-President  
Mr. William G. Jokerst, Treasurer  
Mr. James W. Achenbach, Secretary  
Mr. Anthony Albertina  
Mr. Gary Kusmierczak  
Mr. Wayne White**

## TABLE OF CONTENTS

Administrative Offices.....	4	Nondiscrimination Policy.....	3
Administrative Staff.....	4	Pesticide Usage.....	8
Asbestos Management Plan.....	9	Pre-Kindergarten Program.....	10
Attendance Policy.....	6	Publicity Release.....	9
Automated External Defibrillator.....	19	R.I.T.E.....	11
Bus Conduct & Safety.....	25	School Board .....	1
Calendar.....	29	School Board Philosophy.....	2
Cancellation of School.....	7	SchoolReach.....	7
Cafeteria Prices.....	8	Search & Seizure.....	24
Cellular/Digital Devices.....	22	Sex Equity Policy.....	3
Corporal Punishment Policy.....	19	Sexual Harassment.....	22
Disciplinary Procedures.....	14	Special Education Office.....	4
Equal Education Policy.....	3	Special Education Information.....	12
Examinations.....	20	Student Disciplinary Procedures....	14
Fees & Fee Waiver.....	7	Student Records.....	27
Gangs – Policy.....	24	Student Rights & Responsibilities...13	
Grade Placement.....	5	Technology Information.....	9
Grading Scales.....	5	Title I.....	10
Hearing & Vision Notification.....	20	Unit 10 Elementary Schools.....	4
Homebound.....	11	Weapons - Dangerous and Illegal...23	
Homeless, Education of.....	3	Website – (District).....	5
Medication Policy.....	21		

### **Home School Information begins on page 30**

## SCHOOL BOARD PHILOSOPHY

To educate means to “bring out.” To begin this process of leading a student into certain paths, we must first instill in our students the belief that we must develop in each individual the ability to understand and respect the rights of others, and to fulfill their obligations as a member of the community, the state and the nation. In addition, we believe it is our task to provide each child the tools for meeting with calmness and composure life situations whether favorable or unfavorable for him/her. At the time, agreeing that it is impossible to teach all on any subject, we nevertheless, recognize the great importance of encouraging the development of such habits and skills and mastery of such knowledge as will make it possible for the student to pursue their vocation. We believe that our principal thrust as educators is to provide the student with the guidance and counsel which will best prepare him/her for future responsibilities to self and to the society in which we live. Education for our students should ensure that each child will be helped to realize their full potential and to take their place in society as a happy, useful, productive citizen and contribute something of value.

## **ANNUAL NOTICE OF NONDISCRIMINATION**

It is the policy of the School Board of Collinsville Community Unit School No. 10 not to discriminate on the basis of race, color, creed, national origin, religion, age, handicap unrelated to ability, or sex in its educational programs or employment policies or practices.

Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or title VI (minorities) should be directed to Ms. Kelly Grapperhaus, at the Special Education Office, 123 W Clay Street, Collinsville, Illinois 62234. A copy of the Grievance Procedure is available upon request from the Superintendent's office.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

## **EDUCATION OF HOMELESS CHILDREN**

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

## **SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

**ADMINISTRATIVE OFFICES**

201 West Clay Street  
Collinsville, IL 62234  
618-346-6350

**ADMINISTRATIVE STAFF**

Dr. Dennis Craft.....Superintendent  
Mrs. Julie Brown.....Ass't. Superintendent of Curriculum and Instruction  
Mrs. Susan Homes....Ass't. Superintendent of Human Resources & Information Systems  
Mrs. Uta Robison.....Director of Business Affairs  
Mr. Mike Kunz.....Director of Technology  
Ms. Kelly Grapperhaus.....Director of Pupil Personnel Services  
Mr. Mike Hollingshead.....Director of Building and Grounds

**SPECIAL EDUCATION OFFICES**

123 W Clay Street  
Collinsville, IL 62234  
Director: Ms. Kelly Grapperhaus  
Ass't. Director: Mrs. Kristin Korte  
618-343-2878

**MARYVILLE SCHOOL**

6900 West Main Street  
Maryville, IL 62062  
Principal: Mrs. Joanna Luehmann  
618-346-6261

**INTERMEDIATE SCHOOL**

1841 Vandalia St.  
Collinsville, IL 62234  
Principal: Dr. Allen Ellington  
618-346-6311

**JOHN A. RENFRO SCHOOL**

311 Camelot Drive  
Collinsville, IL 62234  
Principal: Mr. John Griffith  
618-346-6266

**CASEYVILLE SCHOOL**

433 South Second Street  
Caseyville, IL 62232  
Principal: Dr. Jean Dayton  
618-346-6205

**SUMMIT SCHOOL**

408 Willoughby  
Collinsville, IL 62234  
Principal: Mr. David Stroot  
618-346-6221

**JEFFERSON SCHOOL**

152 Boskydells Street  
Collinsville, IL 62234  
Principal: Mr. David Stroot  
618-346-6214

**TWIN ECHO SCHOOL**

1937 South Morrison  
Collinsville, IL 62234  
Principal: Dr. Julie Haake  
618-346-6228

**KREITNER SCHOOL**

9000 College  
Collinsville, IL 62234  
Principal: Mrs. Vicki Reulecke  
618-346-6213

**WEBSTER SCHOOL**

108 West Church  
Collinsville, IL 62234  
Principal: Mrs. Carmen Loemker  
618-346-6301

## DISTRICT WEBSITE

[www.kahoks.org](http://www.kahoks.org)

The district maintains a website which contains a great deal of valuable information for parents, students, and community. Each school also has a link from the district website. Other information includes Board policies, the school calendar, cafeteria menus, helpful educational information, and other school specific information. In accordance to the state law the district budget is also posted on this website.

## GRADE PLACEMENT

Collinsville Community Unit School District #10 reserves the right to test or place on probation for thirty (30) days, any student transferring into the Collinsville School District for purposes of grade placement.

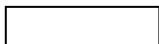
## GRADING SCALE

Letter Grades will be administered in core curricular areas beginning in third grade. Progress will be assessed according to student mastery of the state learning standards in grades K - 2 as beginning, developing, or secure. Letter grades are issued according to the following scale.

<u>Letter Grades</u>	<u>Percentage Scores</u>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

### Explanation of Academic Marks (K-2)

<u>Beginning</u>	The concept has been introduced. The student begins to understand facts, concepts, and/or principles to complete tasks but requires teacher assistance.
<u>Developing</u>	The student develops an understanding of facts, concepts, and/or principles to complete tasks and often works independently.
<u>Secure</u>	The student demonstrates a thorough knowledge of essential facts, concepts, and/or principles relative to a topic and is applying knowledge and skills independently.



A blank indicates a topic/concept not covered for that quarter.

## ATTENDANCE POLICY

One of the keys to receiving an excellent educational experience is regular school attendance. Collinsville School District attendance plan complies with the Illinois School Code Section 105 ILCS 5/26-2A. The Illinois Code defines chronic absenteeism as missing school 10 percent of the previous 180 school days. That would be 18 days of absence over a 180-day period. The school will notify parents by letter or by home visit when a student reaches 8 days absence, 15 day absence, and 18 day absence. If a student reaches 18 days absence, a legal citation may be issued. The parent and/or student would be subject to court action. Special circumstances such as hospitalization, chronic illness, etc., will be considered in this process. Collinsville Unit 10 appreciates the cooperation of parents and students on this matter of vital importance to your child's education.

*Dear Parents,*

*Collinsville School District has worked to develop an effective truancy policy. Many parents received a (8, 15, or 18 day) letter last year reminding them of their child's absences. In order to be as efficient as possible, a new absence code was developed to give the school district a better understanding about your child's absences and to help eliminate unnecessary truancy letters.*

*A Documented Absence (DA) is an absence which occurs due to personal illness, serious family illness, the death of an immediate family member, and/or court appearances. The term 'Documented Absence' will replace the current term of 'Medical Absence' and will require documentation.*

- a. In the case of personal or serious family illness, the student must provide medical documentation.*
- b. In the case of death of an immediate family member or court appearance, the school secretary should have personal knowledge of the event or some type of documentation supporting either case.*
- c. In the case where a nurse has to send a student home for illness, ie; head lice, fever, vomiting, the DA code will be used.*

*Documented Absences will **not count** towards a student's total number of absences before receiving a truancy letter. Truancy letters will be issued to parents when students miss 8, 15 and 18 days. It is **very important** to bring in documentation to the school office when your child has been absent and meets the above qualifications so the absences can be labeled as DA instead of a traditional RA (Reported Absence).*

*I believe that this change will drastically reduce the number of truancy letters that will be sent out. Please contact you're your child's school office if you have any further questions.*

## **INSTRUCTIONAL MATERIAL FEES AND FEE WAIVER NOTIFICATION**

Instructional material fees for the 2009-2010 school year will be as follows:

Kindergarten: \$65 (\$50 materials plus \$15 technology usage)

1st - 6th Grades: \$90 (\$75 materials plus \$15 technology usage)

In accordance with Illinois law, it is the policy of the district that no discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

Students eligible for fee waiver include those whose families are eligible for aid to families with dependent children under Article IV of the Illinois Public Aid Code and those students who are eligible for the School Free and Reduced Priced Meal Program. Fee waiver forms are available in the principal's office of each school building.

## **SCHOOL REACH**

The district uses an automated telephone system ("SchoolReach") to inform parents of important information, such as school closings and emergencies. To insure you receive these automated telephone messages, please insure that your telephone number is listed accurately with your child's school office. Any telephone number changes should be promptly reported to the school office. Answering machines and voice mailboxes should be set to pick up messages after no more than 4 rings to insure delivery of automated messages to these devices.

In addition to the automated telephone system, parents and guardians are encouraged to check the district's website at [://www.kahoks.org](http://www.kahoks.org) for current information of interest to parents and students, including weather-related cancellations. The district considers the safety and well-being of its students and staff when considering school cancellation due to weather conditions. School closing information is posted on the district website, as well as sent via automated telephone message; as soon as a decision from the district's central administrative office has been made.

## **CANCELLATION OF SCHOOL**

The cancellation of school takes place only during extreme weather, equipment failure or public crisis. The Superintendent is the only one who may decide to cancel school. In the event of cancellation, please listen to one of the radio or television stations listed below between 5:30 a.m. and 8:30 a.m.

KMOX, St. Louis, AM-1120  
WGNU, Granite City, AM-920

KXOK, St. Louis, AM-630  
KSDK, St. Louis, TV Channel 5

KSD, St. Louis AM-550  
WINU, Highland, AM-880

WIL-FM, St. Louis, FM-92.3  
KMOV, St. Louis, TV Channel 4

In the event school must be canceled during the school day, the school will make certain that all students have satisfactory transportation to their home before releasing them from school.

## CAFETERIA PRICES

The following are cafeteria prices for the 2009-2010 school year:

Student Lunch	\$2.00
Student Breakfast	1.15
Milk	.60
Reduced Lunch	.40
Reduced Breakfast	.30

## NOTIFICATION OF USAGE OF PESTICIDES IN SCHOOL BUILDINGS

Below is a list of dates pesticides may be used to help control insects in the Collinsville Schools. Included is information on the type of products that the school district will be using.

The state of Illinois passed a law effective August 1, 2000, which requires districts to actively implement an Integrated Pest Management (IPM) Program. It also requires the district to provide information to parents, students, and employees, about pesticide usage in the schools. Collinsville School District is aggressively working toward the reduction of pesticides, implementation of IPM strategies, and utilizing chemicals with the lowest risk factor that are available.

Please contact the Director of Building and Grounds by phone (618) 346-6350 ext. 293 during school hours if you have any questions or concerns regarding the information.

- **SUNCIDE** may be applied the second and fourth **Fridays** of each calendar month.
- **NIGHT STALKER** may be applied to cafeteria or kitchen areas **Monday, Wednesday, and Friday** of each week.
- **FICAM PLUS** may be applied to outdoor facilities such as garbage cans, dumpsters, and building structures the second and fourth **Fridays** of each calendar month

**AS THE DISTRICT IMPLEMENTS MORE PHYSICAL CONTROLS TO REDUCE THE PRESENCE OF INSECTS OR PESTS IN SCHOOL BUILDINGS AND GROUNDS, LESS CHEMICAL CONTROLS WILL BE USED.**

If it is necessary for you to receive individual notification of pesticide usage, please send a letter outlining your request to your school office.

## **ASBESTOS MANAGEMENT PLAN**

The U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty, and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at all schools located within Collinsville C.U.S.D. #10 furthermore, a site-specific asbestos management plan was developed, reviewed by the principal and the designated person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty, and staff or others are invited to review this plan, which is available in the District Office at 210 West Clay Street, Collinsville. Should you have any questions or desire further information, please contact the Superintendent's Office.

## **PUBLICITY RELEASE**

At times, Collinsville School District has the opportunity to publish the achievements of students at school. Some examples of these activities may include, everyday classroom activities, special awards or projects, Academic Festival, School Picnics, etc. Publications may occur through school or district WebPages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury. If you do not wish your child's picture or student produced materials to be used for this purpose, or you wish to have your child's name omitted, please send a letter outlining your request to the Director of Technology, CUSD10, 201 West Clay Street, Collinsville, Illinois 62234.

## **TECHNOLOGY INFORMATION**

All Unit 10 Buildings are equipped with computers with Internet access. Usage of these computers is a privilege. Students are only permitted Internet access with parent permission. A copy of the signed permission is retained at the district office. Students may lose their Internet privilege if they violate the School Usage Policy. Please refer to the consent form from registration for additional information.

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

## **SPECIAL PROGRAMS**

### **Pre-Kindergarten Program**

The Collinsville Unit 10 Pre-kindergarten Program is designed for children who, for one reason or another, are likely to have problems with success in school. This might be because the child is a little behind in development or because of family stress factors such as unemployment, illiteracy or substance abuse. To participate in pre-kindergarten, children must be Unit 10 residents and at least three years old, but not yet old enough for kindergarten. Each child is evaluated individually. If the evaluation indicates the likelihood that the child will have difficulty in kindergarten, he/she will be admitted to pre-kindergarten or placed on a waiting list. Children with substantial handicapping conditions or developmental delays are referred to the Special Education Program. If you have any questions regarding this program, contact Mrs. Margie Whaley at 346-6305.

### **Title I**

Title I is a federal program that provides funds to our district for instructional programs and professional development within our district.

“The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by —

- (1) ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
- (2) meeting the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
- (3) closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers;
- (4) holding schools, local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
- (5) distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
- (6) improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State

academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;

- (7) providing greater decision making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
- (8) providing children an enriched and accelerated educational program, including the use of schoolwide programs or additional services that increase the amount and quality of instructional time;
- (9) promoting schoolwide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
- (10) significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
- (11) coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
- (12) affording parents substantial and meaningful opportunities to participate in the education of their children.”

*Information provided by the U.S. Department of Education*

### **R.I.T.E.**

The Reading Improvement Teaches Excellence (R.I.T.E.) program is funded through the Reading Improvement grant, a state funded program. R.I.T.E. programs are offered at several Collinsville Unit 10 non-title elementary schools. Direct services are available for kindergarten, first and second grade students. R.I.T.E. employs teachers, a coordinator, and an educational assistant.

Students who are achieving below grade level are screened for the R.I.T.E. program. The classroom teachers, R.I.T.E. teachers and the principal review each child’s language arts needs on an individual basis and select eligible R.I.T.E. students. The R.I.T.E. teacher then develops a program of instruction using innovative teaching methods and meaningful supplemental materials. R.I.T.E. students receive services both in small groups and in the classroom.

Parents are encouraged to be involved in the R.I.T.E. program. Regular meetings and conferences are scheduled to discuss each individual child’s progress, and materials are available for parents to use at home. A variety of parent programs are offered at each R.I.T.E. school.

### **Homebound Instruction**

Home/hospital services are provided to a student when a physician determines that the student must be absent from school for at least ten consecutive days for medical reasons. The goal of home/hospital instruction is to offer the student experiences equivalent to those afforded to other students at the same grade level. Such experiences are designed to enable the student to return to the classroom. Thus, the substance or content of the instruction, generally academic, is to enable the student to remain synchronized with the other students in his/her classes. All students on homebound are required to take all tests and final exams in all classes.

Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed physician, giving the reasons home instruction is necessary, and a written parental or guardian request filed in the Special Education Office.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Prior to beginning home/hospital services, conferences will be held between appropriate school personnel, parent(s)/guardian(s), student and hospital staff if necessary to coordinate course work and facilitate the student's return to school. Either a doctor's release or approval from the Director of Pupil Personnel is necessary for a student to return to school. If you believe your child is eligible for homebound instruction, please contact the Special Education Office.

## **SPECIAL EDUCATION**

Collinsville Community Unit School District 10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the regular classroom teacher to full-day instructional programming for the student. Collinsville CUSD insures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities, and physical, learning, or behavioral disabilities. If necessary, students may be placed in private school education facilities if services cannot be provided within district. Related services, such as speech therapy, physical therapy, occupational therapy, adaptive physical education, and counseling are also available to students who meet certain criteria and for whom an individual educational plan has been developed. If you feel your child may need special education programming, please contact your building principal or school counselor.

### **Referrals for Special Education**

If you believe your child may have a disability, and this disability is adversely affecting your child's educational performance, please contact your building principal or school counselor to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

### **Child Find/Special Education Referral**

The school district attempts to identify, locate and evaluate all children birth through 21 who are suspected of having a disability, which adversely affects educational performance. This district participates in Starting Points, a school and family partnership, for families that are expecting a child or have children up to three years of age. Children with disabilities up to age three and in need of specialized services are referred to Child and Family Connections; an agency that coordinates needed services for the student and their families. Further child find activities include, early childhood screenings, speech and language screenings, and vision and hearing screenings, and teacher and/or parent referrals for case study evaluations. Screening dates for early childhood children (those children that will be three by the start of the school year up to

kindergarten age) can be accessed on the district computer web site, and the local newspapers. This early childhood screening is a free developmental check that includes gross and fine motor, cognitive, vision, hearing, and speech/language screening. Children that show delays in two developmental areas may be referred for full case study evaluation for special education services.

### **Maintenance and Destruction of Special Education Records**

Special education records (case study components, IEP's and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 123 W Clay Street, Collinsville, IL 62234. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting Kelly Grapperhaus, PPS Director and Records Custodian at 343-2878.

Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student's future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact Kelly Grapperhaus, PPS Director and Record Custodian at 343-2878.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **My Rights My Responsibilities**

I have the right to be happy and to be treated with compassion in the school. This means that no one will laugh at me or hurt my feelings. I have a right to be safe at school. This means that no one will hit, kick, push, pinch, threaten, or hurt me. I have the right to expect materials be prepared and available to help me learn. I have the right to express my opinions and myself. I have the right to appeal disciplinary actions as outlined in board policy. I have the right to have my academic and personal records maintained by the school remain private. I have the right to come to school dressed so that I am comfortable. I have the right to be myself at school. This means that no one will treat me unfairly because I am different from them. I have the right to participate in extracurricular activities during and after school. I have the responsibility to treat others with compassion. This means that I will not laugh at others, tease others, or try to hurt the feelings of others. I have the responsibility to make the school safe by not hitting, kicking, pushing, pinching threatening or hurting anyone. I have the responsibility to prepare and participate in classroom activities. I have the responsibility to express myself in a respectful manner so I don't offend others. My freedom of expression should not interfere with other students learning. I have the responsibility to accept the decisions of the appeal process. I have

the responsibility to respect other students' privacy. I have the responsibility to come to school in appropriate clothes that are not offensive to others. I have the responsibility to respect others as individuals and not to treat others unfairly because they are different from me. I am responsible for maintaining good grades while I am participating in an extracurricular activity. I am also responsible for behaving appropriately.

## **STUDENT DISCIPLINARY PROCEDURES**

Listed below are some problems, which a student could possibly be involved. The policy and possible disciplinary procedures are listed below:

1. **PROBLEM:** General misconduct - conduct that is intentionally distracting, disruptive, disorderly and improper.

**POLICY:** Students are expected to conduct themselves in a manner, which is not disruptive in the classrooms, office, halls, other areas of the school, authorized activities or school buses.

**DISCIPLINE:** Parental conference, detention, in-school suspension, or suspension.

2. **PROBLEM:** Gross misconduct - any physical act or inflammatory, profane, slanderous, verbal abuse directed at a teacher and other authorized personnel; the willful intentional violation of rules and regulations; repeated violations of rules and regulations; conduct that continually threatens to disrupt the educational process and operations of the school; conduct that is dangerous to other people.

**POLICY:** Student conduct must be orderly, proper and reasonable on school property, at authorized activities and on the school buses.

**DISCIPLINE:** Required parental conference, suspension, and/or expulsion.

3. **PROBLEM:** Insubordination - deliberate, intentional refusal to obey a proper and reasonable order.

**POLICY:** Students must obey proper and reasonable orders given to them by teachers and authorized personnel on school property, at authorized activities and on the school buses.

**DISCIPLINE:** Parental conference, suspension, and/or expulsion.

4. **PROBLEM:** Drug/Alcohol Abuse

Non-medical use of drugs and the consumption of alcoholic beverages are hazardous to the health of students. Possession, use, delivery, receipt of delivery, or any attempt to use, deliver or receive drugs or alcohol is prohibited on school buses, in school buildings and on school property. This policy extends to all school sponsored and related activities as well as field trips and athletic and extracurricular trips, whether held before or after school, evenings, or weekends.

## **POLICY REGARDING POSSESSION OF NARCOTICS, STIMULANTS, MARIJUANA, ETC. – RESOLUTION**

**Whereas**, the illegal or unauthorized possession, use, delivery or receipt of alcohol, narcotics, stimulants, hallucinogens and depressants, including marijuana and “look alike drugs,” is recognized by the Board to be deleterious to the proper conduct of the schools and a danger to the safety, health and welfare of the teachers, students and administrators; and **Whereas**, conduct on the part of the students in possessing, using, delivering, receiving, or arranging/soliciting for the use, delivery or receipt of alcohol, drugs or drug paraphernalia in the schools is deemed a serious violation of acceptable standards of behavior which is detrimental to the accomplishment of the purpose of schools;

**BE IT RESOLVED** by this Board of Education that it is the policy that any student found possessing, using, delivering, receiving or arranging/soliciting for the use, delivery or receipt of alcohol, unauthorized or harmful drugs, including marijuana and “look alike drugs”, or possessing, using, delivering and/or receiving drug paraphernalia on school property or transportation facilities or at an approved school activity held on nonschool property shall: 1) be suspended out-of-school for a period of ten (10) days and 2) be referred to the Board of Education for a hearing and possible expulsion from school for the remainder of the school year (any evidence obtained will be delivered to local authorities for possible prosecution). Information which may be referred to the Board of Education and/or local authorities regarding possible expulsion causes shall include: 1) information provided from the Abused and Neglected Child Reporting Act; 2) Special Education files (including the report of the multidisciplinary staffing on which placement of no placement was based); 3) all records and tape records relating to special education placement hearing and appeals; and 4) the disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. For purposes of this provision, disciplinary infraction refers to violation of policies on drugs, weapons or bodily harm to another person.

*Note:* If a student exhibits behavior that indicates he/she may be under the influence of alcohol or other drugs, he/she will be referred to the nurses’ office, social worker, assistant principal, or principal. A nurse, with a social worker, guidance counselor, school resource officer and/or assistant principal or principal will conduct a physical assessment including a standard field sobriety test and/or breathalyzer for the presence of alcohol. If this team determines that there is strong suspicion the student is under the influence, the parents will be notified. Any student who comes to school or to any school activity already under the influence of or having consumed or taken either alcohol or other drugs, but not having the illegal substance on his/her person, will receive a ten (10) day suspension, may have their parking privileges revoked, may be recommended for expulsion to the Board of Education, and may be referred to the legal authorities for appropriate action.

### **SUBSTANCE ABUSE OPTION**

For certain alcohol and drug related offenses, a student may be referred to a substance abuse program. If offered this option, the student’s recommended discipline may be reduced. In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment/treatment alternative, they must consent to release of information between the school district and the substance abuse program and comply with all terms and conditions as

determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Parent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn.

After the appointment is made, the principal (or designee) must be contacted by the service provider and be notified of the initial assessment date. After the assessment is complete, the service provider must verify that the student was assessed and inform the principal (or designee) of the expected length of treatment and or education program. If treatment is long-term, the service provider must contact the principal (or designee) minimally every month to provide an update on the student's progress. Should the student terminate treatment/education prematurely or miss more than two appointments, the principal (or designee) will be notified and the recommendation for expulsion shall be renewed. When treatment/education is completed, the service provider will send the principal (or designee) a final report verifying that treatment has been completed in addition to any other appropriate information. Any second drug/alcohol violation during a student's high school career will result in a ten (10) day out-of-school suspension and a recommendation for expulsion with no opportunity for the assessment/treatment alternative.

***NOTE:** All costs associated with any assessment, educational program or treatment referred to herein above shall be borne exclusively by the student and the parent(s)/guardian(s). The administration reserves the right to withhold this option and/or recommend expulsion for a first offense.*

## **DELIVERY**

The delivery or receipt of delivery (or any attempt or intention to deliver or receive delivery) of any alcoholic beverage, controlled substance, look-alike drug, drug paraphernalia, illicit drugs, prescription drugs, or over-the-counter medication in school buildings, on school buses, or on school property will result in a ten (10) day out-of-school suspension and a recommendation for expulsion with no opportunity for a substance abuse option. Delivery refers to the transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or transfer with or without payment or consideration. There is no assessment/treatment alternative for any student who delivers any of the items listed above.

## **PROCEDURES FOR IMPAIRMENT ASSESSMENT**

The following will be in effect not only during school hours, but also on campus at any time and at any off campus activities officially involving C.U.S.D. No. 10 students: 1) Parent notification upon conclusion of an administrative review; 2) Suspension from school with a recommendation to the Board of Education for expulsion; 3) Police contact and charges filed when appropriate.

School staff having cause to believe that a student is in possession, under the influence, or shows evidence of having used any illegal drug, alcohol or other controlled substance must immediately be reported to the principal or designee. An administrator and a designated team will conduct an assessment which may include, but is not limited to: 1) Questioning of student regarding possible use; 2) Assessment of physical symptoms; 3) Standard Field Sobriety Test; 4) Additional screening:

**For suspected use of alcohol:** 1) A saliva or portable Breathalyzer test to be used only after visual assessment of symptoms and questioning of the student regarding possible use; 2) To be conducted by trained staff in the presence of a second staff member.

**For suspected other drug use:** Screening Assessment for Suspected Chemical Use

If screening results indicate alcohol or drug use and/or possession, the principal or designee shall contact appropriate law enforcement and parents. In implementing this procedure, the principal and/or designee shall coordinate all efforts with law enforcement officials. If possession and/or use is confirmed, discipline policies and procedures shall be followed.

*Legal authorities will be contacted whenever students are found to be in violation of the Collinsville School District Drug/Alcohol Abuse policy.*

5. **PROBLEM:** Stealing or damaging of school or personal property (acts legally termed theft, robbery, and damage to property)

**POLICY:** No person may take or destroy personal or public property.

**DISCIPLINE:** Parent conference, restitution, suspension, and/or expulsion.

6. **PROBLEM:** Fighting on campus and the school buses.

**POLICY:** Fighting at authorized activities, on the school buses and on campus is prohibited.

**DISCIPLINE:** Students involved in a fight will be disciplined according to the seriousness of the situation. This can mean being sent home to return with a parent for a conference, suspension or expulsion.

7. **PROBLEM:** The use or possession of tobacco products on school campus and school buses.

**POLICY:** The use or possession of tobacco products on school property, at authorized activities and on school buses is prohibited.

**DISCIPLINE:** First violation - five (5) day suspension. Further violations will be ten (10) day suspension.

8. **PROBLEM:** Fireworks.

**POLICY:** The use of fireworks is not permitted in the State of Illinois by unauthorized persons. Further, fireworks present a potential hazard to the safety of students and schools.

**DISCIPLINE:** The use or possession of fireworks on the school campus or at authorized school activities will result in a parent conference, suspension, or a possible recommendation for expulsion.

9. PROBLEM: Fire alarms.

POLICY: Unauthorized use of fire alarm system is not permitted.

DISCIPLINE: A student who is involved in the unauthorized use of the fire alarm system will be suspended for ten (10) days and recommended for expulsion.

10. PROBLEM: Dangerous and illegal weapons.

POLICY: The display, possession and transportation of dangerous and illegal weapons and their look-a-like (including toys) on campus and school buses will have a parent conference, suspended, expelled and/or charged with criminal misconduct.

DISCIPLINE: Anyone found possessing, displaying, transporting or using a dangerous and illegal weapon or look-a-like (including toys) on campus and school buses will have a parent conference, suspended, expelled and/or charged with criminal misconduct.

11: PROBLEM: Communication devices such as beepers, portable phones, etc.

POLICY: Cell phones must remain off and out of sight during school hours. Students may use them in an emergency situation (911) or in the presence of an administrator. However, school policy prohibits bringing beepers, radios, TV's, and electronic devices and games to school.

DISCIPLINE: Beepers, phones, radios, and electronic devices will be confiscated. Parents will have to retrieve the items from the principals' office. Continued violation could result in suspension for insubordination.

12: PROBLEM: Threats (Violence) - Bodily Harm

POLICY: Any verbal threats to life, bodily harm or of any violent nature to staff or students will not be tolerated and will be taken seriously.

DISCIPLINE: Such threats may result in suspension, police action, and possible expulsion or any combination of these as determined by the nature of the threat.

Students are encouraged to use self-discipline. School staff members should make every effort to help each student gain acceptable self-discipline standards. However, when self-discipline fails, regulations for the management of school behavior must be enforced by those directly responsible for the operation of the schools. These disciplinary measures should be fair, logical, and clearly defined. They should be promptly administered and applied consistently among all students.

## **CONSEQUENCES**

The consequence assigned to the student will be based on the severity of the offense. Possible discipline consequences could include, but are not limited to the following:

- Warning
- Time out, or removal from the situation
- Denial of special privileges
- Detention - A student may be detained after school, during recess, or during the free part of a lunch period by teachers or administrators
- Phoning parents
- Parent/teacher/student conference - A discussion is held with student and/or parent by appropriate staff
- Suspension - A student is removed from the school for a period not to exceed ten (10) consecutive school days, but is expected to make up his/her class work
- Referral to an outside agency
- Referral to law enforcement agencies - When the situation warrants, local authorities will be called to intervene
- Expulsion - A student may be removed from the school for the remainder of the school term.

## **CORPORAL PUNISHMENT**

This policy does not allow administrators, counselors, or teachers the right of slapping, paddling, or prolonged maintenance of students in physically painful positions, nor shall it allow the intentional infliction of bodily harm to students. Administrators, counselors, or teachers may use reasonable force, as needed, to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property.

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The State recently passed a law requiring all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes school with gymnasiums, wrestling rooms, weight training rooms, etc. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. All CUSD #10 school buildings will be equipped with AEDs. There will be public access door stickers and identification signs posted in each building. There will be several staff members in each building that have completed a 4-hour training course on CPR and AED use. Please make your child(ren) aware that these units will be in the buildings. They will be housed in wall hanging cabinets and should not be tampered with by students.

## **MEDICAL EXAMINATIONS & IMMUNIZATIONS**

The School Code requires that prior to entering pre-kindergarten, early childhood, kindergarten or first, sixth and ninth grades must have a current physical examination on file. In addition, students are to present evidence of appropriate immunizations for DPT, Polio, MMR, Hib, Hep B, and Varicella. Screenings for diabetes (including the BMI), lead risk and tuberculosis are indicated for students in high risk groups.

Illinois State Board of Education requires that our students meet the physical health requirements by the first day of the school year for those grades needing new exams. We are obligated to exclude students from school who are still lacking the required health exams and immunizations if we have not received these by the first day after Labor Day. If your child is excluded for lack of health exam or immunizations, truancy may become an issue.

### **DENTAL EXAMINATIONS**

- Dental examinations are now required for students entering kindergarten, second and sixth grades.
- Dental exams are to be completed on the Illinois Dental Examination Record.
- This exam is to be done within one year prior to May 15<sup>th</sup> of the year the student is in kindergarten, second and sixth grade.
- Fourth quarter grade cards will not be issued if the requirement is not met.
- A waiver for children who show an undue burden or lack of access to a dentist may be established.

### **VISION EXAMS**

Vision Exams are now required for all Kindergarten students and any new student entering the district. Exams must be completed by October 15 by an Optometrist or Ophthalmologist. More information will be available at the beginning of the school year.

### **HEARING & VISION SCREENINGS**

The Illinois Department of Public Health requires certain grade levels be screened for hearing and vision.

- Hearing screening will be conducted for early childhood, pre-kindergarten, kindergarten, first, second, third, and special education students.
- Vision screening will be conducted for early childhood, pre-kindergarten, kindergarten, second, eighth and special education students.
- A color vision screening will be conducted in the second grade.
- Vision screening is not a substitute for a complete eye exam by an eye doctor.
- Your child will not be exempt from screening unless there is a current (within one year) doctor written vision or hearing exam in your child's health record.
- If your child fails either the hearing or vision screening, you will receive a letter of notification.

## MEDICATION POLICY

In accordance with the Illinois School Code (105 ILCS 5/10-20.14b) and the laws of the State of Illinois, it shall be the policy of Collinsville Unit #10 that the administration of medication to students during school hours be discouraged unless absolutely necessary for the critical health and well-being of the student.

Therefore, only those medications, which have been prescribed by a licensed physician or dentist, will be administered to regular classroom students (subject to the following policies).

This policy does not prohibit the parent or guardian from coming to the child's school and administering the medication if they so agree and are approved by the school administrator.

This policy shall not prohibit any school employee from providing emergency assistance to students.

### **STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS ON THEIR PERSON WHILE IN SCHOOL OR RIDING A SCHOOL BUS TO AND FROM SCHOOL.**

**Definition:** Long-term medications are prescription medications utilized in the treatment of chronic medical conditions over a long period of time (over 30 days).

#### **Policies:**

1. School personnel will administer no medications at school if the hours that dosage is due can be arranged so that the student could receive the medication at home.
2. Inhalers or Epi-Pens may not be carried by the student in school unless the physician indicates in writing on the medication request form (or a prescription blank) that it is medically necessary that the inhaler or Epi-Pen be kept on the student's person at all times. Special arrangements will then be made by the school nurse and the school principal to carry out the physician's orders.
3. All medications administered to student during school hours must be transported to and from school by a parent or another adult acting on the parent's behalf (this may be a friend, relative, baby-sitter, etc.)
4. All requests to administer medication to students must be in writing on the designated "Medication Request Form" and signed by the parent or legal guardian and the physician. **Medication will not be administered unless a request form is properly completed and the medication is labeled properly.**
5. All medications, prescribed by the physician, must be in the original pharmacy container. The container (prescription and nonprescription) must be labeled with the student's and physician's name, pharmacy, and the name, dosage, and directions of the medication. **Any change in the dosage of the medication and/or directions for use will require a corrected pharmacy label indicating the changes and a signed note from the physician.**
6. If a student is taking a long-term medication (over 30-days), a new Medication Request Form is required at the start of each school year. The pharmacist must re-label the bottle according to the physician's new orders.

7. The parent will be notified if the student consistently forgets to take the medication at he specified time. The student will be called to the office as a remainder to take medication if forgotten. It is the parent's responsibility to make sure the student knows when the medication is due.
8. The administration of any medication containing a narcotic is discouraged during school hours. If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication is indicated. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
9. Cough drops are permitted at the elementary and intermediate levels (PreK-6) with a medication permission form signed by physician and parent. Student must stay in the health room/office while the cough drop is administered. However, cough drops are discouraged at this level due to risk of choking.
10. School personnel will destroy any medication that is not removed from the school at the end of the year.

## **SEXUAL HARASSMENT**

Sexual Harassment of students is prohibited. A student engages in sexual harassment whenever he/she makes unwelcome 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 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 that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing relation to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension or expulsion.

## **CELLULAR/DIGITAL DEVICES**

The unauthorized use of any digital device including, but not limited to, cellular telephones, pagers, text messaging devices, personal digital assistants (PDAs), audio, video, photographic or similar digital devices capable of storing, sharing and/or transmitting information during the school day is strictly prohibited. If a student possesses such a device on school property, the

device must be turned off and properly stored out of sight. The school district will not be responsible for loss, damage, or theft of any device brought to school.

Cellular telephones may only be used in emergency situations or with the permission of a building administrator/teacher. Cellular/digital devices may be used before or after school hours as long as there is no interference with school activities and use is not of an illegal nature. Any student who violates this policy is subject to discipline, including confiscation of the device. A parent/guardian will be required to pick up confiscated devices.

## **DANGEROUS AND ILLEGAL WEAPONS**

The establishment and maintenance of a safe, pleasant, educational school environment that is conducive to learning is a high priority to the Unit District 10. For this reason, students who engage in such activities as the use or possession of a weapon, physically attacking faculty, staff, or other students, theft, arson, or vandalism are subject to extremely serious penalties. These penalties include suspension of up to and including ten days, along with possible expulsion and criminal prosecution.

School Board policy forbids students bringing or being in possession of illegal weapons on school property at any time. The display, possession, and transportation of dangerous and illegal weapons, including look alike weapons, are strictly prohibited on school property, school buses, and at authorized school activities.

Items in the following categories are defined as weapons: any firearm of any description, a bludgeon, blackjack, slingshot, metal knuckles, any switchblade knife, stiletto knife, or any items considered dangerous to others, including, but not limited to, those defined by Illinois State Law in 720ILCS 5/24-1.

Violators of this policy will be suspended for a period up to 10 days and may be referred to the School Board for a hearing and possible expulsion from school for the remainder of the school year. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to the local authorities for possible prosecution. In all criminal cases, this policy shall not restrict the authority of the Superintendent of Schools or designee to seek prosecution of violators to the maximum extent of the law.

Strict and consistent consequences on all weapons violations will be enforced. Therefore, the building principal will review the case and facts with the Superintendent of Schools or designee in order to determine the full extent of the penalty to be imposed. Such factors as the nature of the infraction, the severity of the offense, the age of the student, and other extenuating circumstances might reasonably be considered.

## **PROHIBITED GANGS AND GANG ACTIVITIES**

The School Board considers the presence of gangs and gang activities can cause a substantial disruption of, or material interference with, school and school activities. A “gang,” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the School Board acts to prohibit gang activity on or about school grounds, on school buses, or off school grounds at any school activity as follows:

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, tattoo symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures, handshakes, etc.) showing membership or affiliation in a gang, and;
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gang;
  - b. requesting any person to pay for protection or otherwise, intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies, and;
  - d. inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricula and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

## **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers. If a search produces evidence that the student has violated or is violating either the law or the District’s policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

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

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

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

### **Students**

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

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness; and
- by a certified employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

## **BUS TRANSPORTATION**

### **Conduct and Safety**

School bus drivers are to have control of all school children conveyed between the homes of the children and the school. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge.

### **Student Rules**

1. Prior to loading:
  - A. Be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
  - B. Conduct yourself in a safe manner while waiting for the bus.
  - C. Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the school bus.
2. While on the bus:
  - A. The driver is in charge. Obey the driver promptly.

- B. Observe classroom conduct while on the bus. In the interest of safety, keep all noise at a minimum. Unnecessary conversation could divert the driver's attention and result in a serious accident.
  - C. When boarding the bus, go quickly and quietly to your assigned seat.
  - D. Keep hands and head inside the bus at all times.
  - E. Assist in keeping the bus safe and clean at all times.
  - F. Treat bus equipment as you would treat valuable furniture in your own home.
  - G. Never tamper with the controls or the equipment on the bus.
  - H. Keep books, packages, coats, feet and all other objects out of the aisle.
  - I. Do not throw anything out of the bus window.
  - J. Stay in your seat while the bus is in motion.
  - K. Absolute quiet when approaching a railroad crossing stop or a street intersection.
  - L. Do not bring glass containers, animals, pets or weapons on the bus.
3. After leaving the bus:  
Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) then cross only when the driver signals it is safe. Then look to be sure that no traffic is approaching from either direction. The driver will not discharge riders at other places than the regular bus stop, at the home or school.
4. A driver shall not be required to transport a pupil when the pupil's conduct endangers the safety of others, when he commits acts of vandalism, uses obscene language, unacceptable signs or commits offenses. Notification of suspension of transportation shall be made to the parent by the principal.
5. Disobedience to these rules may result in a suspension or expulsion from the bus by the principal. Please see "Bus Disciplinary Measures" below.
6. Extra-Curricular trips:
- A. The above rules and regulations would apply to any trip under school sponsorship.
  - B. Pupils shall respect the wishes of a teacher or chaperone appointed by the school.

### **Bus Disciplinary Measures**

Please discuss the above bus rules with your child. In order to assist the bus drivers in providing for the safe transportation of students, the following disciplinary measures will be taken:

- Students engaging in fighting or yelling obscenities on the bus, or disobeying general school bus safety rules will be suspended from riding the bus for 5 to 10 days, depending upon the severity of the incident. In most incidents the police will be called and charges filed for fighting on the bus.
- Students who throw things, curse at the driver, spit on the driver, or disobey the driver will be suspended from riding the bus for 10 days.
- A second offense will result in a 10-day suspension and referral to the School Board for a long-term bus suspension up to and including the remainder of the school year.

- If the severity of the first offense is of a magnitude to justify a longer suspension, a referral will be made to the School Board for a long-term suspension up to and including the remainder of the school year.

While suspended from the bus, the student will be expected to be in school. Being suspended from the bus will not be an excuse for being absent from school. It will be the responsibility of the parent(s) to transport the student to and from school.

## **STUDENT RECORDS**

To be in compliance with the Family Educational Rights and Privacy Act of 1974, the following information has been adopted by Collinsville Unit District #10.

Parents, guardians, non-custodial parents (until the courts direct otherwise), and eligible students may see their records upon completion of a written application to the principal of the building where the student attends.

Student records kept by the school are divided into two basic categories: Student Permanent Record and Student Temporary Record.

The Student Permanent Record consists of (a) basic identifying information; (b) academic transcript including grades, class rank, graduation date, scores on college entrance examinations; (c) attendance record; (d) accident reports and health record; (e) record of release of permanent record information.

The Student Temporary Record consists of all information not required to be in the Student Permanent Record and may include:

1. Family background information.
2. Intelligence test scores.
3. Aptitude test scores.
4. Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level tests results.
6. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations.
7. Honors and awards received.
8. Teachers anecdotal records.
9. Disciplinary information.
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies, or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record of release of temporary record information.

The legal guardian or student's parent has the right to view or copy permanent and temporary records and the right to control access and release of school student records. Charges for copies may be applicable.

The Student Permanent Record is retained permanently. The Student Temporary Record will be destroyed as follows: Records that are not considered useful at the end of grade 3, beginning grade 7, and the beginning of grade 9. All remaining temporary records will be destroyed at the end of grade 12.

Upon reviewing the records, the parent, guardian, or eligible student may make a written appeal for the correction or removal of information to the principal or principal's representative. (This should in no way be construed as the right to contest a grade given by a teacher, but could point out an error in transferring a grade to the pupil's record.) The person wishing to make a written appeal shall write a brief dated statement of: (1) the name and birth date of the student; (2) the specific change requested; and (3) the reasons. A written answer to the appeal will be given within thirty (30) days of the appeal containing the administrator's decision.

If the person making the appeal is not satisfied with the administrator's decision, he/she may request: (1) that a written statement contesting the record be placed in the student's folder as a part of the official student record, or (2) a formal hearing.

If a formal hearing is requested, it should be dated, written request filed with the Superintendent of Schools, 201 W. Clay Street, Collinsville, Illinois 62234. The request should include the name and birth date of the student whose record is in question, specific references to what is being contested, the reason(s) and what change(s) are requested.

The Superintendent of Schools or a delegate from the schools or community who does not have a direct interest in the outcome of the hearing, shall hold a formal hearing within thirty (30) days of the written request and render a written decision within forty-five (45) days of the written request. The parent, guardian, or eligible student shall be given a full and fair opportunity to present evidence relevant to the records in question.

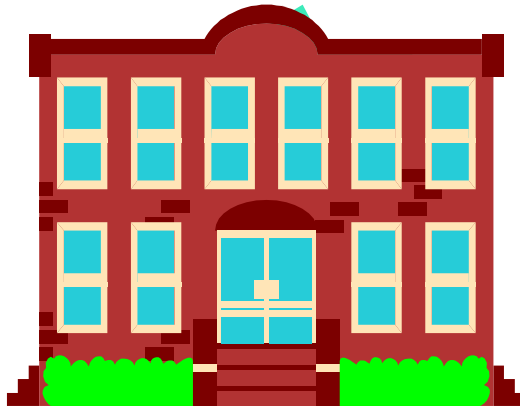
Permanent records of all students will be maintained in perpetuity and thereby beyond the minimum of 60 years required by the Act. Temporary records, as defined by the Act, may be maintained for transferees, graduates, and permanently withdrawn students for a period of time not to exceed 5 years after such transfer, graduation, or withdrawal.

Schools may elect to destroy temporary records at any period of time where it has been determined they are no longer useful to the school district. Accordingly, Collinsville Community Unit 10 will destroy temporary records as follows: Grade 3 - reading tests, registration form; Grade 6 - reading tests, duplicate grade cards, transfer release of record, discipline sheet, and nurse referrals.



# **ELEMENTARY HANDBOOK**

## **Collinsville Community Unit 10**



## **Jefferson Elementary School**

**“Jefferson School will create a safe, friendly, learning community which encourages mutual respect. Our purpose is to promote students to become life-long learners and productive members of society.”**

## TABLE OF CONTENTS

ACCIDENT REPORTS	4
ARRIVAL AND DISMISSAL	4
BICYCLES	4
BOOK RENTAL AND MATERIALS FEES	4
BREAKFAST	4
CAFETERIA RULES	4
CAPS	5
CLASSROOM PARTIES	5
DETENTION	5
DISCIPLINE	5-6
DOCTOR/DENTIST APPOINTMENTS AND EARLY DISMISSALS	7
EMERGENCY INFORMATION	7
FIELD TRIPS	7
GRADE PLACEMENT/ ASSIGNMENT/RETENTION	7
HOMEWORK	7
KINDERGARTEN	8
LIBRARY	8
LOST AND FOUND	8
LUNCHES	8
MACHINES	8
MAKE-UP WORK	8
NEWSLETTER	9
NURSE	9
PARENT COMMUNICATION	9
PARENT/GRANDPARENT/COMMUNITY	9
PARENT/TEACHER CONFERENCES	10
PARKING	10
PERFECT ATTENDANCE	10
PERSONAL BELONGINGS	10
PICTURES	10
PHYSICAL EDUCATION	10
PLAYGROUND	10
PROGRESS REPORTS	11
PTA	11
REPORT CARDS	11
SCHOOL DRESS	11
SCHOOL INSURANCE	11
SCHOOL RULES	12-13
SCHOOL SUPPLIES	13
STUDENT CONDUCT AND DISCIPLINARY PROCEDURES	13
SUSTAINED SILENT READING	14
TARDINESS	14
TELEPHONE	14
VISITORS	15
PAPERWORK FOR PARENTS TO COMPLETE	FOLLOWING PAGE 15

**JEFFERSON SCHOOL STAFF**

David Stroot	Principal
Doris McFall	Kindergarten
Christina Reid	First Grade
Vicki Hunter	Second Grade
Kim Harrison	Third Grade
Brad Snow	Fourth Grade
Jennifer Bhooshan	Music
Jerry Pilcher	P. E.
Ruth Hawkins	Computer Support
Mary Ann Himstedt	Speech
Jean Smith	Secretary
Kim Smith	Relief Aide
TBA	Custodian

**School Hours 8:00 A.M.-2:45 P.M.**

**Office Hours 7:30 A.M.-3:30 P.M.**

# **JEFFERSON SCHOOL HANDBOOK**

## **ACCIDENT REPORTS**

If a student is seriously injured while at school or on the bus, the teacher, the bus driver or principal will complete an accident report. The parents will be notified immediately. In the event a child is seriously injured and the parents cannot be contacted, the school nurse may be notified and after an examination and consultation with the Principal, a decision may be made to have the child transported to the Emergency Room at Anderson Hospital. Every effort will be made to notify the parents of the decision.

## **ARRIVAL AND DISMISSAL**

Students are not to arrive at school prior to 7:40 a.m., because there is no supervision prior to this time. Supervision will be available after 7:40 and at that time students will congregate in front of the school or (in the cafeteria during inclement weather). Students will be dismissed to their classrooms at 7:55. Classes begin promptly at 8:00 a.m. When picking up children, parents are to wait outside until the 2:45 p.m. dismissal, unless they have specific business in the office. Teachers will dismiss students upon the completion of the school day. To insure the safety of our students, and to allow building access to emergency vehicles, please park your vehicle in designated areas and do not block the driveways of area residents or park behind staff vehicles.

## **BICYCLES**

Students who wish to ride bicycles to school may do so. However, the school assumes no responsibility. All bicycles are to be parked and locked in the school bike racks at the side of the building. Students are to walk their bikes at all times when they are on school grounds.

## **BOOK RENTAL AND MATERIAL FEES**

These fees are revised annually, and can be paid on registration day.

## **BREAKFAST**

Students wishing to eat a school breakfast may do so between 7:40 and 8:00 A.M. each morning school is in session. The breakfast menu consists of a choice of milk or juice, cereal, pop tarts, or specialty items such as rolls or Danishes. Students who qualify for free or reduced lunches may also receive breakfasts at a free or reduced rate. Free/Reduced forms are available in the office.

## **CAFETERIA RULES**

The same rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep their hands and feet to themselves. Classes will sit together and be assigned tables. The students are expected to clean their table when they finish eating as well as anything that may have dropped on the floor. Since there

are so many students in the cafeteria at one time, students are expected to talk in a quiet tone of voice. See also, the School Rules section of this handbook.

### **CAPS**

As a matter of manners and courtesy, caps are not to be worn in the building.

### **CLASSROOM PARTIES**

Three classroom parties are allowed during the year: Halloween, Christmas, and Valentine's Day. It is district policy that all treats must be purchased and not homemade. Of course birthday parties may be celebrated in some fashion as well. Please speak with your child's teacher regarding these activities.

### **DETENTION**

Detention may be established for students who repeatedly break school and classroom rules. Detention rules are as follows:

1. NO TALKING.
2. Students are not allowed to engage in educational play activities.
3. Students must be separated and facing away from one another.
4. Students may not bother or distract other students.
5. Students will follow all directives given by the detention supervisor.

Supervisors will issue one warning for any infraction of these rules. Further problems will result in extra detentions being assigned and/or notifying the parents and/or principal for further action.

### **DISCIPLINE**

Jefferson School has adopted a school-wide progressive discipline plan to establish consistency and continuity within the school environment. In this program, students are taught age appropriate behavioral and coping skills, and are expected to use these skills in making good choices, and exercising appropriate and respectful actions. Following are the basic behavioral expectations required of our students here at Jefferson:

- A. **Be prompt and prepared.**
  1. Come on time.
  2. Come with needed materials
  3. Come with assignments completed.
- B. **Respect authority.**
  1. Listen to authority.
  2. Follow directions promptly.
  3. Accept responsibility for behavior.
- C. **Respect rights of others.**
  1. Use appropriate voice and language.
  2. Listen to the speaker.
  3. Respect opinion and points of others.
  4. Refrain from harassment.

- D. **Respect property.**
  - 1. Respect property of others.
  - 2. Respect own property.
- E. **Display a concern for learning.**
  - 1. Remain on task.
  - 2. Allow others to remain on task.
- F. **Display appropriate social skills.**
  - 1. Cope (with disagreement, teasing, failure, etc.)
  - 2. Display courtesy and tack.
  - 3. Interact with others appropriately.
- G. **Display appropriate character.**

\*All school and classroom rules will be guided by these behavioral expectations. Appropriate, responsible, and respectful behavior is considered a necessity in maintaining an effective school climate and learning environment. It is our belief that each student chooses his/her own actions. Students may receive both tangible and intangible rewards and incentives for good behavior such as:

- **Positive verbal feedback.**
- **Positive nonverbal feedback** (i.e. Smiles, winks, nods, pats).
- **Occasional awards/rewards** (i.e. Stickers, marks, pencils, favorite activities, food/treats).
- **Positive reports to parents** (i.e. Notes, phone calls).

In assisting students in developing ownership and responsibility for their own actions, we feel it necessary to establish consequences for misbehavior. These consequences are progressive in nature, and are intended to assist students in making appropriate behavioral choices. Following are the progressive consequences that may result from misbehavior:

- 1. **Warning** (simple interaction).
- 2. **Time out** (removal from the situation, loss of recess or a portion of recess, moved to the back of the line, detained after class, loss of a special privilege, etc.)
- 3. **Discipline Plan Form For Students, Parent, & Teacher**
  - A. Student signs a form that indicates what he/she did wrong.
  - B. Student meets with the principal to discuss his/her behavior.
  - C. Discuss future actions and consequences if behavior is repeated.
  - D. A type of punishment will be administered
  - E. Must be signed by parent/guardian, and returned to school the following day.
- 4. **Phone call to parents.**
- 5. **Meeting between principal, student and parents.**
- 6. **After-School Detention (may be repeated).**
- 7. **In-school suspension (may be repeated).**
- 8. **Out-of school suspension (1-5 days).**

## 9. Expulsion

**\*\*Repeated and/or severe misbehavior may result in the skipping of steps.**

\*See also School Rules, Detention, and Student Conduct and Discipline in this handbook.

### **DOCTOR/DENTIST APPOINTMENTS AND EARLY DISMISSALS**

Every effort should be made to schedule doctor and dentist appointments outside of school time. When this is not possible, students will be excused or given an early dismissal. All early dismissals or appointments must be requested in writing the day before the dismissal. These notes are to be given to the office immediately upon entering the building. It is the student's responsibility for making up any work missed. Parents must make sure to sign children out in the office before departing from the building.

### **EMERGENCY INFORMATION**

Each student is required to have on file in the school office the following information:

1) Parent(s)/ guardian name(s); 2) Address; 3) Home phone number, parent(s) work phone number and an emergency phone number of a friend or relative; 4) Physician's and Hospital's name and phone number; 5) Any medical alert information.

### **FIELD TRIPS**

All students are required to ride Unit #10 buses to and from the field trip destination and are expected to obey all of the bus and field trip rules. It is up to the discretion of the teacher to determine who and how many parent chaperones will accompany the class on the field trip. Parent chaperones are not permitted to have any other children accompany the field trip. Children are expected to remain at school until dismissal time, not at the end of the field trip.

### **GRADE PLACEMENT/ASSIGNMENT/RETENTION**

Collinsville Unit #10 reserves the right to test or place on probation for 30 days, any student transferring into the district for purposes of grade placement. In some instances, a teacher in consultation with the Principal and parents, may decide to retain the student at the same grade level for another year rather than promote them. Parent conferences will be held prior to making this decision. Teachers do not decide on retention without a lot of thought, communication, and documentation.

### **HOMEWORK**

Homework is an important and necessary part of the educational process. It is intended to reinforce a lesson taught. It allows students to take advantage of resources outside the classroom and school. Additionally, homework allows for parental assistance at

home so that the child gets individual assistance and attention. Finally, homework teaches responsibility.

It is not appropriate to bring homework late unless there is illness or other extreme circumstances. All assignments must be handed in when the teacher specifies that they are due. Homework will be counted toward grades and could also affect promotion to next grade level.

Parental support with homework is absolutely necessary. The teaching staff respectfully requests that all parents and guardians check with their child daily to guarantee that homework is complete. Communication with your child's teacher is actively encouraged if there are any questions about homework.

### **KINDERGARTEN**

New Kindergarten students must be 5 years of age on or before September 1 of the school year in which they are enrolling. New Kindergarten students must register at 201 W. Clay Street in Collinsville and have a copy of the certified birth certificate as well as proof of a physical examination and immunization records must be complete. One section of all day kindergarten is offered at Jefferson School.

### **LIBRARY**

Students are encouraged to use the library materials available. Students who check out materials from the library are expected to return them by the date indicated. If they fail to do so a fine will be imposed for overdue materials.

### **LOST AND FOUND**

Anything found on the campus, regardless of its value, will be placed in the lost and found box located in the main corridor hallway. The lost and found box will be cleared out periodically. Any unclaimed items will be donated to the needy.

### **LUNCHESES**

Students may purchase a school lunch, which includes milk, or may bring their lunch and purchase milk separately. Students are not permitted to bring soda to school. A school lunch menu will be sent home with each student monthly. Tickets for lunch may be purchased daily, weekly, or monthly. Students who forget to bring their lunch or lunch money may charge lunch for one day, but the debt is to be repaid the following day. **Applications for free or reduced lunches are available in the school office.**

**\*Bringing fast food lunches to student during lunchtime is strongly discouraged. This interferes with the structure of the school day, has caused problems between students in the past and is not fair to the other students.**

### **MACHINES**

Copy machines are strictly off limits to students, unless help is requested of office personnel. Students are permitted to purchase soda from the soda machine **after school only.**

## MAKE-UP WORK

It is the responsibility of the student to request make-up work from the teacher upon returning to school after an excused absence. A parent may also request make-up work after the second consecutive day of an absence and this request should be made by 12 Noon. Students cannot receive credit for make-up work for unexcused absences, e.g. suspension. However, students should for their own benefit, make-up any work missed and turn it in to the teacher within a short, reasonable time period.

## NEWSLETTER/CALENDAR

A school calendar will be distributed monthly. This calendar will contain important information about upcoming events and activities and feature various facets of the school program and the PTA.

## NURSE

The school district has five school nurses who provide services to students as needed. In addition each school has a part-time nurse's aide, who checks records and does hearing and vision screenings. You will be contacted by the school nurse or the nurse's aide if your child's medical, dental, or shot records are incomplete, or if more information is needed.

## PARENT COMMUNICATION

Jefferson School provides many avenues in which parents can stay in touch with teachers and other staff. Jefferson school maintains a web-site in which parents can stay informed of activities taking place within the school. The web-site: <http://www.kahoks.org/JEFFERSON/> can be accessed by way of internet. Teachers will also be utilizing a program called "**Front-page**" this year which can assist parents in helping his/her child with school assignments or keep the parent informed regarding student progress as well.

Another form of communication would be **student planners**. These planners will be used in a variety of ways. Among the uses are: a daily log in which students record assignments, store spelling lists, store/organize homework, character building activities, a place for teachers to write notes home and parents can write notes to the teacher as well. The school's telephone number is **346-6212** and the office is open during school days from 7:30 a.m.-3:30 p.m. if you would like to visit in person.

## PARENT/GRANDPARENT/COMMUNITY VOLUNTEERS

Volunteers are very special people who offer their services to the students and teachers of Jefferson School. They are appreciated and valuable members of our educational team. There are many opportunities to volunteer throughout the year, from extra-curricular and PTA activities, to classroom and small group activities, to listening to children read, to typing, creating, and/or cutting out materials at home. Parents and other interested persons may sign up to volunteer for various activities and events that

go on here at school. A volunteer survey should be available during registration for interested persons to indicate the things they may wish to help with, and the approximate times they will be available. If you are interested in assisting the school in any way, please sign up and/or contact your child's teacher, the principal, or the PTA. While these services are invaluable, they need to be coordinated with the curriculum and the classroom teacher. Thus, if you are not contacted immediately to volunteer, please know that your services will be sought as needed.

\*To insure the safety of our students, all volunteers who work directly with children, or for an extended period of time, must submit to a criminal background check as well as a TB test. All volunteers must sign in at the office before proceeding to their assigned destination.

### **PARENT/TEACHER CONFERENCES**

District-wide parent-teacher conferences are scheduled each year. However, parent-teacher conferences can be requested by parents or the teacher at any time throughout the year. Parents wishing a conference with their child's teacher must make an appointment with the teacher at least one day prior to scheduling the conference. Parent/teacher conferences are a very valuable form of communication between the home and the school, particularly when problems arise.

### **PARKING**

Short-term (15 minutes) parking is available on the one-way street directly in front of the school (Left Side of Boskydells), in the church parking lot at the end of the block, or down the hill Southeast of the school. However, to ensure the safety of our students, blocking the roadway, double-parking, blocking drive-ways of neighbors, or parking behind staff vehicles is prohibited. Only staff members may park in the designated areas posted in front of the school-all others with the exception of emergency vehicles, are prohibited.

### **PERFECT ATTENDANCE**

Perfect attendance is exceptional. A special award will be given at the end of the school year to students who have not been **absent or tardy** to school during the duration of the school year.

### **PERSONAL BELONGINGS**

All personal belongings should be clearly marked with your child's name and grade.

### **PICTURES**

Individual pictures will be taken sometime in early Fall. Memory pictures will be taken in early Spring. No one is obligated to purchase pictures. All students will be pictured in the school's yearbook.

### **PHYSICAL EDUCATION**

Physical education instruction is an integral part of a child's growth and well being. All students are expected to participate in the P.E. classes. Only students who have a written doctor's recommendation will be excused from these classes. Students should wear tennis shoes in order to participate in physical education classes.

### **PLAYGROUND**

The rules for the playground are no different from those for the school. Tackle football and team soccer are not permitted. Snowball throwing is not permitted. Students should line up to enter the building immediately after bell sounds. The relief aide or a teacher is in charge of the playground, and they are to be obeyed at all times. See, also, the school rules section of this handbook.

### **PROGRESS REPORTS**

In an effort to keep parents abreast of their child's progress, mid-quarter progress reports will be sent out to any student with less than satisfactory progress. In this report, teachers will provide information as to how the student is progressing academically and socially, as well as provide information as to how parents can help their child succeed.

### **PTA**

The PTA is an intricate part of our school family. It is hoped that every parent will be involved with the PTA because it does so much for our school, teachers, and students. Without this organization, many things would not be accomplished or available to our students.

### **REPORT CARDS**

Report cards are issued each nine-week period. Please carefully review your child's progress and contact the school if you have any questions regarding the grades. Conferences will be scheduled as necessary to explain grades and questions that may arise.

### **SCHOOL DRESS**

Proper dress is expected at all times. Shoes should be comfortable and appropriate for outdoor play. Hats, gloves, and mittens should be worn as needed during cold weather, as we take the children out as much as possible. Caps may not be worn in the building.

Clothing that is revealing or suggestive may not be worn. (Halter tops, tops with spaghetti straps, tank tops, tube tops, mesh tops or other apparel that shows bare midriff, "see through", or have large sleeveless openings are not permissible.

Hip-hugger pants are permissible as long as the top is tucked into the pants with no bare skin showing. Pants/Shorts must be worn at the normal waistline at all times.

Sagging pants will not be tolerated. Halter tops, short shorts, see-through blouses, and

clothing which advertise drugs, alcohol, or other related paraphernalia are not considered proper clothing for school. Students who are improperly dressed will have their parents called for a change of clothes. Teachers and the principal have the right to determine the appropriateness of dress at school.

### **SCHOOL INSURANCE**

School insurance is offered at the beginning of each school year. Parents are encouraged to take advantage of this offering. Envelopes for enrolling for this insurance will be sent home at the beginning of the school year.

### **SCHOOL RULES**

Following are the basic rules under which Jefferson School operates:

#### **BUILDING RULES:**

1. Walk. Do Not Run!
2. Walk on the right hand side of the hallways.
3. Be Quiet! (Noise-making disturbs classes.)
4. Keep hands and feet to yourself. (Do not push, pull, shove, or grab others.)
5. Respect yourself, others, and school property. (No shoving, hitting, spitting, punching, biting, cheating, etc. Theft or damage to school or personal property will not be tolerated.)
6. Radios and beepers are forbidden at school. **Cell phones must be turned off, stored in locker or backpack and not used during the school day.**
7. Students are not allowed to be in the school building unless under the supervision or permission of school staff.
8. No gum chewing is allowed.
9. Remove hats/caps upon entering building.
10. Gang-related actions and paraphernalia will not be tolerated

#### **LUNCHROOM RULES:**

1. Be on time.
2. Wait in line appropriately.
3. Follow directions of those in charge.
4. Treat cooks and supervisors with respect. (Display an appreciation for the cooks.)
5. Keep voices at a proper level (soft voices, or a low whisper).
6. Allow others to eat without disturbances. (Keep hands, feet, and objects to yourself. No sharing or trading food!)
7. Dispose of food properly. (Clean up your space after eating.)
8. Treat lunchroom equipment properly.
9. Interact with others appropriately. (Practice good table manners. Raise your hand when you need assistance from a supervisor.)
10. Remain seated until dismissed from the lunchroom.

#### **PLAYGROUND RULES:**

1. Be in the proper place on the playground. (Do not leave the playground without the permission of supervisor.)
2. Line up immediately (Stop playing, line up quietly, and respect door keepers when the bell rings.)
3. Follow the directions of those in charge.
4. Treat supervisors with respect.
5. Keep your hands and feet to yourself. (No kicking, punching, shoving, etc. even in a playful manner. Do not touch stray dogs, cats, and other animals.)
6. Respect the rights of others to the equipment. (Share and take turns.)
7. Play in a safe and orderly manner. (No throwing rocks, sticks, etc.)
8. Treat equipment with respect. (Intentional damage to school property may result in necessary restitution.)
9. Take responsibility for equipment used. (Use equipment properly and as directed by supervisors.)
10. Follow the rules of the games. Be honest and fair.
11. Resolve conflicts in an appropriate manner. (Use of physical aggression will not be tolerated.)

#### RESTROOM RULES:

1. Talk softly. (Do not yell or make loud noises.)
2. Use equipment properly. (Do not stand on sinks or commodes or hang from doors or door frames. No horseplay allowed.)
3. Place all trash in proper containers. Do not waste paper.
4. Always flush after use.
5. Wash and dry hands before leaving.

#### BUS RULES:

1. Be at the bus stop on time.
2. Have all materials ready to go.
3. Treat bus driver with respect.
4. Follow directions promptly.
5. Keep your hands and feet to yourself.
6. Keep your voice at an appropriate level (soft voice or whisper).
7. Treat the bus with respect. (Damage or destruction to the bus will result in possible loss of bus privileges, and/or restitution.)
8. Remain seated while bus is moving.
9. Ride bus in a safe and orderly manner.
10. Wait for bus in a safe and orderly manner.
11. Display appropriate social skills.

**\*Please see the District Handbook for additional rules and procedures.**

### **SCHOOL SUPPLIES**

Each teacher will furnish an exact list of supplies needed for the year. Normally this list is sent home with the final report card to be used for the following school year. Every grade level has different requirements for supplies.

### **STUDENT CONDUCT AND DISCIPLINARY PROCEDURES**

Jefferson School operates under the premise that teachers must be assured of the right to teach, and students must be assured of the right to learn. All students, staff, and parents have a shared responsibility in assuring that an environment conducive to learning is satisfactorily maintained.

Students must maintain appropriate, productive behavior at all times, and should exercise respect and self-control. To help students develop self-discipline and self-control, teachers will be presenting lessons on the development of good character. These lessons will include materials and interactions in trustworthiness, respect for others, responsibility, fairness, caring, and citizenship, to name a few.

When breaches of school rules and regulations occur, it is the responsibility of the staff to work with the student, and his/her parents as necessary, to help the student to correct his/her own behavior. All disciplinary actions will be directed toward protecting the welfare of the school community, as well as helping the student to develop self-discipline. When determining the response/consequence for inappropriate conduct, school personnel will consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstances, and the affect of his/her actions on the welfare on the school community. Consequences for misbehavior may include, but are not limited to the following:

- Warning
- Time out, or removal from the situation
- Individual interaction or conference with teacher or principal
- Denial of special privileges
- Detention
- Phoning parents
- Parent/Teacher/Student Conference
- Suspension
- Referral to outside agency
- Referral to law enforcement agencies
- Expulsion

\*See the District Handbook for specific policies and procedures in dealing with specific disciplinary problems such as general and gross misconduct; insubordination; theft or damage to school or personal property; fighting; use or possession of alcohol, drugs, or tobacco products; unauthorized use of fire alarms and fireworks; and use or possession of dangerous and illegal weapons.

### **SUSTAINED SILENT READING**

This is a school-wide activity in which every child reads independently for a set period of time. Research has shown this is the best way to increase reading levels plus promote a love of reading.

### **TARDINESS**

School begins promptly at 8:00 a.m. Students are expected to be on time for the start of school and all classes. If a student is late for the start of school, he/she must report to the office before going to the classroom. If there is excessive tardiness, parents will be notified.

### **TELEPHONE**

The office telephone is for school business and is not to be used by the students except in an emergency. Students will not be allowed to call home unless it is an emergency. **Student use of cell phones (see district policy: *cellular/digital devices*) is prohibited during the school day.**

### **VISITORS**

To ensure the safety of our students all parents and visitors are required to report directly to the office upon entering the building, to state their reasons for being there. Please do not linger in the hallways or go directly to individual classrooms, as this poses a threat to student safety and disrupts the educational process. Parents wishing to meet with a teacher or the principal should call the day before, if possible, to make an appointment. Teachers cannot meet with parents during class time. The principal or teacher will return your telephone call within twenty-four hours.